

**Connecticut State Department of Education**  
**Transfer of Affirmative Action Staff**

On July 1, 2022 the Connecticut Technical Education and Career System (CTECS) will become an independent agency from the Department of Education. In preparation, over the last couple years, CTECS with the support of the department has been creating a central office operations structure to support the district upon separation. One of the needed functions is an Affirmative Action Office.

To meet that need the department is proposing to transfer its 3 Affirmative Action positions and their funding to CTECS. These staff are currently supporting CTECS, SDE and OEC; we believe continuity of service will best serve the system during this period of transition.

The equal employment opportunity officer who leads the Affirmative Action office reports directly to the appointing authority on all matters concerning affirmative action, discrimination, and equal employment opportunity which includes, but is not limited to:

- developing, maintaining and monitoring the agency affirmative action plan, which is a detailed, result-oriented set of procedures that are approved by the Connecticut Commission on Human Rights and Opportunities;
- initiating and maintaining contact with recruiting sources and organizations serving members of protected classes;
- informing the agency of developments in affirmative action law; and
- mitigating any discriminatory conduct and investigating discrimination complaints.

The affirmative action policies and procedures apply to all aspects of the agencies' employment activities inclusive of the recruitment, selection, hiring, retention, employment, training programs and termination.

The department as well as OEC have entered into a Memorandum of Agreement with the Department of Administrative Services to provide the needed Affirmative Action services to the department.