

POLICY TITLE: Equal Opportunity Employment

ADOPTION/LAST REVISION: 9-10-96; 7-15-21

## I. POLICY

Equal Employment Opportunity is a fundamental principle at the Everett Roehl Marshfield Public Library, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law. The Library will not discriminate nor tolerate discrimination on the basis of race, color, religion, sex, age, national origin, creed, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by State or Federal law.

The Library is committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, benefits, and other employment related programs are provided to all persons on an equal opportunity basis without regard to race, color, religion, sex, age, national origin, creed, sexual orientation, gender identity, disability, veteran status, or any other characteristic protected by State or Federal law;
- All personnel actions such as demotions, transfers, leaves of absence and other forms of leave, layoffs, recalls, training, and participation in social and recreational programs are administered without regard to race, color, religion, sex, age, national origin, creed, sexual orientation, gender identity or preference, disability, veteran status or any other characteristic protected by State or Federal law; and,
- All employment decisions are based only on valid job requirements.

## II. PROCEDURES

### A. Equal Opportunity Oversight

1. The Library's Administration Department has overall responsibility for this policy, for monitoring the Library's equal opportunity action practices, and processing equal opportunity concerns and complaints. Department supervisors are responsible for assuring full compliance with this policy in their respective areas. All employees are responsible for supporting the concepts of equal opportunity and for assisting the Library in meeting its objectives in these areas.

### B. Reporting Equal Opportunity Complaints and Concerns

Employees having concerns or complaints regarding equal employment opportunity should report such concerns as provided in the Library's Harassment-Free and Civil Workplace Policy Number 4.115.