

POLICY TITLE: Grievance Procedure for Allegations of Disabled Discrimination

ADOPTION/LAST REVISION: Adopted July 15, 2021

PURPOSE:

The purpose of this policy is to ensure that the employees of the Everett Roehl Marshfield Public Library are not discriminated on the basis of disabled status.

POLICY:

The policy of the Everett Roehl Marshfield Public Library is not to discriminate on the basis of disabled status in admission or access to, or treatment or employment in, its programs and activities. If problems in this area are identified, individuals are encouraged to submit a complaint for processing. The intent of the grievance procedure is to provide for local resolution of disabled discrimination complaints filed by a member of the community (general public, employee, job applicant).

PROCEDURE:

- Complaints must be initially filed with the Library Director. They may be verbal, but a written complaint is preferable. The director will investigate and provide the individual making the complaint with a written response.
- If the individual making the initial complaint feels as though the actions taken by the Library Director are not sufficient, they may appeal the matter to the Library Board. In order to do so, the appeal must be submitted in writing to the Board President. The Board President will be responsible for arranging for the matter to be included on the next committee agenda and will notify the complainant of the date, time, and location of this meeting.
- Records of all complaints will be maintained by the Library Business Manager and will be available for public inspection.

Reference: City of Marshfield Policy 3.125