

EMPLOYEE RULES OF CONDUCT
of the
ELLENVILLE PUBLIC LIBRARY & MUSEUM

The following is a list of actions that may result in disciplinary action up to and including discharge:

1. Theft of any Library & Museum or employee property.
2. Deliberate damage to Library & Museum property or the unauthorized use of Library & Museum facilities, contents, or equipment.
3. Disorderly conduct.
4. Possessing, using, buying or selling alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs while at work.
5. Repeated absences or tardiness.
6. Sending or furnishing to unauthorized person Library & Museum records of information.
7. Breaches in security procedures and/or refusal to cooperate in a Library & Museum investigation.
8. Abandonment of job or failure to report to work without notifying one's immediate supervisor.
9. Direct violation of the Library & Museum's Personnel Policies.
10. Obtaining employment on the basis of false or misleading information; falsification of application.
11. Allowing any unauthorized person(s) access to the Library & Museum's non-public facilities.
12. Possessing firearms or other weapons while on Library & Museum property.
13. Insubordination: the refusal to perform all job requirements or service outlined by the Library & Museum as stated in the job description.
14. Knowingly and deliberately not following established ELP&M policies and procedures.
15. Falsification of patron records, Library & Museum reports of documents.
16. Knowingly violating any Library & Museum OSHA, or state regulations and guidelines.

Adopted by the Board of Trustees
April 18, 2016

Employee Signature

Date