

- 4000 PERSONNEL
- 4100 ALL PERSONNEL
- 4110 EMPLOYMENT
- 4113 AFFIRMATIVE ACTION**

The Marin County Superintendent of Schools and the Marin County Board of Education are committed to the principle that equal opportunity in hiring, compensation, benefits, terms and privileges shall be afforded to all persons regardless of race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation.

The Superintendent/Governing Board insure equal employment opportunity and will utilize an Affirmative Action Program that initiates positive efforts in recruitment, examination, selection and promotion procedures that effect the extension of equal employment opportunities to all qualified persons without regard to race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation.

It shall be the policy of the Superintendent/Governing Board to promote equal employment opportunity in all phases of personnel management through a selection process designed to eliminate any discriminatory practice, standard or condition.

The Superintendent shall insure development and implementation of an Affirmative Action Program in accordance with Superintendent/Governing Board policy and in keeping with applicable state and federal laws.

References: Education Code 44100-44101
5 CAC 30-31

Approved as to form:



Deputy County Counsel

Approved by
Marin County Board of Education - 8/8/89 (Corrected 11/28/89)

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4113.1 AFFIRMATIVE ACTION PLAN

The Marin County Superintendent of Schools shall be responsible for the overall administration and coordination of this program of affirmative action and for preparing periodic reports for the Marin County Board of Education. The Superintendent shall implement the affirmative action steps necessary to achieve the purposes and objectives herein set forth.

The Director of Personnel, or other designee of the Superintendent, shall be the Affirmative Action Officer charged with assisting in recruitment, assisting in the up-grading of skills for promotion consideration, and providing consultation to all persons regardless of race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation.

Each Division head will publicize and explain the Affirmative Action Plan to all employees within the Division and endeavor to obtain their understanding and cooperation in its implementation. Positions within each Division will be reviewed to identify and eliminate any non-essential qualifications which may discourage employment because of race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation.

Through ongoing workshops and consultation, the Affirmative Action Plan will be periodically reaffirmed with all persons employed by the Marin County Superintendent of Schools.

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 4113.1.1 **OBJECTIVES**

The Marin County Superintendent of Schools will maintain personnel procedures that:

1. Insure employment, re-employment or promotion at all staff levels will be granted on the basis of merit without consideration of race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation.
2. Achieve equality in employment through affirmative action in hiring and promotion policies. Qualified persons regardless of race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation will be sought to fill vacancies arising through normal attrition in at least the proportion such persons are represented in the population of Marin County.
3. Remove any artificial, arbitrary or unnecessary barriers to employment which would operate to discriminate on the basis of race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation.
4. Increase employment opportunities of all qualified persons by eliminating from position specifications any conditions and requirements without specific validity and applicability to the respective position and its function.
5. Respect the dignity and importance of each person as an individual regardless of his/her position classification.
6. Insure uniformity of application to all position classifications recognizing that some exceptions are necessary because of the various statutes or regulations that apply to a specific group of employees.

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- 4113.1.2 PUBLICIZING VACANCIES**

Vacancies shall be widely publicized in order to attract the best possible candidates.

The Superintendent shall conduct a program of active recruitment of persons regardless of race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation for Marin County Office of Education employment and endeavor to attract such persons through announcements of available employment opportunities.

The announcements shall be distributed to known placement, educational and employment agencies and organizations who would be expected to have knowledge of minority candidates for the particular vacancy to be filled.

Position announcements shall contain the statement:

The Marin County Office of Education does not discriminate on the basis of race, color, national origin, gender, sexual orientation, handicap or age in its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975.

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4113.1.3 RECRUITMENT AND SELECTION

1. The Superintendent shall maintain recruitment and selection procedures consistent with Superintendent/Governing Board policy, federal and state laws, and Merit System Rules and Regulations to insure that only the best qualified applicants, without regard to race, gender, color, religion, handicap, ancestry or national origin, or sexual orientation are recommended for employment.

2. The design and execution of these procedures shall demonstrate the Superintendent/Governing Board's intent to employ and promote qualified persons without regard to race, gender, color, religion, age, handicap, ancestry or national origin, or sexual orientation in at least the proportion such persons are represented in the population of Marin County.

3. Nothing in this plan shall mitigate the selection of the candidate who is clearly the best qualified except that in the event the two top candidates are rated equally and if one of these candidates is of a minority group or a woman or otherwise protected, the minority candidate, woman or protected person shall be recommended for employment commensurate with the goal stated in paragraph 2.

4. All employees shall be encouraged to take advantage of training programs that may become available in order to prepare themselves for promotional opportunities.

5. An Affirmative Action Report, including a classification and ethnic survey, will be presented periodically to the Marin County Board of Education.

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