

North Olympic Library System

Policy 2-14 Harassment

Adopted by NOLS Board, July 21, 1988
Latest Revision adopted by Board: April 22, 1992

A. POLICY STATEMENT

The policy of the Library is that every employee has a fundamental right to be free of harassment. The Library seeks to eliminate and prevent harassment as well as to alleviate any effects such harassment may have on the working condition of an employee. Harassment against an employee, whether sexual, racial or otherwise, generates a harmful working atmosphere and is forbidden.

B. DEFINITIONS

Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory towards gender, sexual orientation or racial, ethnic or religious groups.

In accordance with RCW 10.14.020, harassment is a knowing and willful course of conduct directed at a specific person. "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

C. BASIC PROVISIONS

1. In response to formal reports of harassment, the Library will seek to protect all parties involved from retaliation, false accusations or future harassment, and where indicated, will take prompt and adequate remedial measures.
2. Should an issue of harassment be raised, all related matters will be kept confidential to the greatest extent possible.
3. Any employee who feels harassed or is aware of harassment of another employee should report this to an immediate supervisor, department head or the Personnel Manager. The report may be verbal or written. A formal report shall include a written statement.
4. Written reports of harassment shall be forwarded to the Personnel Manager, unless there is an allegation against that person, and if so, then written reports shall be forwarded to the Library Director. This will apply to written statements received from reporting employees or written records made by supervisors or department heads.
5. The Personnel Manager or the Library Director will thoroughly investigate all formal reports of harassment in a timely manner. The results of such investigations shall be reduced to writing. A finding shall be made that there is or is not reasonable cause for disciplinary actions. The report will also include any recommendations to remedy harm which was suffered if the evidence shows that the employee alleged to have been affected by harassment was injured or harmed.

6. If a finding is made that there is reasonable cause for disciplinary action, the process outlined in Policy 2-7, "Rules, Practices and Progressive Corrective Action" shall apply.
7. If an allegation of harassment is against the Library Director or a member of the Library Board of Trustees, the Personnel Manager shall consult with the Board President, unless the allegation is against that person, and, if so, then the Personnel Manager shall consult with the Board Vice-President. The Board President or Vice-President shall authorize the Personnel Manager to conduct an investigation, if necessary. The results of such investigations shall be reduced to writing for consideration by the Board in Executive Session. In the case of an allegation against the Library Director, if a finding is made that there is a reasonable cause for disciplinary action, the Board shall consider appropriate action, up to and including suspension and/or termination. In the case of an allegation against a Library Trustee, if a finding is made that there is a reasonable cause for disciplinary action, a report shall be forwarded to the Clallam County Board of Commissioners for appropriate disciplinary action, if necessary.

C. ADMINISTRATION

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