

MAINE STATE LEGISLATURE

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March 20, 1974

GUIDELINES FOR IMPLEMENTATION OF EXECUTIVE ORDER

1. Each agency head will insure that Executive Order #24 is publicly posted so that all employees have an opportunity to read the Code of Fair Practices and Affirmative Action. (April 1, 1974)
2. Each agency head shall designate an Equal Opportunity Officer (s) and report the names to the Department of Personnel and the Maine Human Rights Commission and their designation shall be announced to all employees. (April 15, 1974)
3. The Department of Personnel with the advice of the Human Rights Commission, will advise each agency of items to be covered in Affirmative Action Plans. (April 30, 1974)
4. Each agency which is required to develop an Affirmative Action Program by Executive Order #24, is encouraged to form an Affirmative Action Committee to help develop said Program. (May 15, 1974)
5. The agency or department shall prepare an Affirmative Action Program in accordance with criteria issued by the Personnel Department. Such a program after approval by the agency head, shall be submitted to the Personnel Department and Human Rights Commission and announced to agency employees. (September 1, 1974)
6. Annually each agency head shall review its EEO-4 report and Affirmative Action Program and recommend such necessary programs, goals and objectives as shall improve the Equal Opportunity aspects of the agency. (November 1 - annually, starting in 1974)
7. Annually the Human Rights Commission shall prepare a report documenting implementation of this Executive Order and submit it to the Governor and Department of Personnel with such recommendations as are appropriate. (July 1 - annually, starting in 1975)
8. Every State contract for public works or for services shall incorporate by reference the following provisions: "During the performance of this contract, the contractor agrees as follows:
 1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religious creed, sex, national origin, ancestry, age, or physical handicap, unless related to a bona fide occupational qualification. Such action shall include, but not be limited to the following: employment, upgrading, demotions, transfers, recruitment or recruitment advertising; layoffs; or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship.

2. The contractor will, in all solicitations or advertising for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, or physical handicap.
3. The contractor will send to each labor union or representative of the workers with which he has a collective or bargaining agreement, or other contract or understanding, whereby he is furnished with labor for the performances of his contract, a notice, to be provided by the contracting department or agency, advising the said labor union or workers' representative of the contractors commitment under this section and shall post copies of the notice in conspicuous places available to employees and to applicants for employment.
4. The contractor will cause the foregoing provisions to be inserted in any subcontracts for any work covered by this agreement so that such provisions will be binding upon each subcontractor."