

Equal Employment Opportunity

The North Babylon Public Library ("Library") is an equal opportunity employer. The Library does not discriminate and is strongly committed to making all personnel decisions without regard to age, race, creed, religion, color, sex, national origin, disability, marital or familial status, sexual orientation, citizenship, pregnancy, veteran's status, genetic predisposition or carrier status, status as a victim of domestic violence, sex offenses or stalking, or any other category protected by Federal, State, County or local law or regulation.

If you believe that you have been discriminated against on the basis of any of these characteristics, or if you believe you have been retaliated against for making a complaint of discrimination, you must immediately report the incident to the Library Director. If you feel uncomfortable speaking to the Library Director or if you feel a complaint you previously made has not been adequately addressed, please report your complaint to the President of the Board of Trustees. Complaints of discrimination and/or retaliation will be handled in accordance with the Complaint Procedure outlined in the Library's Unlawful Harassment Policy.

Approved by the Board of Trustees, June 21, 2016

Equal Employment Opportunity
Grievance Procedure

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

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 EEO efforts.

There may be other venues for bargaining unit members to seek in dealing with grievances concerning Equal Employment Opportunity.

1. A complaint should be filled out in writing and may also be communicated verbally. It must contain the name and address of the person filing it, and briefly but clearly describe the alleged violation of the regulations.
2. A complaint must be filed within forty-five (45) days after the complainant becomes aware of the alleged violation.
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.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Library Director, and a copy forwarded to the complainant no later than thirty (30) days after its filing.
5. On receiving a decision, 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, Board of Trustees, through the Library Director.
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.