

## EMPLOYEE CONDUCT

### Grounds For Corrective Action or Discipline

Library staff has a professional responsibility to create and maintain a safe and healthy work environment, one that has zero tolerance for inappropriate and disruptive behavior. Inappropriate behavior includes instances of aggression, intimidation or threats, and harassment. Reports of workplace aggression, intimidation, threats or harassment of any kind will be taken seriously and acted on by the appropriate personnel in a timely and, to the extent possible, confidential manner. Grounds for corrective action or discipline include, but are not limited to, the following:

- Dishonesty or falsification of records.
- Unauthorized use or abuse of Library equipment or property.
- Theft or destruction of Library equipment or property.
- Work stoppages such as strikes or slow-downs.
- Insubordination or refusal to comply with the proper order of an authorized supervisor.
- Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations.
- Habitual tardiness, unauthorized or excessive absence.
- Habitual use of personal electronic devices for non-work related business during working hours.
- Use of official position or authority for personal profit or advantage.
- Disregard or repeated violations of safety rules and regulations.
- Being impaired by use of alcohol or drugs during working hours or bringing such intoxicants or illegal drugs into the workplace.
- Failure to adequately perform assigned job duties.
- Failure to follow duly established work rules, policies and procedures.
- Failure to conduct oneself in a professional, ethical manner
  - The scope of professional ethical behavior means library staff should demonstrate behaviors that will ensure high quality library services and equality of access; contribute to the development of the profession and avoid damaging the reputation of the profession; respect and support professional colleagues; represent the

## EMPLOYEE CONDUCT – page 2

organization in an honorable way; and strive to develop an intellectual and learning community.

- The disclosure of confidential information in violation of federal or state law or county ordinance.

Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis.

Training will be conducted on an ongoing and regular basis to educate staff on what constitutes inappropriate or disruptive behavior; to raise awareness about harassment, intimidation and aggression; to clarify misconceptions about what constitutes these behaviors; to clarify the supervisor's role and responsibility in providing a safe and supportive work environment; and to share specifics of the Library's policies prohibiting inappropriate and disruptive behavior.

### Gifts and gratuities

No Library employee shall solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, service, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the Library. This prohibition does not include the acceptance of loans from banks or other financial institutions, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material or the acceptance of any award for meritorious public or personal contributions or achievements.

### Personal Communication and Use of Personal Electronic Devices

Library employees must limit personal communication, such as phone calls, email, in-person conversation and messaging, during work time. Such communication, when necessary, should be brief and non-disruptive.

Supervisors may approve the use of personal electronic devices for non-work related business during work hours, as long as the supervisor deems such use not disruptive to work.