***P2-11 Affirmative Action Policy***

1. Preface Board of Education Resolution

Affirmative Action Resolution Adopted June 24, 1975 and Revised July 21, 1988

WHEREAS, it has long been the policy of the Salem County Board for Vocational Education to provide equal educational and employment opportunity regardless of gender, race, color, creed religion, ancestry, national origin, social, economic, political affiliation, marital status (including married and pregnant students) or nonapplicable handicap and,

WHEREAS, the Board of Education recognizes Affirmative Action is what is required to bring about equal educational and employment opportunity, the Board has directed the Superintendent to review the educational and employment programs for the purpose of incorporating therein Affirmative Action provisions and,

BE IT RESOLVED, that the Board of Education does hereby reaffirm its policy to insure equal educational opportunity for all students and to prohibit discrimination and/or harassment because of gender, race, color, creed, religion, ancestry, national origin, social, economic, political affiliation, marital status (including married and pregnant students) or nonapplicable handicap in the educational programs and, activities, not limited to but including, course offerings, counseling tests and procedures, parenthood, marital status, extra curricular activities and job placement through an integral part of every aspect of educational policies and programs to the maximum extent possible.

BE IT FURTHER RESOLVED, that the Board of Education does hereby reaffirm its policy to insure equal employment opportunity for all students and to prohibit discrimination because of gender, race, color, creed, religion, national origin, social, economic, political affiliation, marital status (including married and pregnant students) or nonapplicable handicap and to have access to all categories of employment in the Salem County Vocational Technical Schools and that an Affirmative Action program shall be an integral part of every aspect of employment but not limited to upgrading, transfer, recruitment, termination, rates of pay or other forms of compensation including fringe benefits, employment selection or promotion.

BE IT FURTHER RESOLVED, that the Board of Education shall continue to maintain a working environment that is free from sexual harassment directing administrators and supervisors to inform all staff that sexual harassment is prohibited in the workplace or educational setting. Specifically, no supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment or

advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment of an employee. Sexually harassing conduct in the workplace committed by nonsupervisory personnel is also prohibited. Staff may file a formal grievance related to sexual harassment. The district Affirmative Action Officer will receive all complaints and carry out a thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser. Findings of discrimination in the form of sexual harassment will result in appropriate disciplinary action. The superintendent shall direct the development of regulations for implementation of this policy and shall submit an annual report to the Board on the effectiveness of both policy and procedures.

Legal References:

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| N.J.S.A. 10:5 | Law Against Discrimination |
| N.J.S.A. 18:6-5 | Inquiry as to religion and religious tests prohibited |
| N.J.S.A. 18A:6-6 | No gender, discrimination |
| N.J.S.A. 18A:18A-17 | Facilities for handicapped persons |
| N.J.S.A. 18A:26-1 | Citizenship of teachers, etc. |
| N.J.S.A. 18A:26-1.1 | Residence requirements prohibited |
| N.J.S.A. 18A:29-2 | Equality of compensation for male and female teachers |
| N.J.S.A. 18A:58-16 | Rules (state school aid) |
| N.J.A.C. 6:4-1.3 | Policy development |
| N.J.A.C. 6:4-1.6 | Employment/contract practices |
| N.J.A.C. 6:8-4.3(a)ii | Evaluation of elements and standards (equal educational opportunity) |
| N.J.A.C. 6:8-8.3(b)10ii | Procedures for evaluation and certification (affirmation action) |

Executive Order 11246 as amended

Equal Pay Act of 1963 as amended, 29 U.S.C.A. S 201

Title IX of the Education Amendments of 1972, 20 U.S.C.A. S 1681

Title VII of the Civil Rights Act of 1964 as amended by the Equal

Employment Opportunities Act of 1972, 42 U.S.C.A. S 2000e et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. S 794 et seq.

Education for All Handicapped Children Act. 20 U.S.C.A. S 1401 et seq.

