

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.310

POLICY TITLE: Rules of Conduct

ADOPTION/LAST REVIEW: Adopted 9/10/1996; Revised 04/19/2022

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.**

**PURPOSE:** Everett Roehl Marshfield Public Library employees are expected to follow established work rules, policies, and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of the Library. High quality performance, honesty, respect, reliability, professionalism, and good judgment are fundamentally required of each employee. Standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. The Rules of Conduct apply to all employees.

**SUPERVISORS:** Supervisors have the responsibility to insure that the work expectations are clearly understood by Library employees, and that they have had adequate opportunities to learn the required skills and duties. In the majority of cases, Library employees meet or exceed these expectations. However, when employees fail to perform to the expected level, their supervisor will be responsible to take corrective action. Corrective action is the proper response to misconduct of the types listed below:

1. Level 1 Offense. Examples include but are not limited to:

- Excessive absence or tardiness
- Neglect of Library property
- Unintentional violation of safety rules
- Excessive personal telephone calls
- Use of abusive language
- Excessive non-job related conversations

Each offense should be considered on an individual basis and no correction should be given automatically. The usual procedure is to speak to the employee at the time of the first offense; write a verbal warning for the second offense; suspend the employee for the third offense; discharge for the fourth offense.

2. Level 2 Offense. Examples include but are not limited to:

- Drug or alcohol abuse\*
- Conduct which disrupts business activities
- Carelessness or inefficiency affecting the safety of fellow employees or the public

The usual procedure is that a written warning be issued for the first offense; termination for the second offense.

3. Level 3 Offense (for which the appropriate action is usually immediate suspension and/or termination). Examples include but are not limited to:

- Theft of Library property, property of another employee or the property of a customer
- Insubordination, or refusing to follow instructions
  - Intoxication during work hours\*
  - Willful misuse of Library property
  - Deliberate injury to another person
  - Falsification of any library records, reports, or documents
  - Obtaining employment on the basis of false or misleading information or falsifying of job application
  - Conviction in a court of record of a felony as defined by Wisconsin Statutes

#### CORRECTIVE ACTION:

The Library treats all violations of policy, Rules of Conduct, department procedures, and general expectations of professional conduct very seriously. Violations of these can subject an employee to discipline, up to and including discharge.

The Library's corrective action program is designed to encourage individuals to be high quality employees and to remove employees from service who cannot or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate his or her conduct, and employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases, dismissal of an employee is appropriate because of the seriousness or continuation of unacceptable conduct. The appropriate level of discipline is determined by management on a case-by-case basis, and any pre-termination disciplinary measure may be passed over in favor of more severe discipline including termination of the employee. The Library's use of any form of progressive discipline does not change any employee's status as an at-will employee or create any additional contractual rights.

#### INVESTIGATION AND ADMINISTRATIVE LEAVE:

The Library Director will determine the scope, duration, and strategy of internal investigations. The Library reserves its right to place an employee on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved for the Library Director to determine. The Library may place an employee on administrative leave pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by the Library Director.

Upon termination of employment under this policy, the employee will be paid all salary and wages due, subject to deduction for any sums due the Library. Employees discharged for any of the above violations shall not be paid for any accrued vacation periods. In the event of termination of employment under this policy, all benefits to said employees shall cease, except for those discharged under retirement conditions.

\*Library Policy #4.112 "Drug-Free and Alcohol-Free Workplace"