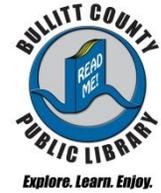


Unacceptable Conduct Policy

Created 9/26/1991

Revised 2/10/2015



The Library strives to provide the best possible work environment and maintain orderly operations. The Library has created rules of conduct for employees to follow that will protect the interests and safety of all employees and the organization. Employees are expected to conduct themselves in a manner that best encourages good relations with staff and patrons alike.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary actions, including termination of employment:

ALCOHOL, TOBACCO, AND ILLICIT SUBSTANCES

- Use of tobacco inside any Library facility or vehicle is prohibited.
- Alcohol or drug testing may be required at the discretion of the Library. Refusal to submit to such testing could lead to termination.

DISCRIMINATION

- Opportunity for promotion and professional growth will not be denied on the basis of race, color, age, sex, religion, national origin, or disability.
- The Library will not tolerate discrimination of a patron based on origin, age, background, or views.
- Any suspected act of discrimination should be reported immediately to the Administrative offices.

INSUBORDINATION OR OTHER DISRESPECTFUL CONDUCT

- Concerns about work assignments should be thoroughly discussed. A supervisor is required to make assignments to achieve the work of the department. These assignments may cross branch responsibilities. Refusal to accept an assignment is insubordinate behavior.
- Specific directions from a supervisor require strict adherence. Refusal to follow specific instructions is insubordinate behavior.
- Disagreements may occur between staff members. Resolutions should be sought calmly. If consensus is not reached, the supervisor is responsible for making the final decision. The employee must respect the authority and position of the supervisor at all times.

NEGLIGENT OR UNSAFE BEHAVIOR

- Employees may not violate safety or health rules, including agreed upon work restrictions provided by a physician.

- Negligence or improper conduct leading to damage of Library-owned or patron-owned property will not be tolerated.
- Failure to react appropriately during emergencies or to observe established procedures during drills and other exercises will not be tolerated.

THEFT OR DECEPTION

- Theft or inappropriate possession of property, including circulating materials, is not permitted.
- Employees may not inappropriately alter patron records or inappropriately add or waive fines or other charges within a patron account.
- Falsification of personnel records in order to obtain employment, maintain employment, or to procure and/or use benefits provided by the Library is not permitted.

THREATS, HARASSMENT, OR VIOLENT ACTS

- Fighting, intimidating, or threatening violence in the workplace is not permitted.
- Boisterous or disruptive activity in the workplace is not permitted.
- Employees may not exhibit unlawful or unwelcome harassment that might create a hostile work environment.
- Employees may not possess dangerous or unauthorized materials, such as explosives or illegal firearms, in the workplace.
- The Library will not tolerate behaviors of these types and will immediately terminate any employee who violates these guidelines.

USE OF FORCE

- The use of force by employees is allowed only as a last resort to protect the physical harm of a patron, fellow employee, or one's self. In such a situation, only the minimum force necessary is permissible.
- Protection of property is not considered grounds for the use of force.
- Those violating this policy may be subject to criminal and/or civil prosecution in addition to disciplinary measures.