Meritor Savings Bank v. Vinson 106 S.Ct. 2399 (1986)

School Board of Nassau County v. Arline, 107 S. Ct. 1123 (1987)

Vinson v. Superior Court of Alameda 740 P.2d 404 (1987)

2. Introduction

   A. An Affirmative Action Committee will be formulated from a cross section of the community. This committee will include:

      1. The Affirmative Action Officer/504 Compliance Officer for the district.

      2. Staff and student representation.

      3. Board of Education representation.

      4. The committee will be supplemented by a cross section of county residents, selected from the district's general advisory board.

3. District Status on Affirmative Action by Areas of Responsibility

   A continuing assessment of the district's current employment and contract practice concerning staff will be completed on an annual basis. A continuing evaluation of school, shop, and classroom practices will also be made on an annual basis. This assessment will be based upon the district's annual goals and objectives. Recommendations will be made based upon current program and staff statutes.

   After each yearly evaluation is completed, a list of strengths, needs, and recommendations will be made. Based upon recommendations, goals will be established and follow-up procedures will be developed to implement and monitor the status of these recommendations.

   A. Employment and Contract Practices

      Specifically, the Affirmative Action Committee will meet and identify its goals in compliance with N.J.A.C. practices in an effort to determine if exclusions practices exist. An annual survey of existing staff will be made.

The committee, as a result of this survey, will determine areas of under-utilization and plan corrective action within one year.

The committee in conducting its annual assessment will include the following areas:

1. Listing of each job classification.

2. Salary ranges for each job classification.

3. Listing of those employed in each job classification.

4. Employees in each job classification by gender and minority status.

5. Information regarding promotion and transfer.

6. Equal pay for a specific job.

When the committee has completed its annual report, the administration will review the report and recommendations for appropriate action will be taken with the approval of the Board of Education.

The continuing goals of the Affirmative Action Committee shall be to insure that:

1. All persons, regardless of gender, race, color, creed, religion, ancestry, national origin, social, economic, political affiliation, marital status (including married and pregnant students) or nonapplicable handicap shall have equal access to all categories of employment in the Salem County Vocational Technical Schools.

2. The Salem County Vocational Technical Schools shall comply with all State and Federal laws relating to equal opportunity.

3. That all persons, firms or corporations supplying goods, materials, equipment, or service of any kind to the school system shall not discriminate against any employee or applicant for employment because of gender, race, color, creed, religion, ancestry, national origin, social, economic, political affiliation, marital status (including married and pregnant students) or nonapplicable handicap.

B. Social and Classroom Practices

Specifically, the Affirmative Action Committee will continue to meet annually to identify goals in compliance with N.J.A.C. 6:4-1.5. The

committee will make an ongoing analysis of the Salem County Vocational Technical School District with regard to the policies on the following:

1. Textbook and instructional material review practices.

2. Any possible signs of systematic inequity in the assignment of students and staff.

3. Any possible inequities in student services or practices such as counseling and testing and health.

4. Any possible inequities in student policies concerning discipline, student government, student pregnancies, etc.

5. Any possible inequities in participation in extracurricular activities.

To determine ways in which current practices can be assessed on a continuous basis to insure equality of opportunity for all student and staff members, the committee will study the above areas related to school and classroom practices on a yearly basis.

After study of the reports and evidence, the committee will submit a report covering the areas related to schools and classroom practices. A summary report will identify strengths, needs and recommendations concerning classroom practices and procedures. For any deficiencies found, a systematic plan of correction will be proposed to the Board through the Superintendent of Schools within a year.

The committee will meet periodically and call for reports designed to insure that equal opportunities for students and staff have been provided so that:

1. All persons regardless of gender, race, color, creed, religion, ancestry, national origin, social, economic, political affiliation, marital status (including married and pregnant students) or nonapplicable handicap shall have equal access to all categories of school and classroom practices.

2. The Salem County Vocational Technical Schools are complying with all State and Federal laws relating to school and classroom practices.

4. Grievance Procedure

All complaints including sexual harassment complaints from employees or students, and suggestions from individuals, parents, students, local parent

councils, citizens advisory council, local and other organizations located within Salem County shall be addressed in writing to the Affirmative Action Officer. The Affirmative Action Officer will confer with the Superintendent of Schools concerning all suggestions and/or complaints.