

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Americans with Disabilities Act

POLICY NUMBER: 3225

3225.1 Dixon Public Library District seeks to fully comply with the Americans with Disabilities Act, seeks to provide access for all to its facility, services and programs, and seeks to ensure equal employment opportunity for all qualified persons with disabilities.

3225.1.1 The Library District is committed to ensuring non-discrimination in all terms, conditions and privileges of employment.

3225.1.2 The Library District will strive to make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue library hardship would result.

3225.2 Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments.

3225.2.1 Employment decisions are based upon the essential responsibilities of the position, in accordance with defined criteria, and not the disability of the individual.

3225.2.2 During the interview process, Library District staff may inquire generally as to whether a prospective employee can perform the essential functions of a job, with or without accommodation, but cannot inquire as to whether or not an individual has any type of disability.

3225.3 To effectively accomplish its objectives, the Library District will use the following guidelines:

3225.3.1 An applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the District Librarian and specify what accommodation is needed to perform the job.

3225.3.2 The District Librarian or designee will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. The Library District will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the library will make the accommodation.

3225.3.3 An employee who believes that he or she has been subject to any form of unlawful discrimination shall provide a written complaint to the District Librarian. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses.

3225.3.4 The District Librarian or designee shall immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

3225.3.4.1 If the District Librarian determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense.

3225.3.4.2 Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to the affected employee and the Library District will take appropriate action to remedy any loss to the employee as a result of the discrimination.

3225.3.4.3 The Library District will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.

3225.4 In the event the employee alleges discrimination by the District Librarian, the employee shall file his/her complaint with the Library Commission, and the Library Commission shall appoint an independent investigator.

Adopted 02/27/2006