

NON-DISCRIMINATION IN EMPLOYMENT

Policy Statement

The Trumbull Board of Education is an equal opportunity employer. The Trumbull Board of Education will not discriminate in its employment on the basis of race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to, present or past history of mental disability, intellectual disability, learning disability or physical disability, including but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws. No qualified person shall be subjected to discrimination in employment under any program of the Trumbull Board of Education.

The Superintendent will continually evaluate employment policies and practices in terms of this policy and will report to the Board the results of such evaluation. When appropriate, the Superintendent will recommend any changes of policies and practices to eliminate the effects of any discrimination. In reviewing employment practices in terms of this policy, the Superintendent shall, as needed, call upon the advice and counsel of a Committee on Employment Policies.

The Board of Education shall establish regulations to ensure that the district recruit, employ, promote, and implement the hiring of qualified staff of diversity at all levels of employment. Recruitment methods include, but are not limited to: urban newspapers, national magazines, recruitment companies which specialize in minority educators, and to broaden and encourage internships to diverse groups of people.

The Superintendent will communicate the contents of this policy and its attendant regulations to employees and applicants for employment.

NOTE: Title VI (Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin).
Title IX (Education Amendments of 1972 prohibits discrimination in education programs or activities).
Section 504 (Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap).
Genetic Information Non-Discrimination Act of 2008 (prohibits discrimination based on genetic information).
United States Department of Education Office of Civil Rights
For appropriate person to contact, please refer to attached appendix.

Adopted: 2/24/76

Approved Revisions: 10/79, 10/81, 11/88,
4/93, 2/3/98, 4/29/03, 2/10/04, 9/18/07,
9/1/15

4111.1/Non-Discrimination in Employment

Regulations

1. The Assistant Superintendent has the responsibility for supervising this policy and regulations while all administrators and supervisors in the employ of the Board of Education have the responsibility for administering this policy and regulation.
2. The Assistant Superintendent will be responsible for including in any printed materials used in the recruitment or application phases of the process of hiring new employees the statement that the Trumbull Board of Education is an Equal Opportunity Employer. He/she shall distribute such material without discrimination on the basis race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to, present or past history of mental disability, intellectual disability, learning disability or physical disability, including but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws.
3. By means of newspaper ads and by posting in appropriate places in all buildings, the Superintendent will annually inform all employees and employee bargaining units about this policy, its attendant regulations, as well as the name, office address and telephone number of the administrator responsible for administering this policy and its attendant regulations.
4. The Assistant Superintendent shall, as needed, appoint and chair a Committee on Employment Policies. This Committee shall be comprised of no more than five (5) members which shall as reasonably as possible be representative of all employee categories including, but not limited to race, color, religious creed, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, (including but not limited to, present or past history of mental disability, intellectual disability, learning disability or physical disability, including but not limited to, blindness), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws. This committee shall review employment policies and practices in terms of this policy.
5. This Committee shall follow the established complaint procedure. The resolution of complaints is encouraged at the earliest stage.

Procedures

1. Employees shall discuss the complaint with their immediate supervisors with the hope of resolving the matter. Supervisors may seek assistance from other sources, including central office administration.
2. If the employee is not satisfied with the proposed resolution of the matter by his/her supervisor, the employee shall file, in writing, a discrimination complaint with the Assistant Superintendent. As much as practical under the circumstances, complaints will be maintained confidentially on a need to know basis. A complaint shall be acknowledged in writing

4111.1/Non-Discrimination in Employment

Procedures cont'd.

within three (3) business days. It shall be investigated, and the complainant informed of the findings and recommendations, within twenty (20) business days of receipt of the complaint. In the unusual circumstance when an investigation cannot be concluded within twenty (20) business days, it shall be concluded as soon as possible.

3. If a complainant is not satisfied with the findings and/or recommendations, he/she may request, within ten (10) business days of the receipt of the decision of the Assistant Superintendent, a hearing before the Superintendent. Such request shall be in writing and shall state the reasons the complainant is not satisfied. The Superintendent shall meet with the complainant within ten (10) business days of receipt of the complaint and shall respond, in writing, within ten (10) business days of the hearing.
4. A complainant may, if desired or if dissatisfied with action taken at the local level, report the grievance directly to the United States Department of Education Office of Civil Rights.
5. At the conclusion of the investigation, all written complaints, investigating notes and other documents, other than any discipline dispensed, shall be maintained in a secure file, separate and apart from the personnel files of the parties involved.

Reference

- Trumbull Board of Education Policy:
 - Affirmative Action, Policy Code 4000.1
 - Sexual Harassment, Policy Code 4118.112
- Title VI of the Civil Rights Act of 1964
- Guideline issued by the Equal Employment Opportunity Commission under Title VI
- Section 46a-60, Discriminatory employment practices prohibited, General Statutes of Connecticut as amended
- Section 504 of the Rehabilitation Act of 1973
- Title IX of the Educational Amendments of 1972
- Genetic Information Non-Discrimination Act of 2008
- P.L. 97-35 Section 558 (c) (d) & 34 CFR 200.60

4111.1/Non-Discrimination in Employment

APPENDIX A

Title VI issues (Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin) can be reported to the Assistant Superintendent, who will serve as the District's Title VI coordinator, at (203) 452-4348, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611.

Title IX issues (Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities) can be reported to the Assistant Superintendent, who will serve as the District's Title IX coordinator, at (203) 452-4348, Trumbull Public Schools, 6254 Main Street, Trumbull, CT 06611.

United States Department of Education Office of Civil Rights
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone (617) 289-0111
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