

WESTCHESTER PUBLIC LIBRARY

EMPLOYMENT POLICY

Approved March 13, 2014

All employees and volunteers of the Westchester Public Library (“Library”) are “at will employees” serving at the discretion of the Library Board and subject to termination at any time with or without notice or cause as provided in Section 101 of the Library’s Personnel Policies and Procedures.. The Library is committed to recruit, select, develop, and promote employees based on individual ability and job performance. The Library’s policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, ancestry, age, disability, veteran status or physical or mental disability when the disabled individual can be reasonably be accommodated and perform the essential functions of the position. The Library will comply with the spirit as well as the letter of applicable state and federal law.

In addition, sexual orientation and gender identity shall not be a consideration in decisions concerning hiring, development, advancement and termination of employees. Further, the Library will strive to maintain a working environment free of sexual harassment and intimidation.

The members of the Library Board, the Library Director, and the entire management team are committed to make decisions relating to employment in a manner that will advance the principles of equal employment opportunity.

The Library is committed to providing the public with qualified staff and volunteers who possess good character and standards. The Library’s Background Check Policy and Procedures requiring background checks for Library employment, including the requirement that employees and volunteers promptly report arrests and convictions, in conjunction with individualized assessments will provide basic safeguards to meet that commitment and assist in maintaining a safe work environment for patrons, volunteers, and employees of the Westchester Public Library.