



Equal Employment Opportunity Policy and Complaint Procedures

Equal Employment Opportunity Policy

The Las Vegas–Clark County Library District recognizes not only a legal obligation but a moral and ethical responsibility to provide fair and equitable consideration of applicants and employees without regard to race, color, sex, religion, national origin, ancestry, age, sexual orientation, disability, military status, political affiliation or any non-job related factor. The District will continue to administer all other personnel matters such as hiring, compensation, benefits, transfers, promotions, layoffs, terminations, training, job assignments, reclassification, and social or recreational programs in accordance with this Equal Employment Opportunity Policy.

The District will provide reasonable accommodation to qualified employees and applicants with a physical or mental disability meeting the criteria of the Americans with Disabilities Act (ADA) when informed of the need for an accommodation, unless providing the accommodation would impose an undue hardship on the District.

The District forbids any behavior or conduct, either direct or indirect, that constitutes harassment, including sexual harassment, which is defined as unwelcome behavior of a sexual nature that is made, either explicitly or implicitly, a condition of employment and/or creates a hostile working environment. This is addressed more specifically by the District’s General/Sexual Harassment Policy and Complaint Procedures.

The District will investigate all complaints alleging violations of any part of this policy, and employees are assured they will not be retaliated against for filing a complaint. Complaints will be kept confidential to the extent possible, and filing a complaint shall in no way reflect upon an employee’s standing with the District.

All employees of the District shall adhere to this policy by supporting a work environment free of discrimination and by developing respectful relationships with their co-workers. Management and supervisory personnel share the responsibility for achieving equal employment opportunities, and shall actively support programs

to ensure this policy is carried out. Cooperation is essential to ensure the Las Vegas-Clark County Library District meets its equal employment opportunity obligations. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Discrimination and Harassment Complaint Procedure

1. Do not let the problem continue. The first and most important thing an employee must do is to speak up if he or she has a complaint of discrimination or harassment. If the District is not aware of the situation, it cannot help resolve it.
2. Complaints of discrimination or harassment of any type should be reported immediately, preferably in writing, to:
 - a. Human Resources Director or Assistant Director or
 - b. Branch Managers or Supervisors

If one of these individuals is the subject of the complaint, the employee may report the complaint to the other individuals. In the event an employee's immediate supervisor is the subject of the complaint, the employee may specifically bypass that supervisor in making his or her complaint.

3. A complaint received by any Branch Manager or supervisor must be reported to the Human Resources Director or Assistant Director immediately.
4. The Human Resources Department will be responsible for promptly investigating all allegations of discrimination or harassment.
5. All complaints and investigations made under this procedure will be considered confidential to the extent possible, within legal constraints.
6. Victims of discrimination or harassment and witnesses to discrimination or harassment will not be retaliated against in any way for making a complaint or cooperating in an investigation.

Contact Person: Human Resources Director or Assistant Director
833 Las Vegas Blvd. North
Las Vegas, NV 89101
(702) 507-3510 or 507-3504

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