

## PERSONNEL 4010

### EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION

It is the policy of the Manchester Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against in, any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

### EQUAL EMPLOYMENT OPPORTUNITY

### AFFIRMATIVE ACTION

#### Administrative Guidelines

The implementation of this policy embodies two concepts:

1.) Nondiscrimination: Every applicant for employment shall be considered on the basis of his or her qualifications for a position. The Manchester Public Schools and each of its departments will carefully and systematically examine all of its employment policies and practices to be sure they do not either purposely or inadvertently operate to the detriment of any persons on the grounds of race, color, religion, sex, age (except as noted in State Laws and Town Ordinances), physical handicap, or national origin. Those responsible in matters of employment, including all supervisors, must follow policies and practices that are nondiscriminatory.

2.) Affirmative Action: The Manchester Public Schools and each of its departments will make a determined effort to recruit, employ, and promote qualified members of groups currently under-utilized in the district's work force.

The nondiscrimination requirements apply to all persons, whether or not the individual is a member of a conventionally defined "minority group." The affirmative action requirements are designed to further the employment of women and minorities (in those areas where they are currently under-utilized).

The policy and guidelines reflect a commitment by the Manchester Public Schools to further develop strategies for its successful implementation.

Adopted: March 10, 1975

Revised: February 25, 2002