

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy GAMB
Responsible Office: Division of Human Resources

WORKFORCE DIVERSITY

A. PURPOSE

To establish regulations to implement the policy on Workforce Diversity.

B. DEFINITIONS

1. Diversity is recognizing, valuing, and taking account of people's different backgrounds, knowledge skills and experiences, and encouraging and using those differences to create an effective workforce.
2. Equal Employment is employment of individuals without consideration of race, color, religion, age, sex, sexual orientation, national origin, and/or disability.
3. Workforce Diversity Monitoring Team is a team comprised of the Director of Human Resources, Director of Equity Assurance and Human Relations, Director of Employee Relations, Director of Professional Growth and Development, Chief Facilities Officer, Chief School Performance Officer, or their designees.

C. PROCEDURES

1. Upon issuance of this regulation by the Superintendent, the following shall occur by November 15 of the issuing year and updated annually every November 15 thereafter:
 - a. An Analysis and Evaluation of AACPS Workforce and Labor Pool, which includes:
 - (1) A definition of "occupational categories," "employee units," and "career path ladder" within AACPS;
 - (2) Analysis of job descriptions to identify those that accurately reflect job functions and those that are in need of revision, with a timetable to make such revisions; and

- (3) Statistical data regarding current AACPS employees reflective of the makeup of the workforce and hiring trends, broken down by race, ethnicity, and gender for each employee unit, significant position classification, and grade levels.

b. Annual Recruitment Plan, which includes:

- (1) A framework to identify employment priorities to attract, develop, and retain a diverse workforce of the highest quality.
- (2) Increasing advertisement in a cost effective manner to attract the widest pool of qualified applicants;
- (3) Identifying AACPS as an equal opportunity employer in all recruitment materials and other employment publications;
- (4) Using uniform formatting for job announcements for classified and professional employees;
- (5) Developing and maintaining recruitment sources in colleges/universities (including Historically Black Colleges and Universities and the Hispanic Association of Colleges and Universities) and facilities and resources of organizations serving underutilized groups, Maryland state employment services offices, government agencies, and local special interest groups;
- (6) Encouraging the employment of former military personnel who complete the requirements for teaching;
- (7) Using trained recruiters who reflect the diversity of staff and students;
- (8) Using interview panels which reflect the diversity of staff and students;
- (9) Encouraging employees, underutilized groups, and other special interest groups to refer qualified applicants; and
- (10) Offering career counseling to assist employees in identifying promotional, opportunities, training, and educational programs to enhance promotions and opportunities for transfers.

c. Annual Workforce Diversity Staffing Targets, which include:

- (1) Minority teachers at all levels, male elementary school teachers, and teachers with unique skills or certification;

- (2) Minority administrative, supervisory, and higher-level supporting services positions;
- (3) Females in maintenance trades; and
- (4) Any other job classification for which personnel data show a significant imbalance or under-represented area that reasonably can be addressed in the current labor market.

d. Community Outreach

- (1) Publicize AACPS' commitment to workforce diversity and nondiscrimination to promote understanding among employees and employee organizations and the community in general.
- (2) Publish and distribute information regarding workforce diversity and nondiscrimination policies in publications.
- (3) Build partnerships with colleges/universities, governmental and employment agencies, and special interest groups to promote workforce diversity and equal employment opportunity.

e. Monitoring

The Workforce Diversity Monitoring Team shall be responsible, under the leadership of the Director of Human Resources, to develop the annual report, to review the Workforce Diversity Program on an on-going basis, and to:

- (1) Monitor the diversity of the workforce within appropriate categories, in particular under-representation of a designated group in any area of hiring, assignment, promotion, training and professional development opportunities, or involuntary transfer;
- (2) Identify objectives or targets that are used to measure progress toward achieving equal employment opportunity; and
- (3) Make recommendations for improvement.

f. Annual Report

An annual report shall be presented to the Board of Education to include:

- (1) Evaluation of personnel activities, including applicant pools, hires, termination, promotion, recruitment, literature, forms, interview

processes, and other personnel activities to determine whether there are disparities in employment practices;

- (2) Profile of workforce, broken down by race, ethnicity, and gender in each employee unit;
- (3) Reflections on success and failure in recruitment, hiring, and staffing of a diverse workforce; and
- (4) Recommendations for achieving a diverse workforce.

*Regulation history: Developed by the Superintendent: 1/16/2008
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Note previous regulation history: None