

STANDARDS OF CONDUCT

The following rules governing personal conduct are intended to promote orderly and efficient operations, as well as protect the rights of all employees. This list is for illustration purposes only. These and other types of misconduct can subject an employee to disciplinary action, up to and including discharge:

- Violation of the Attendance policy.
- Neglect or failure to satisfactorily perform assigned duties;
- Unauthorized use of the Library's property, equipment or facilities;
- Violation of a safety rule or safety practice. All Employees must report injuries sustained on the job in writing to the Library Director, as soon as possible;
- Not at an assigned workstation and ready to work promptly at starting time;
- Theft, attempted theft or neglect of property belonging to the Library, a patron, visitor or co-employee;
- Possession of intoxicants and/or consuming intoxicants on the Library's property during working hours;
- Working while under the influence of or impaired by intoxicating substances, illegal use of prescription drugs, or reporting to work in such condition;
- Possession of firearms, fireworks or explosives inside the Library's facility or in its vehicles, even if carried pursuant to a Concealed Weapons Permit;
- Misrepresentation of facts in seeking employment;
- Gambling on the Library's property;
- Falsification, unauthorized copying, dissemination and/or destruction of the Library's records;
- Abusive, vulgar or confrontational language to any co-worker, supervisor or member of the public;
- Violation of the Library's policies;
- Refusal or failure to perform a job assignment, or refusal to obey directives from the Library Director (Insubordination);

- Interfering with the work of other employees, or conduct disruptive to the work of other employees;
- Violation of any federal or state criminal laws, civil rights laws, or those laws regarding records restrictions;
- Unlawful harassment of others, including co-workers, supervisors, public officials or members of the public;
- Stopping work or making preparation to leave work before it is time for lunch or quitting;
- Improper use of sick leave or other leave of absence.

<h3 style="text-align: center;">DISCIPLINARY ACTION</h3>
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Since employment is at will, termination may occur at any time, with or without reason or notice. The Library will review each disciplinary case individually and issue disciplinary action as we deem necessary and appropriate. Disciplinary action may include any one or more of the following:

- ! **Verbal Warning.** Verbal warnings should be documented and placed in the employee's personnel file.
- ! **Written Warning.** Employees should receive a copy of any written warning. One copy of the warning should be placed in the employee's personnel file.
- ! **Probation.** Probation is a period during which an employee will be expected to achieve certain goals or meet certain performance expectations.
- ! **Demotion.** Demotion is the placement of an employee into a lower-level position, usually with a lower level of pay.
- ! **Suspension.** Suspension is time away from work without pay, for a specified duration.
- ! **Termination.** Termination is a permanent removal from the job and may occur at any time.

PROBLEM-SOLVING PROCEDURES

It is important that management and employees maintain effective communications and understanding. The Library believes that this is essential to the accomplishment of the Library's goals and objectives as an organization and realization of the job goals and objectives of our employees.

Conscious effort is made to maintain close rapport among staff through commitment to an open-door policy. We value this close relationship and give it considerable importance. Therefore, if you have a problem, a question, or a request, you are encouraged to discuss it with the Library Director.

Likewise, when matters of interpretation or application of the express provisions of this Handbook or of any other Library rules or regulations arise, you are also encouraged to discuss such matters with the Library Director. Management will then explore a satisfactory resolution of the problem or concern. While not all problems or concerns may be resolved to your complete satisfaction, management is committed to resolve conflicts whenever practicable.

The Open Door Policy will serve as an initial problem-solving procedure with provisions for further action if necessary. All steps should be taken in a timely manner, without undue delay between steps.

1. If an employee has any problems or concerns they would like to have addressed, they should first discuss the matter personally with their supervisor.
2. Every attempt should be made to resolve the matter in the informal discussion. An oral agreement between the employee and the supervisor will be considered sufficient to close the matter.
3. If the discussion between the employee and supervisor does not resolve the grievance to the employee's satisfaction, if the situation involves the supervisor, or if for other reasons the employee is uncomfortable discussing the matter with the supervisor, the employee may submit the matter in writing to the Library Director. The Library Director will issue a written decision on the matter. If the Library Director is the supervisor, the matter may be submitted to the Library Board President for consideration by the Board.
4. If no satisfactory settlement is obtained from the Library Director, the employee may appeal the matter to the Library Board who will then consider the matter at their next scheduled meeting. After reviewing the case, the Library Board will issue a written decision. The Library Board will be the final authority in the dispute-resolution procedure.

5. In the case a problem or concern arises between staff members of the same level (as opposed to employee-supervisor issues) one or both employees should take the matter to their supervisor. The supervisor(s) of the employees should attempt to mediate a solution between the employees. If the solution is not found to be satisfactory by either employee, the issue shall be escalated through the Library Director, or Library Board, as outlined above.

PROBLEM SOLVING

1. Library employees who have unresolved problems with the Library Director may request a meeting with the Personnel Committee. The request must be in writing, with a brief explanation of the issue(s).
2. If the Personnel Committee denies the request or its solution is not satisfactory to the employee, they may appeal the committee's decision to the full Board. Appeals to the Board must be in writing.
3. If the Board agrees with the Personnel Committee's resolution of the matter, it shall inform the employee in writing that the appeal is denied. If the Board disagrees with the determination of the Personnel Committee, it shall determine what further action shall be taken to resolve the matter.