

Sexual Harassment Policy

The Board of Trustees of the North Babylon Public Library recognizes its responsibility to ensure for its employees a working climate that is free from any form of sexual harassment.

Sexual harassment is defined by the Equal Employment Opportunity Commission as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The Board of Trustees recognizes that sexual harassment is an unacceptable and illegal form of conduct that undermines the integrity of the employment relationship. Conduct constituting sexual harassment will not be tolerated. An employee who is found guilty of sexual harassment in the library can expect the most severe disciplinary action.

Individuals who feel they have been the objects of sexual harassment should advise their supervisor, Assistant Director or Director.

Adopted by the Board of Trustees, December 18, 1991

Updated and adopted by the Board of Trustees, February 19, 2002

Sexual Harassment
Grievance Procedure

The North Babylon Public Library has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints concerning sexual harassment.

Complaints should be addressed to: Marc D. Horowitz, Library Director, 815 Deer Park Avenue, North Babylon, New York 11703-3812; (631) 669-4020, who has been designated to coordinate anti-harassment efforts.

There may be other venues for bargaining unit members to seek in dealing with grievances concerning sexual harassment.

1. A complaint submitted in writing may also be communicated verbally. It must contain the name and address of the person filing it, and briefly but clearly describe the alleged sexual harassment. It must clearly identify all individuals involved.
2. A complaint must be filed within forty-five (45) days after the complainant becomes aware of the alleged sexual harassment.
3. An informal investigation, as may be appropriate, shall follow a filing of complaint. The Library Director or a designee shall conduct the informal investigation. These rules contemplate informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Should an outside agency be required to handle the informal investigation, the Library Director will make such arrangements.
4. The Library Director shall issue a written determination of a resolution, if any, and a copy will be forwarded to the complainant no later than thirty (30) days after its filing. If an outside agency investigates, they will follow through with the written documentation.
5. On receiving a resolution, the complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within thirty (30) days to the President of the Board of Trustees, through the Library Director. It should be noted that disciplinary action is the responsibility of management.
6. The Library Director shall maintain the files and records of the North Babylon Public Library relating to the complaints filed.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an EEO complaint with the responsible federal department or agency, i.e. EEOC. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the North Babylon Public Library complies with the EEOC in implementing regulations.

Note: Wherever "days" are referred to, this reflects calendar days, not work days.