

Paul Sawyer Public Library Policy Acknowledgements

Policy Manual

I have read the Paul Sawyer Public Library Policy Manual and am aware that the manual is available for review or reference in electronic form on the staff web page. I am responsible for reviewing updated material.

I acknowledge I have read and understand the terms of this policy

Employee's Signature _____ Date _____

Paul Sawyer Public Library Security and Privacy Policy

All Library staff shall respect the privacy of all patrons. Information in patron files will not be revealed except in work related situations or by court order under the direction of the Library Executive Director.

All Library staff shall respect the privacy of their fellow staff. Personal information shall not be revealed.

All of the equipment and communication systems used by Library employees or any other individual, including but not limited to computers, electronic mail and voice mail are the property of the Library. This equipment should never be used for any document or communication that would cause embarrassment or concern to any person, if anyone else inside or outside, knew of its contents or existence. Even though passwords are used, they are meant to protect the electronic systems and their contents from third party intrusion and not to give the user any expectation of privacy or of confidentiality. The staff's use of the internet, email, word processing, voice mail and other functions and features of the library's computer and communications facilities are subject to the policies governing the public's use of such equipment, and are subject to monitoring and review by the Executive Director and his or her designees.

Although the email, word processing and internet systems contain a delete function, any message, document or the name and contents of the site accessed (including any information entered by the user) are available and subject to review by the Executive Director or his or her designee even if the delete function has been used.

I acknowledge that I have read this policy, that it has been discussed with me, and I agree that my use of the library's equipment and communication system are subject to its terms and conditions.

Employee's Signature _____ Date _____

Wrongful Act

Any action that is illegal or in violation of Library policies must be reported immediately. Any staff member who is aware of a wrongful act committed by any other staff, volunteer, patron and/or board member, must report the wrongful act to his/her supervisor immediately. The supervisor will report to the Director, who will consult with the President of the Board. In the event the Director commits the wrongful act, it should be reported to the President of the Board; if committed by the President of the Board, it should be reported to the Vice President of the Board or the Director.

I acknowledge I have read and understand the terms of the wrongful act policy

Employee's Signature _____ Date _____

Non-Harassment Policy

Paul Sawyer Public Library's policy prohibits intentional and unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age.

Any employee, volunteer, patron or board member who feels that he or she has been subjected to conduct which violates this policy should immediately report the matter to his or her Supervisor, or the Library Director if the complaint involves the employee's Supervisor. Every report of perceived harassment will be brought to the Library Director and fully investigated. Corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. The Library will not tolerate any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. All employees must cooperate with all investigations. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

If the Library Director is the person toward whom the complaint is directed, the employee should contact the President of the Library Board of Trustees.

Employee's Signature _____ Date _____

Sexual Harassment Policy

It is Paul Sawyer Public Library's policy to prohibit harassment of any employee by any Supervisor, employee, patron or vendor based on sex or gender. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances; requests for sexual favors; obscene gestures; displaying sexually graphic magazines, calendars or posters; sending sexually explicit e-mails, text messages; and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Any employee, volunteer, patron or board member who feels that he or she has been subjected to conduct which violates this policy, should immediately report the matter to his or her Supervisor, or the Library Director if the complaint involves the employee's Supervisor.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. The Library will not tolerate any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. All employees must cooperate with all investigations. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

If the Library Director is the person toward whom the complaint is directed, the employee should contact the President of the Board of Trustees.

I have read and I understand Paul Sawyer Public Library's Sexual Harassment Policy.

Employee's Signature _____ Date _____

At-Will Employee

I understand that I am an at-will employee and may be dismissed at any time and for any reason. I further understand that I have no employment contract with the library district.

I acknowledge I have read and understand the terms of the at-will policy

Employee's Signature _____ Date _____

Employee's Printed Name _____

