

WAUKESHA PUBLIC LIBRARY  
HUMAN RESOURCES POLICY PROCEDURE

<b>SUBJECT: LIBRARY WORK RULES</b>	Issued: <del>12/9/10</del> 11/14/19	No: B-6
	Supersedes: <del>4/27/07</del> 12/9/10	Page: 1 of 3

Purpose

The orderly and efficient operation of the Library requires that our employees maintain certain standards of reasonable conduct. Corrective discipline and certain standards of **reasonable** conduct are necessary to protect the health and safety of all employees and the public, to maintain uninterrupted services to the citizens of Waukesha and to protect the Library's goodwill and property.

Summary

Some of our rules, while enumerated in the following pages, are not intended to be all inclusive of the required discipline, reasonable standards of conduct or obligations of employees while in the Library's employ. The Library reserves the right to impose any other rule or take any other disciplinary action in cases it deems appropriate.

Employees will conduct themselves in the following manner:

1. Employees will work safely at all times, wear protective clothing, and utilize all safety equipment. (i.e., vehicle seatbelts, gloves, hardhats, safety vests, safety glasses, boots, etc.)
2. Employees are responsible for Library tools, equipment and property assigned to or requisitioned by them, and/or that are in their custody and care.
3. Employees will not abuse, destroy or deface Library or employee tools, equipment or property.
4. Employees will report all defective equipment or safety hazards.
5. Employees will report injuries or accidents immediately. Employees under the care of a medical provider for an injury or illness will abide by all medical recommendations to facilitate their recovery.
6. **Employees are expected to be at work, on time, ready to work at the start of their shift.** Employees will not have unauthorized, unexcused, or habitual absences or tardiness.
7. Employees will not punch or fill out another employee's time card or falsify any time card.
8. Employees will not bring unauthorized firearms and/or weapons of any kind to work.
9. Employees will not bring onto or consume or use at work intoxicating liquors, alcohol, narcotics or illegal drugs. Should employees be tested for illegal drugs either randomly or for reasonable suspicion, any positive test would be cause for termination.

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10. Employees will always report for and remain at work in a fit physical condition.
11. Employees will not restrict or interfere with others in the performance of their jobs or engage or participate in any interruption of work.
12. Employees will establish and maintain positive working relationships with co-employees and provide high levels of customer service to library customers.
13. Employees will not engage in **any form of violence including** fighting, threats, **verbal or physical** intimidation, horseplay, or harassment of members of the public or employees.
14. Employees will not engage in immoral conduct or indecency.
15. ~~Employees will follow the direct orders of supervisors or managers.~~ Employees are to refrain from insubordination or other disrespectful conduct including intentional refusal to follow a lawful and/or reasonable order, undermining a leader's ability to manage, insolence, arguing, verbal abuse or assault of management.
16. Employees will not falsify any reports, records, or information.
17. Employees will not violate any safety rule or practice or engage in any conduct that creates an unsafe work environment.
18. Employees will not remove from Library premises (area of use) without proper authority, Library property, records or other material, including the "pirating" of software.
19. Employees will not gamble on the job.
20. Employees will not leave the job prior to the end of the work shift without proper authorization from his/her supervisor, manager, or the Librarian-in-Charge.
21. Employees will not post, distribute, remove or alter Library notices (any printed or written material) without written authorization from the Library Director or her/his designee.
22. Employees absent (3) three consecutive workdays without notice will be terminated.
23. Employees will not work another job while absent from their library job.
24. Employees will not disclose confidential information.
25. Employees will not sleep on the job.
26. Employees will not engage in unauthorized solicitations or distributions.

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27. ~~Employees will not engage in discourteous treatment of the public or Library employees or the use of profanity or threatening language. Employees will not use profanity or threatening language with co-employees or library customers.~~
28. ~~Cell or landline telephones, personally owned or Library issued, will be used only to conduct Library business while on Library time.~~ Library issued telephones, land or cell, will be used only to conduct Library business while on Library time unless otherwise approved by management. Approved individuals who carry a cell phone issued by the Library in order that they may conduct official Library business, or be reached by the Library at those times that they are not working or are not working on site, may use the Library issued cell phone for personal business on non-Library time, as long as the cost of that usage is included in the standard package for which the Library has contracted. Any usage that exceeds the limit of the standard package will be paid by that approved employee.
29. Pictures obtained using a cell phone will be utilized only as authorized by supervisors.
30. ~~Employees will adhere to all personnel policies.~~

~~Any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.~~

Approved by the Library Board  
~~12/9/10~~ November 14, 2019