

EQUAL OPPORTUNITY EMPLOYMENT

The Board of Directors of MSAD No. 9 affirms that it employs without discrimination on the basis of race, sex, color, national origin, marital status, age, handicap, or religion the best qualified persons available at the salary levels established for school employment. The Board of Directors recognizes its obligation to take affirmative action in employment practices for compliance with the Maine Human Rights Act and Section 504.

A. Distribution of Staff

MSAD No. 9 recruitment policy is designed to better represent staff available from minority groups.

B. Recruitment

1. Whenever seeking candidates for any position, MSAD No. 9 will offer equal opportunity to every candidate regardless of race, sex, color, national origin, marital status, age, handicap, or religion. The District will advertise the jobs throughout the State to ensure that candidates will have an opportunity to apply.
2. Application forms for teaching and non-teaching positions shall not contain questions or requirements which discriminate by race, sex, color, national origin, marital status, age, handicap, or religion.

C. Applicant Flow Data

MSAD No. 9 will maintain records of inquiries and applications for employment for two (2) years. Such records will be made available to the Affirmative Action coordinator for periodic analysis.

Applicant flow data shall include:

1. Name of applicant or inquirer;
2. Date of application or inquiry; and,
3. Action taken on application or inquiry.

D. Statement of Equal Opportunity

MSAD No. 9 will cause to be printed on any notices of open positions and any correspondence to candidates for position, the following sentence:
"We are an equal opportunity/affirmative action employer."

E. Promotion, Transfer, Layoffs, Benefits, Compensation, Demotions, Suspensions, Terminations, Hiring, Training

MSAD No. 9 does not discriminate on the basis of race, sex, color, national origin, marital status, age, handicap, or religion concerning promotion, transfer, layoffs, benefits, compensation, demotions, suspensions, terminations, hiring, training.

F. Pregnancy

MSAD No. 9 will not discriminate in employment and/or benefits on the basis of pregnancy or related conditions.

Cross Reference: **AC - Nondiscrimination/Equal Opportunity**

Adopted: **Prior to 1988**
Reviewed: **December 1994**
Reviewed: January 22, 2002
Reviewed: May 4, 2009