

SUNSHINE HALL FREE LIBRARY
By-Laws & Policy Manual
(Approved: December 18, 2012)

II. CONDITIONS OF WORK

A. WORKWEEK

Work schedule requirements are intended to insure an optimum level of library service, while maximizing efficiency, and distributing the workload as equitably as possible. Each employee should adhere as closely as possible to his or her regular work schedule. No employee or volunteer shall be in the Library during hours the Library is closed, unless scheduled to do so, without the express consent of the Director.

B. LATENESS / ABSENCE

- 1) Promptness is a condition of employment. All employees are expected to be in their assigned place ready to work at the time prescribed. Punctuality demonstrates a commitment to the Library, is essential for good service, and shows courtesy toward fellow workers. While an occasional lateness may be unavoidable, chronic lateness is misconduct and will be cause for disciplinary action.
- 2) All absences from an employee's regularly scheduled workweek must be accounted for by proper use of vacation leave, personal leave, sick leave or jury duty. If an employee does not have any of these categories of time available to use, arrangements can be made in advance, at the recommendation of the Director to the Board of Trustees, for the employee to receive unpaid leave. Any absence not accountable as described above will be considered an unscheduled absence, which may be subject to disciplinary action.

C. EMERGENCY CLOSING OF THE LIBRARY

- 1) On occasion it may be necessary for the library to close due to inclement weather, a power failure, or other unforeseen circumstances. Because of our important public service function every effort will be made to keep these closings to a minimum. It is the Director's, or his/her delegate's responsibility to determine what action is most appropriate. After such a decision is made all affected staff members will be notified, if possible. WJFF, WSUL, and WVOS radio stations will be asked to announce such closings. All staff members scheduled to work that day will be compensated at their normal rate of pay for the hours scheduled. If an employee is scheduled to be off work for any reason (e.g. vacation or personal time), no additional compensation will be granted or changes in schedule allowed. Employees so designated, will be responsible to notify others as outlined in the telephone chain.
- 2) If an employee takes time off because of weather or road conditions when the library is not closing, the employee must use his/her vacation or personal time.

D. PERSONAL APPEARANCE AND CONDUCT

- 1) Employees who have contact with the public represent the library in their appearance, as well as by their actions. It is expected that the Library staff will always be neat in appearance. Dress should be appropriate for the situation. Smoking by employees and volunteers is only permitted in designated areas outside the library.
- 2) Friendly, prompt, and efficient service should be given at all times. Patience, poise, tact, and self-control are essential in all contacts with both patrons and colleagues. Staff members should be courteous, dependable, and willing to cooperate with others. Adaptability to all situations, even though they may not be personally pleasing, is essential.
- 3) Staff members should promote good morale by eliminating personal antagonisms. Criticism of the policies of the Library should be made constructively and to the proper authorities. Loyalty to the Library and to co-workers is essential. Each member of the staff should value their contribution to