

## Equal Opportunity Employment Policy

*KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.*

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the library will be based on merit, qualifications, and abilities. The library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, physical disability, mental disability, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor protected by law. All hiring and promotional decisions are made on the basis of valid, written job requirements set forth in the appropriate vacancy announcement or job description.

The library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, discipline, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or the director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Employment at the library is at-will. At-will means that the library can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences. At-will also means that the library can change the terms of the employment relationship, within limitations set by law, with no notice and no consequences to the library as an employer.

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