

Hicksville Public Library
Non-Discrimination Policy
Adopted by the Board of Trustees March 31, 1993
Revised by the Board of Trustees May 20, 1998

The Hicksville Public Library is committed to providing equal opportunity through its employment practices and through the many activities, programs and services it provides to all members of the community. The administration will continue to make all personnel policies and decisions without regard to race, color, religion, sex, national origin, creed, age, marital status or disability and offer activities, programs and services that are sensitive to the emerging needs of all members of the Hicksville community.

Compliance Officer

In order to implement this Non-Discrimination Policy, the Hicksville Public Library Board of Trustees designates the Library Director as the Compliance Officer. Adherence to this policy will be the responsibility of this Officer. However, it is recognized that a total commitment by all employees is necessary for the effectiveness of the Non-Discrimination Policy of the Hicksville Public Library. The duties of the Compliance Officer will be as follows:

1. Insure that all policies concerning recruitment, employment training, demotion and promotion as well as library activities and programs are in compliance with the library's Non-Discrimination Policy.
2. Provide equal employment information including established complaint procedures to any library employee or applicant who feels that his/her rights may have been violated by the library.
3. Insure that all library employees are familiar with and comply with the Non-Discrimination Policy of the Hicksville Public Library.
4. Keep informed of new legislation and developments in the Equal Opportunity area.

Equal Employment Grievance Procedure

1. The Hicksville Public Library supports an open door policy whereby

employees and patrons can bring and openly discuss grievances, problems and suggestions concerning the library and its activities. Employees who have a question involving Equal Employment Opportunity or feel they have been discriminated against in any manner affecting employment should bring the complaint to the immediate attention of his/her supervisor.

2. In the event the problem cannot be resolved at this level, the complaint should be submitted in writing to the Compliance Officer, who will conduct an investigation and attempt to resolve the matter within 15 days. The Compliance Officer will make a written finding as to whether or not there has been a violation.
3. If the complainant feels that a satisfactory resolution has not been achieved, the complainant may, within 15 days, submit a written appeal to the Board of Trustees, who will review the matter at their next scheduled meeting. The President of the Board will notify the complainant in writing of the decision.

Sexual Non-Discrimination

It has been and will continue to be the policy of the Hicksville Public Library not to discriminate on the basis of sex in any of the programs or activities it operates, as required by Title VII of the Civil Rights Act of 1964 and Title IX of the 1972 Amendment to the Elementary and Secondary Education Act. This Policy of Sexual Non-Discrimination includes the following areas:

1. Recruitment and appointment of employees
2. Employment pay and benefits
3. Access by members of the public to programs
4. Course offerings, and any and all library activities

The person responsible for the coordination of activities relating to Title VII and Title IX is the Library Director who, as Compliance Officer, will provide information including complaint procedures to any employee or patron who feels that his/her rights under Title IX may have been violated by the library.

Individuals who file complaints under Title VII or Title IX will follow the library's Equal Employment Grievance Procedure.

** Items underlined were amended by the Board of Trustees on May 20, 1998.