

North Olympic Library System

Policy 2-13 Equal Opportunity

Adopted by NOLS Board, May 1, 1977
Latest Revision adopted by Board: March 25, 1992

A. POLICY STATEMENT

The Library shall provide equal opportunity to all employees and applicants for employment and promotion regardless of race, color, religion, creed, national origin, age, sex or sexual orientation, life style, marital status or the presence of any sensory, mental, or physical disability, unless of a bona fide occupational qualification in accordance with the provisions of RCW 49.60.180.

In accordance with the provisions of the Americans with Disabilities Act (ADA) and RCW 70.84.010, it is the policy of the Library to use an individual's full potential. The Library will hire those individuals who are best qualified, with full consideration to equal opportunity for everyone. In those situations where reasonable accommodations are necessary, the Library will follow the ADA guidelines for essential job elements and other factors in facilitating the employment process.

B. BASIC PROVISIONS

1. Personnel Recruitment

- a. Employment application procedures shall remain uncomplicated and apply equally to all employees and applicants for employment.
- b. Job opportunity information shall continue to be made equally available to all employees and applicants.
- c. The "Equal Opportunity Employer" line shall be included in all employment advertising.

2. Placement, Promotion and Transfer

- a. Position classification and pay practices shall continue to allow full participation by all employees and applicants in promotion and transfer opportunities.
- b. All employees shall continue to be informed of Library procedures and practices concerning promotion, transfer and rates of pay.

3. Employee Performance Appraisal Program

- a. All employees shall continue to participate equally in the Staff Performance Appraisal Program.
- b. All employees shall continue to be informed of the criteria by which their performance is evaluated.

4. Training

All employees shall continue to be included and represented in Library training programs.

5. Rules, Practices and Progressive Corrective Action.

All employees shall continue to be advised of policies and procedures governing rules, practices and corrective action necessary to maintain the standards of performance and conduct required by the Library.

C. ADMINISTRATION

The Library Director shall be responsible for the administration of the Equal Opportunity Policy.