



Employee Conduct Policy

Created 2/10/2015

Revised 11/27/2018

Values

The Library seeks to employ positive and outstanding individuals whose own personal standards exceed those set in our policies. The Library needs to consistently offer a high level of service to our taxpayers and the values of our employees make this possible.

Values that the Library seeks in its employees include:

- Adaptability
- Equality
- Accountability
- Integrity

Staff Areas

Employees should observe the same rules of behavior that are asked of patrons using the Library. Eating or drinking while on duty in public areas is not permitted. Staff areas are provided for use while on break. Staff areas are to be kept clean and are to be cleaned after each employee's use.

Personal Workspaces

Personal workspaces are to be kept orderly. Employees should limit the amount of personal belongings that are brought to the work site. Loss or damage to personal property left at the Library may not be covered by the Library's property insurance.

Use of Library Property

Library telephones are intended for Library business. Lengthy and/or frequent personal calls are not permitted. Personal long distance calls are only permitted in emergencies and should be made at the employee's expense.

Library staff members are responsible for all keys and/or other equipment given in trust. No copies of keys are to be made. Lost or stolen keys should be reported immediately. All keys and/or equipment must be returned upon termination of employment.

Inappropriate Conversation

Common sense should be used in conversation with the public and other staff members. Staff members are expected to be friendly and pleasant to patrons and each other but not to the extent that work is neglected. Conversations of a personal nature should be avoided in public areas. Remarks about

coworkers, Library patrons, or members of the community are never appropriate in public areas. Staff members should avoid conversations about sensitive personal information including, but not limited to:

- Politics
- Religious beliefs
- Sexual topics
- Inappropriate language
- Performance issues and associated corrective measures

Acceptance of Gifts or Gratuities

It is unethical for Library staff members to accept valuable gifts from patrons. Candy, food products, and other inexpensive items are acceptable. Employees should not accept money from a patron.

Vendors may sometimes provide meals or other gifts for staff. Meals less than \$25 that do not include alcoholic beverages may be accepted. Gifts less than \$25 in value may be kept.

Conflicts of Interest

Employees should avoid any situation which does or may involve a conflict between their personal interest and the interest of the Library. As in all other facets of their duties, employees dealing with patrons, suppliers, contractors, or any person doing or seeking to do business with the Library are to act in the best interest of the Library. Employees shall make prompt and full disclosure in writing to their supervisor of any potential situation which may involve a conflict of interest.

Solicitation and Distribution

Employees are encouraged to exercise caution in soliciting donations or purchases from their coworkers. Pressure or coercion is not permitted. Political literature may not be distributed at any time.

When items are offered for sale for outside organizations, any bookkeeping or distribution duties must be done on the employee's personal time and without the use of the Library's resources.