

**Baraboo Public Library**  
**Hiring and Equal Employment Opportunity Policy**  
**Adopted October 16, 2012**

**Recruitment, Selection, and Hiring**

When an employment vacancy occurs or new position is created, a job announcement shall be posted on the Library's web site and the City of Baraboo's web site and distributed through a variety of public and professional media with the intent of generating a large pool of qualified applicants at minimal cost. Means of advertising and distribution may include newspapers, journals, and other publications; web sites, social media, and other electronic resources; circulation to other agencies and institutions; and any other methods deemed appropriate by the Director or his/her designee.

All advertisements for employment and employment application forms shall state that the Baraboo Public Library is an Equal Opportunity Employer.

**Equal Employment Opportunity Policy**

It is the policy of the Baraboo Public Library to provide equal opportunity in employment to all employees and applicants for employment in accordance with all applicable laws, directives, and regulations of federal, state, and local governing bodies.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability, arrest or conviction record, sexual orientation, marital status, veteran status, or other status protected by applicable state or federal law, except where such status is a bonafide occupational qualification. No person shall, on the grounds of race, color, national origin, age, sex, religion or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds. Equal employment opportunity under this policy includes recruitment, hiring, training, advancement, transfer, compensation, discharge, disciplinary action, and other terms, conditions, and privileges of employment. The Library recognizes and complies with the Americans With Disabilities Act of 1992.