



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Employment Practices

02.02.01 Equal Employment Opportunity (EEO) Policy

PCCLD is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of

~~In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PCCLD will be based on merit, qualifications, and abilities. PCCLD does not discriminate in employment opportunities or practices on the basis of~~

race (including traits historically associated with race, such as hair texture and length, protective hairstyles), age over 40, sex, sexual orientation, color, religion, creed, national origin, ancestry, disability, gender expression, and gender identity. ~~Armed Forces Reserve or National Guard~~ military status, genetic information, marital status or any other characteristic status protected by applicable federal, state or local law.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Manager or the Human Resources Department, also see [02.03.05, Problem Solving, outlined in this publication](#). Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to the performance improvement process, up to and including termination of employment.

Employees who believe there has been a violation of PCCLD's EEO or retaliation standard should report their concern to the Human Resources Manager.

02.02.01.01 ADA and Religious Accommodation

PCCLD will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to PCCLD or cause a direct threat to health or safety.

PCCLD will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on PCCLD. Employees needing such accommodation are ~~instructed~~ advised to contact their supervisor or the Human Resources department immediately.

02.02.01.02 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, PCCLD will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on PCCLD's business operations.

PCCLD may require that an employee provide a note from her health care provider detailing the medical advisability of reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representatives.

PCCLD will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

