

**Latah County Library District
Personnel Policy
Approved November 2004
Revised March 2010
Policy reviewed annually**

7.0 WORKING CONDITIONS

7.1 Drug Free Work Environment

The District is a drug free work environment as stated in federal law. Any use of illegal substances or alcohol while on the job is forbidden. Appropriate disciplinary action will be taken for any employee suspected of violating this policy.

7.2 Harassment

The Latah County Library District intends to provide a work environment that is pleasant, healthful, comfortable and free from intimidation, hostility or other offenses which might interfere with work performance of employees or volunteers.

It shall be a violation of this policy for any member of the District staff, Board of Trustees, volunteers, or patrons to harass another staff member, a Board member, volunteer or patron through conduct or communications including but not limited to a sexual nature.

The Director shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws and Board policy and procedures governing harassment.

DEFINITION: Discrimination consisting of unwelcome verbal or physical conduct (as comments, jokes, or acts) relating to the victim's constitutionally or statutorily protected classification (as race, religion, ethnic origin, or age) that has the effect of substantially interfering with a person's work performance or of creating a hostile work environment. LCLD respects a person's sexual orientation.

Sexual harassment has the effect of unreasonably interfering with a victim's work performance or creating an intimidating, hostile, or offensive environment that affects the victim's psychological well-being.

INVESTIGATION OF COMPLAINTS: Anyone having information about possible violation of this policy is encouraged to bring that information to the attention of the Director. In the event the possible violation concerns the Director pertinent information can be brought to the attention of the President of the Board of Trustees.

Because the career and reputation of any person who is accused of sexual or discrimination harassment falsely or not in good faith could be gravely damaged, all investigations of and hearings on such matters will be conducted insofar as possible to protect the privacy of, and minimize suspicion toward, the accused as well as the complainant, until the matter is impartially resolved. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential communications.

COMPLAINT RESOLUTION: In determining whether the alleged conduct constitutes harassment, the Director and Board President will consider the record as a whole and all relevant circumstances. Determination of the legality of a particular action will be made on a case-by-case basis and possibly in consultation with appropriate civil authorities (i.e. police department, Idaho Human Rights Commission, or District Attorney).

If it is determined that harassment did occur, LCLD will take immediate and appropriate corrective measures. Measures will include:

- Staff: Disciplinary action commensurate with the scope and severity of the occurrence. Such disciplinary action may include, but is not limited to, verbal or written warning, or dismissal with notation in the personnel file.
- Library Volunteers: Immediate termination of their volunteer status. Pursue legal action if warranted.
- Patrons: Banned from library for a period of time commensurate with violation. Pursue legal action if warranted.

Malicious or dishonest allegations may result in disciplinary action against the accuser and possible notation in the accuser's personnel records.