



Policy HR 2.2 Equal Opportunity Employment

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 02/23/2017

NOLS 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 presence of any sensory, mental, physical disability or any other protected class, unless of a bona fide occupational qualification in accordance with state and federal law.

It is the policy of NOLS to use an individual's full potential. NOLS will hire those individuals who are best qualified, with full consideration given to equal opportunity for everyone. In those situations where a reasonable accommodation is necessary, NOLS will follow the applicable laws and the ADA guidelines for essential job elements and other factors in facilitating the employment process.

NOLS will not tolerate harassment, unwanted or offensive comments, jokes or any other inappropriate behavior that is based on an employee's status as a member of a protected class or protected activities.

The guidelines that follow are to ensure that NOLS will adhere to Equal Employment Opportunities regulations when selecting job applicants, considering an employee for promotion or transfer, during the employee's performance evaluation process, when determining whether an employee will be approved to participate in training, and when applying policies and procedures.

1. Applicant recruitment

Employment application procedures shall apply equally to all employees and applicants for employment.

Job opportunity information shall be equally available to all employees and applicants.

The "Equal Opportunity Employer" lines shall be included in all employment and advertising.

2. Employee placement, promotion and transfer

- a. Nothing in NOLS' position classification and pay practices shall prevent any employee from requesting consideration for promotion and transfer opportunities.
- b. All employees shall be informed of Library procedures and practices concerning promotion, transfer and rates of pay.

3. Employee performance appraisal program

- a. All employees shall be encouraged to participate equally in the employee performance evaluation program.

All employees shall be informed of the criteria by which their performance is evaluated.

4. Training

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

5. Rules, practices and progressive corrective action

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

All branch and department managers, and supervisors are expected to ensure that this policy is implemented in all areas of Library and all employees shall be expected to cooperate to fulfill NOLS commitment and objective of equal opportunity for all.

6. Administration

The Library Director shall be responsible for the administration of this policy.