

## Affirmative Action

The Carbondale Public Library will honor its obligations under the Illinois Human Rights Act [775 ILCS 5/] and will not discriminate against any employee or applicant for employment on this basis. Protected classes include, but are not limited to, race, sex, age, national origin, sexual orientation, gender identity, disability, veteran status, marital status, familial status, or religion. The library will take affirmative action to ensure that all employment practices are free of such discrimination. Employment practices include but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training. The Carbondale Public Library prohibits the harassment of any employee or job applicant based on their protected class status.

### Hiring Process

A written position description will be prepared for every open position. The position description will describe the responsibilities and duties of the open position, list the minimum qualifications required for the position and any preferred qualifications deemed desirable for performing the assigned duties, specify procedures for applying, and indicate the deadline for receiving applications.

In the search for a Library Director, the Board of Directors will prepare the written position description and serve as the hiring official. The Library Director will serve as the hiring official and prepare the written position descriptions for all other open positions. It is recognized that open positions for professional staff offer an opportunity to reevaluate the duties and responsibilities of a particular position relative to those assigned to other employees and in keeping with current library needs for serving the public.

All open positions for professional staff will be advertised in those outlets that are most likely to reach all qualified individuals, regardless of race, gender, disability, or other protected classes. These will include, but not be limited to:

The library's physical building;

The library's website;

The IHLS job board;

The ILA job board;

The hiring official will screen all applicants using uniform hiring requirements and processes to determine whether their professional training and experience satisfy the minimum position requirements. Applicants must satisfy the minimum requirements to be considered.

The hiring official will evaluate candidates who meet the minimum requirements for the position. The Director and/or Board search committee will determine which candidates should be interviewed based on how well each candidate's credentials indicate possession of the knowledge and skills needed to effectively carry out the duties and responsibilities of the open position. In addition, the Director and/or Board search committee shall consider the goals of Affirmative Action in selecting applicants. The Director and/or Board should have objective reasons to support rejecting candidates from protected classes.

An offer of appointment will be extended to the best-qualified candidate. Once the candidate has accepted the position, the Director will send a written notice informing all applicants that the position has been filled. Applicant files and search process records will be retained for three years.

Adopted by the board 5/11/94

Revised 04/24