

# ***Warren-Newport Public Library District*** **Staff Manual**

## **701 Employee Conduct and Work Rules**

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To ensure orderly operations and provide the best possible work environment, the Warren-Newport Public Library District (WNPLD) expects employees to follow rules of conduct that will protect the interests and safety of all employees and the library.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Discourtesy toward others (e.g., failure to work harmoniously with fellow employees or serve the public with courtesy)
- Hindering or limiting normal operations or interfering with another employee's work
- Illegal conduct, conduct unbecoming to a WNPLD employee, or conduct damaging to WNPLD's public relations
- Carelessness, inattention to duty, or purposeful acts resulting in injury to property or person(s)
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Concealing, falsifying, altering, misusing, or removing records, including electronic data records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Gambling while on duty
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or patron-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Sleeping on duty
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, computers or other WNPLD-owned equipment

- Violation of personnel policies
- Incompetency, neglect of duty, or unsatisfactory performance of assigned job duties

Employment with WNPLD is at the mutual consent of the Warren-Newport Public Library District and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.