

Date: June 4, 2012
To: Chair Steve Albers and members of the Board of Trustees
From: Holly Gorski, Staff Experience Director
Subject: New and revised personnel-related policies

Pierce County Library System's Administrative Team has been working with the Library's personnel attorney, Richard Wooster, to update our existing policies regarding equal employment opportunity and workplace harassment. We have also crafted a new diversity and inclusion policy. Final drafts of these policies are attached. We have asked our attorney to review them and if there are any changes, they will be distributed at the June Board of Trustees meeting. The titles of these policies and a summary of the reasons they are being updated or created is below.

- **Equal Employment Opportunity (EEO)** – the Library's current EEO policy was written in 1999 as a replacement to the previous Affirmative Action policy. This draft addresses changes in Washington state and/or federal law since that time, most notably adding sexual orientation (which as defined by state law includes gender expression and identity), genetic information, and HIV or Hepatitis C status. These edits simply update our EEO policy to reflect current law.
- **Non-Discrimination /Anti-Harassment** – this policy is intended to replace the Library's current Sexual Harassment policy, which was written in 1986. In addition to sexual harassment, this updated draft prohibits unlawful discrimination and/or harassment for all classes of people protected under federal, state, or local laws (the same categories listed in the updated EEO policy). It also includes a harassment reporting procedure. The Staff Experience and Customer Experience departments are currently working on an accompanying training plan for all staff.
- **Diversity and Inclusion** – this new policy creates a positive purpose statement that unifies several existing PCLS documents celebrating diversity and promoting positive interactions, including:
 - Our Mission, Vision and Values
 - Core Skills and Qualities (often referred to as the "Nine Skills and Qualities")
 - Leadership Descriptors
 - Library Rules of Conduct

These documents are attached for your review. As our draft Diversity and Inclusion policy states, an organization's commitment to diversity "enhances a culture of collegiality and respect, collaboration, sensitivity and thoughtful interaction among and between our staff and our customers."