



EQUAL EMPLOYMENT OPPORTUNITY POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with appropriate guidelines regarding the principles of equal employment opportunity.

Policy:

It is the policy of the City of Wisconsin Rapids to afford equal opportunity for employment to all individuals regardless of race, color, religion, age, sex, marital status, disability, national origin or any other protected status. Employment decisions, including recruiting, hiring and promoting applicants, will be made based on merit, qualifications and abilities. The City will make reasonable accommodations for qualified individuals with actual or perceived disabilities unless doing so would result in an undue hardship.

Compensation, benefits, training and development, promotions, transfers and terminations will be administered without regard to race, color, religion, age, sex, marital status, disability, national origin or any other protected status.

Standards of conduct and performance are enforced without regard to race, color, religion, age, sex, marital status, disability, national origin or any other protected status.

This policy also applies to the services offered through the City of Wisconsin Rapids. It is the intention of this policy to prohibit discriminatory treatment of any person in services or opportunities offered by the City.

This policy is to receive the full cooperation of every employee of the City of Wisconsin Rapids. It is the responsibility of City management to accomplish the objectives of the equal employment opportunity statement. Management staff also has the responsibility to evaluate and make recommendations to help achieve equal employment opportunities. The Human Resources Manager has the authority for administration of this policy. 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 unpaid suspension and / or termination of employment.

Procedure:

1. Report any concerns regarding equal employment opportunity to the Department Head or the Human Resources Manager.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.