

## **Affirmative Action**

### General

1. The Superintendent has full authority to promote, demote, transfer and reassign management, supervisory and confidential personnel, whether certificated or classified. The Superintendent shall exercise the authority in a non-discriminatory manner consistent with board policies governing fair and equal opportunity in employment. The Superintendent's authority includes the authority to appoint existing staff to management, supervisory or confidential positions on an interim basis while the position is being permanently filled. Before exercising any authority to promote, demote, transfer to reassign, the Superintendent, or his designee, shall consult with the Board. Before exercising his authority to promote, the Superintendent may, but is not required, to request identification, initial screening and recommendation of candidates to promotion by the Human Resources Division. The Superintendent and district is committed to refrain from all discriminatory employment acts prohibited by law.
2. Vacant positions that are advertised via the Human Resources Division will provide equal opportunity for promotion to all employees, providing that they meet the minimum qualifications for the employment of all candidates for the position.
3. Make reasonable accommodations necessary for employment of disabled personnel.

### Equal Opportunity Goals

It is the goal of the district to hire sufficient numbers of qualified certificated and classified personnel to reflect the relevant labor markets for the district.

The relevant labor market for certificated positions shall be the State of California. For classified positions, the relevant labor market shall be the County of Fresno. Defining the relevant labor market shall not preclude the hiring of individuals outside the relevant labor market who meet the requirements for employment in the district.

1. To achieve this goal, the district will actively recruit and encourage qualified personnel from all groups to apply for positions in all levels of the district.
2. The district will actively recruit and encourage qualified personnel from all groups to apply for the district's administrative trainee program.

### Division of Human Resources Responsibility

Consistent with other Board policy regarding the recruitment and selection of personnel and the Superintendent's authority regarding personnel, the Human Resources Division shall be responsible for:

1. Recruiting applications from qualified personnel from all groups.
2. Encouraging applicants and employees from all groups to obtain special credentials which will increase their employability and promotability in the district.

3. Using employees from all groups to assist in recruiting.

4 Compiling appropriate data and submitting the reports to the Board and district committees, as appropriate, to the extent permitted by law.

5 Establishing a procedure of orientation and training to ensure that supervisory staff are instructed in methods of dealing with prejudice and discrimination.

6 Work with the Business Division to assist agencies and/or organizations, encouraging all groups to become eligible for district purchases and services as prospective suppliers, contractors and professional consultants.

#### Accountability

All persons who participate in the selection of personnel shall share in the responsibility for meeting the district's Fair and Equal Opportunity in Employment commitment and shall be held accountable for active support of the program. Management personnel shall be evaluated, in part, by their personal efforts to provide fair and equal opportunity in employment.

#### Regulation FRESNO UNIFIED SCHOOL DISTRICT

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