

Regional School Unit 73

Affirmative Action Plan

Reviewed by: RSU 73 Policy Committee

Adopted by RSU 73 School Board: September 8, 2011

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Affirmative Action/ Equal Employment Opportunity Policy

Insert Affirmative Action Policy. The policy should be the current policy approved the RSU 73 School Board.

Insert RSU 73 School Board Policy AC & ACA

Workplace Harassment Policy

Insert Workplace Harassment Policy. The policy should be the current policy approved the RSU 73 School Board.

Insert RSU 73 School Board Policy ACAA, AC-R & ACC-R

Drug Free Workplace Policy

Insert copy of the agencies Drug Free Workplace Policy. The policy should be the current policy approved the RSU 73 School Board..

Insert RSU 73 School Board Policy GBEC, GBEE, GBEE-E1, GBEE-E2 & GBEE-E3

Internal Dissemination of Policy and Plan

Internal Dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

1. The RSU 73 Equal Employment Opportunity/Affirmative Action Policy will be distributed to all RSU 73 employees through the faculty handbooks for each respective building. The Affirmative Action Plan will be distributed to all newly hired employees upon hire.
2. Meetings will be conducted as appropriate with management and supervisory staff to explain the intent of the policy, and to reiterate RSU 73's commitment, as well as the expectations regarding each individual manager's/supervisor's responsibility for effective implementation of the plan.
3. The policy will be explained in new employee orientation, with each new hire receiving his/her own copy of the Equal Employment Opportunity Policy, the Workplace Harassment Policy, and the Drug/Alcohol Free Workplace Policy. An annual training will be provided for all school employees.
4. The policy will be readily available in the Main Office of each RSU 73 School District building.
5. The Affirmative Action Plan, Equal Employment Opportunity, Workplace Harassment, and Drug/Alcohol Free Workplace policies will be accessible to all RSU 73 Employees through the RSU 73 website: www.rsu73.org.

External Dissemination of Policy and Plan

External Dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

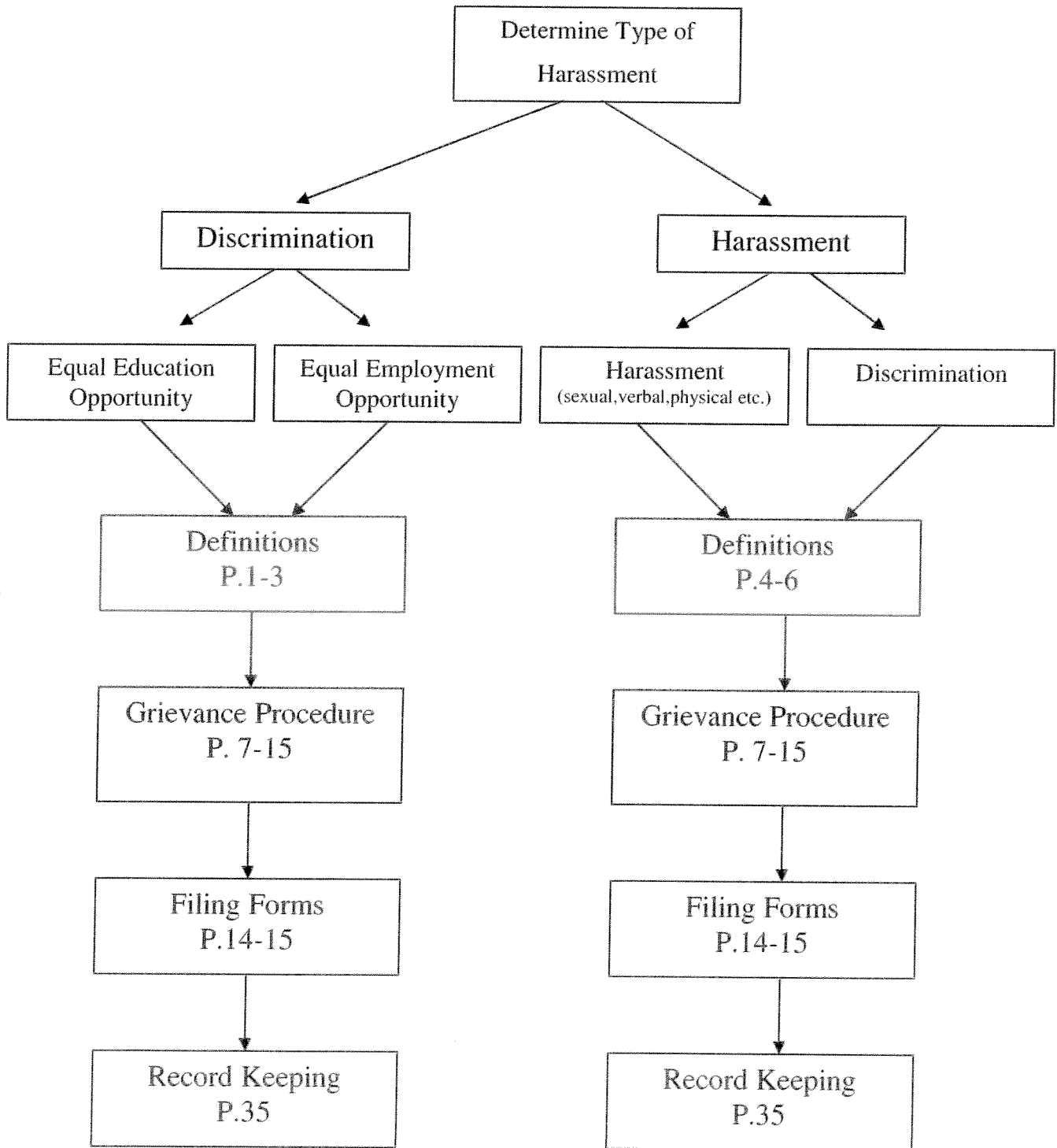
1. All advertisements of employment positions shall clearly state that the RSU 73 is an Equal Opportunity/ Affirmative Action Employer.
2. The Equal Opportunity/Affirmative Action Policy will be disseminated to students and parents through the Student Handbook at each building as well as posted under the RSU 73 School Board policies section of the RSU 73 web site (www.rsu73.org).

Responsibilities of the Affirmative Action Officer

The responsibilities of the Affirmative Action Officer include:

- Write Affirmative Action Plan and compile and submit reports to the State Affirmative Action Office when needed
- Support the development of Affirmative Action objectives
- Provide information and technical support as needed in areas relating to Affirmative Action
- Provide for internal and external communication of Affirmative Action policies, plans, and procedures
- Work with administration in identifying problem areas
- Develop goals, objectives and support programs to provide specific remedies to employment concerns and to ensure ongoing equal employment opportunity
- Act as a contact person for any employee who has an EEO/AA concern
- Observe the work environment for any real or perceived barriers to equal opportunity and recommend corrective action
- Perform other duties as necessary to develop and maintain an effective affirmative action program.

Affirmative Action Complaint Process Chart



Discrimination/Harassment Complaints (school year)

Type of Complaint	Date Filed	Status

- If no complaints have been filed please put "None" in the first column "Type of Complaint".

This document shall be maintained by the Affirmative Action Officer and filled in the Affirmative Action yearly records.

Affirmative Action Employee Notification

As an employee of RSU 73 , I acknowledge that I have received and am aware of the Affirmative Action policy and procedures for RSU 73 .

Employee Signature

Date

Please return this form to your building administrator. This form will be kept in your employee personnel file located at the Superintendent's Office.