

Equal Employment Opportunity

Affirmative Action Plan

Procedures relating to employment and placement will be reviewed and amended as necessary to ensure non-discrimination. Qualifications needed for a job and job descriptions will be reviewed by the Superintendent to ensure that they are realistic and do not involve inadvertent discrimination. Application forms will be reviewed and revised as necessary by the Superintendent. Personnel policies will comply with federal and state fair employment regulations.

Interviewing and Hiring

This section provides guidelines to help in interviewing and selecting candidates for positions with the District. One of the most important factors in any hiring decision is that the applicant be able to do the job for which he/she is applying:

1. Educational Requirement – The District interviewer must be prepared to demonstrate why a job requires the applicant to have a specified level of education.
2. Family Status - Applicants should not be questioned by the District interviewer about their dependents, family plans, or a condition of pregnancy.
3. Arrest and Conviction Records – The District interviewer may not automatically disqualify an applicant from employment consideration because the applicant has a police record.
4. Religious Beliefs – Supervisors are expected to make reasonable accommodations to the religious needs of applicants when this will not have a serious effect on operations.
5. Citizenship - If the applicant is not a United States citizen, he/she must possess a permanent Visa to be eligible for employment.
6. Manner of Speaking - It is unlawful to reject an applicant because of the applicant's foreign accent or lack of fluency in English unless either condition will affect satisfactory job performance.

Legal References: Connecticut General Statutes §4a-60
 Connecticut General Statutes §4a-60a
 Connecticut General Statutes §46a-60
 Executive Order 11246, 42 U.S.C. 2000e
 Equal Pay Act of 1963, 29 U.S.C. 206 (d)

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