

POLICY 901 CONDUCT OF EMPLOYEES

Policy: It is the policy of the library that certain rules and regulations regarding employee conduct are necessary for efficient operations and for the benefit and safety of all employees and customers. Conduct that interferes with operations, discredits the library, or is offensive to customers or coworkers will not be tolerated.

Comment:

1. Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the library. Appropriate employee conduct includes:
 - a. Treating all customers, visitors, and coworkers in a courteous manner (see Customer Relations, Policy 904)
 - b. Refraining from offensive or undesirable conduct which is contrary to the library's best interests (see Productive Work Environment, Policy 202)
 - c. Reporting to administration suspicious, unethical, or illegal conduct by coworkers, customers, or suppliers (see Security, Policy 705)
 - d. Reporting to administration any unlawful, threatening, violent or potentially violent conduct, or violations of library rules or policies, by coworkers or customers
 - e. Cooperating with library investigations (see Productive Work Environment, Policy 202; and Security, Policy 705)
 - f. Complying with all library safety and security regulations (see Employee Safety, Policy 701; and Security, Policy 705)
 - g. Wearing clothing appropriate for the work being performed (see Employee Safety, Policy 701; and Personal Appearance of Employees, Policy 902)
 - h. Performing assigned tasks efficiently and in accord with established quality standards;
 - i. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time (see Attendance and Punctuality, Policy 502)
 - j. Giving proper advance notice whenever unable to work or report on time (see Attendance and Punctuality, Policy 502)
 - k. Smoking only at times and in places not prohibited by library rules or local ordinances (see Smoking, Policy 706)
 - l. Eating meals only during meal periods and only in designated eating areas (see Meal Breaks, Policy 506)
 - m. Maintaining cleanliness and order in the workplace and work areas (see Maintenance of Work Areas, Policy 702)

2. The following are illustrative examples of prohibited conduct which will subject violators to immediate discipline, up to and including discharge from employment: (see Disciplinary Procedure, Policy 908):
 - a. Engaging in or threatening acts of workplace violence
 - b. ~~Possessing firearms or other weapons on library property~~ **Violating library personnel and operational policy related to firearms and weapons**
 - c. Fighting or assaulting any person
 - d. Threatening or intimidating any person
 - e. Engaging in any form of sexual or other harassment (see Productive Work Environment, Policy 202)
 - f. Reporting to work under the influence of alcohol, illegal drugs, or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on library premises, on library business, or in or about library vehicles (see Drugs, Narcotics, and Alcohol, Policy 909)
 - g. Falsifying or altering any library record or report, such as an employment application, medical reports, statistical reports, time records, expense accounts, absentee reports, or shipping and receiving records;
 - h. Knowingly making false statement(s) about the library, library management, co-worker or patron.
 - i. Stealing, destroying, defacing, or misusing library property or another employee's or customer's property;
 - j. Using library supplies for personal use.

- k. Misusing library communications systems, including electronic mail, computers, Internet access, and telephones (see Use of Communication Systems, Policy 905)
 - l. Refusing to follow administration's instructions concerning a job-related matter or being insubordinate;
 - m. Failing to abide by safety rules and policies (see Safety, Policy 701)
 - n. Soliciting or distributing in violation of library policies (see Solicitation, Policy 703)
 - o. Using profanity or abusive language (see Use of Communication Systems, Policy 905)
 - p. Sleeping on the job
 - q. Gambling on library property, while on library business, or with library supplies or equipment (including computers and telephones)
 - r. Playing pranks or engaging in horseplay
 - s. Violating any library policy or rule
3. The examples of impermissible conduct described in above, are not intended to be an all-inclusive list. At administration's discretion, any violation of the library's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action. Questions about this policy should be directed to Human Resources.

910 POSSESSION OF FIREARMS BY EMPLOYEES

Policy: The library adheres to local, state and federal law pertaining to the firearms in the workplace.

Definitions:

Firearm: A firearm is any weapon which will, or is designed to, expel a projectile by the action of an explosive, and/or which will discharge a shot by gunpowder.

Open carry: Carrying a firearm on one's person in plain sight.

Concealed carry: Carrying a firearm on or about a person in such a manner as to conceal the firearm from the ordinary sight of another person

Concealed Carry License (CCL): A license issued by the state allowing a person to carry a concealed weapon.

Comment:

1. Open carry: A library employee shall not openly possess a firearm while on duty.
2. Concealed carry by a library employee without a concealed carry license ("CCL"): A library employee who does not have a CCL issued or recognized by the State of Kansas shall not possess a concealed firearm while on duty or while acting in the scope of his or her employment.
3. Concealed carry by a library employee with a concealed carry license ("CCL"): A library employee who has a valid CCL issued or recognized by the State of Kansas, may carry his or her concealed firearm while on duty or while acting within the scope of his/her employment, as follows:
 - a. If the employee is in compliance with the Act and other applicable laws;
 - b. If the employee's firearm remains completely concealed at all times; and,
 - c. If the employee's firearm remains on the employee's person and always in the immediate control of the employee. (The employee may not leave the firearm unattended at any time, in any purse, bag, storage container, office, workstation, gathering area or work area).
4. Notwithstanding subsection (1), a library employee who has a valid CCL shall not carry his or her concealed firearm in the following circumstances:
 - a. In a library-owned vehicle; or,
 - b. While engaged in the duties of his or her employment, outside of the library building in which the employee's work place is located.
5. Notwithstanding subsections (1) and (2), a library employee may carry his or her firearm, while on duty, in his or her private vehicle, as permitted by the Act and other applicable laws.
6. No employee shall display a firearm at work, whether intentionally or unintentionally
7. No employee shall use his/her CCL status or firearm in a way that the person knows or should know will alarm, anger, or disturb others or provoke an assault or breach of the peace.
8. No employee shall discharge a firearm, whether intentionally or accidentally while on duty.