

S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Policy Title</b>	HR08 – Equal Employment Opportunity		
<b>Approval Date</b>	11/20/2018	<b>Revision Date</b>	01/01/2025
<b>Related</b>	N/A		
<b>Purpose</b>	To set forth the Spokane County Library District’s (District) policy for equitable recruiting, hiring, promoting and evaluating employees.		
<b>Scope</b>	Applies to all District employees and volunteers. This policy applies to all areas of recruitment, hiring, training, retention, promotion and discipline and to all job classifications. The policy extends to all personnel actions including compensation, benefits, transfers, layoffs, return from layoff, education, social and recreational programs for all persons.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**Policy**

The District affirms a continuing commitment to equal employment opportunity in accordance with applicable State and Federal Laws and Regulations for all employees and applicants for employment within the District, without discrimination on the basis of race, color, religion, national origin, gender, gender identity, age, marital status, sexual orientation or perceived sexual orientation, presence of a sensory, physical or mental disability, genetic information, liability for service in the Armed Forces, or whether a disabled, or Vietnam Era or other protected veteran or any other status protected by applicable nondiscrimination laws.

The Human Resources Director has been appointed the Equal Opportunity Officer and is responsible for monitoring employment practices to assure compliance, and if necessary, to institute corrective measures to achieve and maintain fair, equal and optimum utilization of resources.

Every employee is expected to take the actions necessary to ensure that the District is an equal opportunity employer.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.