

AFFIRMATIVE ACTION PROGRAM

I. Policy Statement

It has been and will continue to be the policy of the Timberland Regional Library to provide equal opportunity to all applicants for employment and all employees, to administer all personnel practices such as recruitment, hiring, promotions, training, discipline and privileges of employment in a manner which does not discriminate on the basis of race, color, creed, ancestry, national origin, sex or age except where sex or age is a bona fide occupational qualification as defined by the Washington State Human Rights Commission, marital status, the presence of a physical handicap or liability for service in the armed forces of the United States. This policy is in accord with the laws of the United States, State of Washington, and reaffirms Timberland Regional Library's continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to selection, terms and conditions of employment, assignments, training, transfers, promotions, and compensation. (Adopted by the Timberland Regional Library Board of Trustees on September 30, 1976.)

II. Dispersion of Policy Statement

- A. The Library Director will forward a copy of the Policy Statement to each Timberland Regional Library building once each year. This is to be posted publicly.
- B. The Library Director will arrange for publication of the Policy Statement in the Timberland Weekly Bulletin once each year.
- C. The Policy Statement will be discussed at no less than two Steering Committee meetings annually, with special emphasis on implementation procedures.
- D. Employee orientation workshops will include a discussion of the policy.
- E. The Supervisor - Personnel Administration will forward annual reminders of the district's policy to the Washington State Employment Security local offices within the district, to minority aid and development centers, and to related employment placement agencies.

III. Policy Implementation Responsibility

- A. The Supervisor - Personnel Administration shall be responsible for immediate aggressive implementation by all personnel who are authorized to hire other personnel.
- B. The Supervisor - Personnel Administration shall be responsible for an ongoing review of policy implementation procedures to assess their effectiveness.

IV. Recruitment

- A. Timberland Regional Library shall, in filling vacancies, actively seek the minority applicant. This will be accomplished through review of all applications and applicants from minority placement centers.
- B. A position announcement for each opening will be sent to minority placement centers.

- C. All position announcements will include the statement "Timberland Regional Library is an equal opportunity employer."

V. Transfers and Promotions

- A. All position vacancies will be publicized internally in order to encourage qualified applicants from within the staff.
- B. Each applicant will be considered without regard to race, color, creed, ancestry, national origin, sex or age (except where sex or age is a bona fide occupational qualification), marital status, the presence of a physical handicap, or liability for service in the Armed Forces of the United States.

VI. Facilities

- A. All Timberland Regional Library buildings shall continue to be available on a non-segregated basis.
- B. All Timberland Regional Library staff and board meetings shall continue to be held in non-segregated facilities.

VII. Hiring Practices

- A. All applicants will be encouraged to fill out applications for employment and these applications will be accepted.
- B. Applications will be filed and maintained by the Washington State Employment Security Department.
- C. Application files will be reviewed periodically and all those applications which have been on file for more than a year will be disposed of at the discretion of the Employment Security Department.
- D. The Washington State Employment Security Department will act as the source for the greatest percentage of applicants.
- E. When a Timberland vacancy occurs the top three (3) applicants, plus the top three (3) minority applicants, will be interviewed and a selection from these will be made.
- F. All applicants for a vacancy through the Employment Security Department who are not selected to fill the vacancy will have their applications returned to the Employment Security office.

VIII. Selection Process

- A. Employment standards shall continue to be used only as a guide when considering applicants for employment.
- B. When feasible, individuals whose qualifications fall below the standard, but indicate potential for development within the six-month (6-month) probationary period, may be hired and given an opportunity to display their capabilities.
- C. Qualifications listed on the position announcement shall be bona fide job element requirements.

- D. Education and skill elements will not be listed unless actually essential to the performance of the identified tasks.

IX. Reporting

- A. Reports, in addition to EEO-4 Reports, will be prepared semi-annually and presented to the Director by the Supervisor - Personnel Administration. These reports will measure the effectiveness of the Affirmative Action Program.
- B. Weaknesses and strengths of the program will be identified and changes to improve the program will be recommended by the Supervisor - Personnel Administration.

X. General

- A. It is the continuing responsibility of all management and supervisory personnel to provide equal opportunity for all employees with regard to work assignments, training, transfer, advancement, and other conditions and privileges of employment. These responsibilities include, but are not limited to, the following:
 - 1. Assisting in the identification of areas which are in need of improvement and establishment of goals and objectives to implement the Affirmative Action Program.
 - 2. Being aware and responsive to local minority organizations and community action groups.
 - 3. Reviewing hiring and promotion patterns periodically to insure that objectives are met.
 - 4. Initiating regular discussions with other supervisors and employees to be certain that there is wide compliance with district policies.
 - 5. Reviewing the qualifications of employees to insure that minorities are given full opportunity for transfer and promotion.
 - 6. Providing guidance to employees to help them adjust to their work surroundings in order for them to fulfill their work potential.
- B. Active participation by management and supervisory personnel in achieving the goals and objectives outlined in the Affirmative Action Program shall be a condition of continued employment.

