

Chapter 5

Performance

Policy 5.1

HARASSMENT

The System intends to provide a work environment free from verbal, physical and visual forms of harassment, intimidation or coercion in any form.

Complaints should be made to the Director who will investigate and attempt to resolve problems promptly and efficiently.

See also: **Policy 2.2 Sexual Harassment**

Adopted/Revised: 1/21/03

Policy 5.2

ABSENCE WITHOUT LEAVE

Absence of an employee from duty, including any absence for a single workday or part of a workday, that is not specifically authorized shall be without pay and shall serve as the basis for disciplinary action. An employee who absents him/herself for two or more consecutive workdays without authorized leave shall be deemed to have resigned.

See also: **Policy 4.28 Involuntary Separation**

Adopted/Revised: 1989, 1994, 1995, 1996, 1/21/03

Policy 5.3

IN-SERVICE DAYS

System-wide in-service days are held regularly in order to present and explain matters of policy; to discuss new trends, techniques, procedures and programs; to consider matters involving the staff and its interests; and to present training in areas of interest and importance to the System and its employees. Exchange of library materials is also an important part of these meetings, which are usually held biannually.

Mileage and travel time will be paid to Branch Managers attending in-service days or required training sessions.

All regular employees should plan to attend and to be available for the entire meeting. Any employee who leaves before all business is complete will forfeit any mileage reimbursement for the day.

Adopted/Revised: 1994, 1995, 1996, 1/21/03, 8/18/09

Policy 5.4

CONFERENCES AND MEETINGS

Employees are encouraged to increase their job-related skills and knowledge through participation in professional conferences and meetings. Employees must submit a request to the Director for approval to attend such conferences or meetings. If approved, time off for attendance and travel will be paid at the employee's normal rate of pay.

See also: **Policy 4.24 Reimbursement for Expenses/Travel/Mileage**

Adopted/Revised: 1/21/03

Policy 5.5

ACCEPTABLE USE OF EMPLOYEE TIME

During scheduled working hours employees are expected to use their time for undertaking work related tasks. Employees should refrain from using library resources for personal use during work hours. However, during breaks employees' time is their own and they may use library resources as a library patron.

Violations of this policy are subject to appropriate disciplinary action.

Adopted/Revised: 1/21/03

Policy 5.6

PERFORMANCE APPRAISALS

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

See also: **At-Will Statement**

Adopted/Revised: 1994, 1995, 1996, 1/21/03, 9/15/09

Policy 5.7

SPEAKING TO THE MEDIA

An employee may not speak to the news media as an official or unofficial spokesperson of the System without prior clearance from the Director. All inquiries from the media should be referred to the Director.

All press releases, promotions and advertising must be approved by the Director before submission, not only for clarity, consistency and accuracy, but for budgetary reasons.

Adopted/Revised: 1/21/03

Policy 5.8

PATRON CONFIDENTIALITY

All employees and volunteers are required to sign an acknowledgment of the "Confidentiality of Library Patron Records" Policy before beginning to work for the System. These documents become a permanent part of the employee's personnel file.

The policy applies to off-duty hours as well as regular work hours.

See Appendix for **Confidentiality of Library Patron Records Policy** and **Waiver Form**

Adopted/Revised: 1994, 1995, 1996, 1/21/03

Policy 5.9

EMPLOYEE PRIVACY

The System recognizes employees' rights to privacy as reflected in the following:

- Personnel files will be limited to job-related information pertinent to employment.
- The confidentiality of all personal information in System records will be protected.
- Access to employee records will be limited to those employees having an authorized, business-related need-to-know. Violations of this policy will result in disciplinary action.
- The System will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so. The only exception will be verification of dates of employment, positions held, and salary when requested by the employee's prospective employer.
- Employees are permitted to see the personal information maintained about them in the System's records. They may submit a written challenge to any material contained in their records.

Adopted/Revised: 1/21/03

Policy 5.10

SAFETY AND USE OF EQUIPMENT/FACILITIES

Employees are responsible for observing all safety regulations and handling all equipment in such a manner as to avoid accidents.

The use of System property for personal use is prohibited except to the extent the general public has use of such equipment. With the approval of the Director, employees may use equipment/facilities in conjunction with continuing education classes, workshops or committee appointments directly related to their employment.

Adopted/Revised: 1989, 1994, 1995, 1996, 1/21/03

Policy 5.11

REPORTING INJURIES

Employees must report all job-related accidents, injuries and illness to the Director immediately after experiencing symptoms and/or within 72 hours, regardless of whether the injury is minor or of no apparent significance. If the Director is not available, reporting to a supervisor is acceptable. A written report is needed as soon as possible, relating in detail the event.

Employees should consult a doctor of their own choice within Wyoming, if possible. The injury must be reported on a "Report of Certification and Report of Occupational Injury or Disease" form to be filed with the Clerk of District Court of Carbon County within 10 days by the employee. In addition, if work time is lost a "WCD 9-13 Initial Temporary Total Disability" form must be filed.

For more detailed information concerning procedures and benefits, employees should consult the guide for injured workers available from the Director, the Clerk of District Court and the State Workers' Safety and Compensation Division at (307)777-7441.

See also: **Policy 4.7 Worker's Compensation and Unemployment**

Adopted/Revised: 1/21/03

Policy 5.12

ALCOHOL AND DRUGS

The System is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the System unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

The illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace will not be tolerated.

When a drug is used at the direction of a licensed physician, its use must be reported to the Director if that drug may affect the job performance or safety of the employee.

Adopted/Revised: 1996, 1/21/03

Policy 5.13

DRESS CODE

Employees are expected to exhibit a neat, well-groomed appearance, keeping in mind the impression made on the public and other employees.

Employees should dress appropriately for the work of the day and in a manner consistent with a professional atmosphere.

If the Director decides that an employee is dressed inappropriately, unpaid time must be used by the employee to go home and change.

Adopted/Revised: 1996, 1/21/03

Policy 5.14

TELEPHONE, FAX, E-MAIL

Personal phone calls should be kept to a minimum and made during break times when possible. Employees should use a personal calling card for any long-distance calls made.

Personal faxes may be sent, but at the rate set for public use. Personal e-mail should be kept to a minimum.

Approved/Revised: 1994, 1995, 1996, 1/21/03

Policy 5.15

GRATUITIES

Employees shall not accept or receive property for their personal use as the result of purchasing or other actions that they perform as part of their duties for the System.

Adopted 1994, 1995, 1996, 1/21/03

Policy 5.16

PARKING

Recognizing the need of visitors to have easy access to library facilities, employees are encouraged to park their vehicles away from the main entrance of the building, but in a safe place.

The System assumes no responsibility or liability for employee vehicles or contents.

Adopted/Revised: 1/21/03

Policy 5.17

OUTSIDE EMPLOYMENT

Employment outside of the System is permitted only to the extent that it does not create a conflict of scheduling, inability to perform job duties, or a conflict in interest.

Adopted/Revised: 1/21/03