



# FEDERAL AND STATE LABOR LAWS AND REGULATION COMPLIANCE POLICIES

Approved by the Vista Grande Public Library Board of Directors – 20-Apr-2010  
Revised and approved by Board – 18-May 2021

---

## CONTENTS

Governing Policy .....	1
Equal Employment Opportunity Policy .....	1
Substance Abuse Policy .....	2
Americans with Disabilities Act Policy .....	2
Federal Immigration Reform and Control Act of 1986 Policy .....	3
IRS Employer Requirements Policy .....	3

## GOVERNING POLICY

Vista Grande Public Library (VGPL) adheres to all Federal and State Labor Laws and Regulation Compliance Policies as recorded in the Federal Labor Standards Act (FLSA), New Mexico Statutes Annotated (NMSA)1978, with amendments, and various specific governing acts, laws, policies and recommended procedures.

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

VGPL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, VGPL complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

VGPL expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of VGPL’s employees to perform their job duties may result in discipline up to and including discharge.

A poster prohibiting discrimination shall be displayed in a common work area.

## **SUBSTANCE ABUSE POLICY**

VGPL, in conformity with the Drug-Free Workplace Act of 1988 as amended, affirms that the manufacture, distribution, dispensation, possession or use of non-prescribed controlled substances and the unauthorized use, distribution or sale of alcohol is unlawful and prohibited on library premises.

This policy shall apply to all employees, volunteers, contractors and vendors governed by these employment policies and practices, including members of the Board of Directors and practicum students.

### **Definitions**

Legal substances: A substance/drug that is legally obtained, including a prescription drug and alcohol.

Illegal substances: Defined as a drug that is not legally obtainable or is legally obtainable but have *{sic}* been obtained illegally.

## **AMERICANS WITH DISABILITIES ACT POLICY**

In compliance with the ADA Amendments Act of 2008 (ADAAA) VGPL will ensure that qualified individuals with disabilities are provided equal opportunities and access with respect to employment, volunteerism and public accommodation. This policy applies to individuals seeking employment or current employees, those seeking a volunteer position or current volunteers, patrons using library services and anyone doing business with the library. This policy is inclusive of the Equal Employment Opportunity Policy, the Substance Abuse Policy, and other policies that may be related.

VGPL will provide accessibility to its facilities, services, and programs.

Reasonable accommodation shall be made available to all qualified individuals (applicants, employees, volunteers, patrons, vendors) with disabilities. It is the responsibility of the individual with the disability to make known the need for accommodation. VGPL may require medical documentation of the need for the accommodation.

VGPL is not required to provide reasonable accommodation in the following situations:

- Accommodations that would impose an undue hardship upon VGPL operations;
- To individuals who are found unqualified for a position;
- The individual with a disability imposes a direct threat of substantial harm to the health or safety of (him) herself or to others.

**The VGPL Grievance Policy covers the filing of a grievance or complaint of disability discrimination.**

**FEDERAL IMMIGRATION REFORM AND CONTROL ACT OF 1986 POLICY**

VGPL shall assure that employees hired are legally authorized to work in the U.S. by complying with the completion of the I-9 form and keeping one on file for each employee.

**IRS EMPLOYER REQUIREMENTS POLICY**

The Vista Grande Public Library will comply with IRS regulations requiring that each employee will complete a W4 form, that each employee receives a W2 within the required period of time, and that deposits of withholding obligations are met within the required period of time.