

Wead Library Personnel Code of Conduct

Approved 10/21/2024 Revised 11/18/2024

The Code of Conduct is intended to promote the orderly and efficient operation of the library as well as protect the rights of all employees.

It is each employee's responsibility to know the rules and abide by them.

Violations shall be regarded as cause for disciplinary action up to and including termination.

All employees must:

- Protect the confidential relationship that exists between a library patron and the library.
- Learn and execute the library policies and to express in a positive and respectful manner any concern or objection with the policies, philosophies or programs of the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs. That said, no staff member is expected to take abuse from patrons or other staff.
- Serve all patrons equitably according to their needs.
- Treat their fellow members with the same professionalism, courtesy, and friendly manner as we expect to be given to our patrons.
- Encourage, promote, and model teamwork behaviors. This should include demonstrating respect for the abilities and knowledge of other staff.
- Keep the Library work environment in a clean and neat condition so that the appearance of the Library is pleasant and enjoyable for both the patrons and staff members
- Distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with following library policies.
- Complete the duties & responsibilities of the job.

Following is a list* of unacceptable acts or behavior:

- Direct violation of library policies and procedures
- Neglect of duty
- Insubordination
- Disorderly conduct
- Sexual harassment
- Theft, intentional destruction or defacing library property

**This list is not exhaustive, and, in some cases, other types of behavior may be deemed unacceptable.*

Drug and Alcohol Use:

If an employee reports to work visibly impaired and cannot perform the required job functions, that employee will not be allowed to work. Proper treatment of the employee, including sending the employee home, should be ascertained.

Safety and Health:

Each employee is expected to obey safety rules and to exercise caution in all work activities. Any employee who notices a dangerous or potentially hazardous situation should report it to the Director or the designee. The Director or designee will look into and correct any safety problem. Steps will be taken to eliminate the danger as soon as possible.

Reporting:

It is every employee's obligation to report suspected or actual violations of the Personnel Code of Conduct. Employees are expected to immediately report such information in writing to the Director or designee. If the employee does not feel comfortable reporting the information to the Director or designee, they are expected to report the information to the Wead Library Board of Trustees. Reports will be reviewed following the Whistle Blower Policy procedures.

Penalties:

An employee who violates any of the provisions of this Code of Conduct may be subject to disciplinary action up to and including suspension and dismissal in the manner provided by applicable law and/or contractual obligations. The purpose of any disciplinary action is to correct the problem and prevent recurrence.

A first offense will merit a verbal warning; the second offense may be followed by a written warning; a third offense, the employee will be suspended or terminated. Suspension will be unpaid unless prohibited by contractual obligations. If more than 12 months have passed since the last disciplinary action, the process will normally start over. Depending on the severity of the situation there may be certain types of employee problems that are serious enough to justify a suspension, or termination of employment, without the issuance of a verbal or written warning.

While notice of intent to terminate can be expected, the Wead Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

If the Director or designee makes a decision with which the employee disagrees, the employee has the right to make a written appeal to the Board of Trustees. The employee must submit this letter within ten business days of the original decision. Dismissals shall not be made without the recommendation of the Director or designee. The decision of the Board is final. The Library will maintain an accurate record of the action taken at each level of the disciplinary process. Copies of these records will be saved in the employee's file.

In the case of offenses by the Director or designee, the Board of Trustees will receive complaints and enforce this policy and oversee disciplinary actions.