



# KENOSHA PUBLIC LIBRARY

## **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

*The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.*

### ***I. Statement of Policy***

- A. The Kenosha Public Library shall promote equality of opportunity among all who are employed by the Library and who seek employment with the Library.
- B. The Library will ensure equal employment opportunity in all of its policies including, but not limited to, recruiting, testing, hiring, transfer, promotion, demotion, termination, disciplinary actions, training, compensation, benefits, layoffs, and recall practices.
- C. The Library does not and will not regard such factors as age (except minors), ancestry, arrest and/or conviction record (unless the offenses are substantially related to the particular job), race, color, creed, disability, genetic testing, honesty testing, marital status, military service, national origin, pregnancy or childbirth, race, sex, sexual orientation, gender identity or expression, use or nonuse of lawful products off the employer's premises during nonworking hours, or any other characteristics protected by law in matters of employment.
- D. All decisions regarding employees in matters of promotions, demotions, transfers, layoffs, and recalls from layoff will be based solely on the employee's ability to perform the work, previous work experience, physical fitness, performance on his/her present job, and length of continuous service, in accordance with State Statutes and applicable labor agreements.
- E. The Library will strive to achieve a balanced workforce, which corresponds as much as possible with the population mix of the City of Kenosha. The Library will attempt to create an atmosphere in which every person can capitalize to the fullest on his or her own potentials, abilities, and ambitions.

### ***II. Responsibility for Implementation of Policy***

- A. All Library employees are responsible for the successful accomplishment of an effective Equal Employment Opportunity program. They have joint responsibility with Administrative and Supervisory staff for carrying out the program according to their respective position descriptions and the ability to influence the environment in which the employees work.
- B. The responsibility and the authority for the development of specific equal employment opportunity policies shall be assigned to the Library Director. The Library Director and his or her designee shall maintain and have full access to all departmental policies and procedures, rules and regulations, including personnel files, background investigation

reports, and any other documents or information pertaining to the employment, promotion, transfer, demotion, termination, disciplinary actions, and training of personnel employed by the Library.

The Library Director and their designee shall be responsible for:

1. Development and implementation of the policy and communication of the policy to employees, prospective employees, and the public.
2. Implementation and enforcement of the City's harassment policies and procedures.
3. Filing of EEO-4 report as required by the City of Kenosha.
4. Identification of employment practices that inhibit the objective of equal treatment and opportunity, then devising workable solutions, goals, and timetables to rectify identified problem areas.
5. Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
6. Instituting a program designed to inform qualified members of minority groups, both genders, and people with disabilities of the employment opportunities with the Library and to stimulate their interest and desire for employment with the Library.
7. Handling or arranging for the handling of all matters regarding equal employment opportunity that might arise involving the City, labor unions, both federal and state enforcement agencies, as well as minority organizations, organizations serving people with disabilities, civic action groups, job referral agencies, and other appropriate groups.
8. Designing, implementing, and monitoring internal audit and reporting systems to measure equal employment opportunity program effectiveness.

### ***III. Specific Equal Employment Opportunity Activities***

- A. Indicating in all recruitment advertising that the Library is an Equal Employment Opportunity Employer in all aspects of its employment responsibilities.
- B. Making available information regarding job vacancies to minority organizations, organizations serving people with disabilities, job placement agencies, local institutions of higher learning, and related public agencies.
- C. Contacting agencies or individuals serving minorities or people with disabilities, encouraging them to disseminate job information via newsletters, group meetings, word of mouth, electronic distributions, and other formal and informal