



L.E. Phillips Memorial  
Public Library

Number: 1  
Category: Human Resources

Policy Title: **COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT  
REGARDING EMPLOYMENT**

Date adopted: 09/18/92

Date amended: 12/17/09

Date last reviewed: 01/17/13

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***WHEREAS**, the LE Phillips Memorial Public Library is subject to the provisions of the Americans with Disabilities Act (42 USC 12101, et seq.), the "ADA", and*

***WHEREAS**, the LE Phillips Memorial Public Library desires at this time to declare its intention to comply with the provisions of the ADA, and to take the necessary actions required by the ADA,*

***NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the LE Phillips Memorial Public Library that the Board of Trustees hereby expresses its intent to comply with the provisions of the ADA and regulations implementing the Act, and*

***BE IT FURTHER RESOLVED** that the "Statement of Intent to Comply" that follows is incorporated herein by reference, approved and adopted.*

#### **STATEMENT OF INTENT TO COMPLY**

It is the intent of the LE Phillips Memorial Public Library that applicants for employment and all employees must receive fair and equal treatment, and that the Library must strive to hire or promote the best qualified individual available. It is the intent of the LE Phillips Memorial Public Library to comply with the provisions of the Americans with Disabilities Act (ADA). Therefore, it shall be the policy of the LE Phillips Memorial Public Library to conduct all personnel activities in a manner that will assure equal employment opportunity for all persons on the basis of merit, and in accordance with the provisions of the ADA, and without regard to disability. This policy applies to all personnel actions including, but not limited to, recruiting, hiring, training, transfers, promotions, disciplinary actions, fringe benefits, compensation, terms of employment, working conditions, demotions, layoffs, terminations and general treatment of employees. This policy should not be interpreted as requiring the lowering of standards for employment or promotion. All supervisors will be provided training to enable them to discharge their responsibilities and assure compliance with the Library's stated policy. Employees and applicants are to be informed of their rights to equal opportunities.

**Development and Administration of Plan; Appeal Process.**

The Affirmative Action Officer for the City of Eau Claire is designated as coordinator of the efforts of the LE Phillips Memorial Public Library to comply with the ADA and to investigate employment-related complaints of noncompliance with the ADA. The name, office address and telephone number of the Affirmative Action Officer shall be made available to all interested parties. If any person or entity believes that the LE Phillips Memorial Public Library has violated this policy or any provision of the ADA, an appeal may be filed with the Affirmative Action Officer for the City of Eau Claire.