

PERSONNEL POLICY

It is the policy of Oxford Public Library to prohibit discrimination and harassment of any type and to afford equal employment opportunities for all employees or potential employees without regard to race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other class/category protected by federal, state, or local law except where age, sex, or physical ability constitute a bona fide occupational qualification necessary for job performance. This extends to all areas of personnel administration including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages, benefits, and application of personnel policies, and shall be consistent with all protections afforded by applicable federal and state statutes. No personnel decision, action, term, condition, or privilege of employment shall be unlawfully influenced in any manner by consideration of an individual's protected class.

The library will employ recruitment practices that support this policy by displaying required posters regarding equal employment opportunities in areas visible to employees and by identifying the library as an Equal Opportunity Employer on job advertisements, postings, and employment application forms.

It is a violation of City policy to unlawfully discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards. Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws including Title VII off the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

The library is committed to providing a work environment which is free of harassment and discrimination. For the purposes of this policy, harassment is any verbal or physical conduct that threatens, intimidates, demeans, or humiliates an employee or volunteer working for the library.

The library will actively pursue and investigate complaints of harassment, discrimination, or denial of civil rights, and appropriate action will be taken. Because discipline is a personnel matter, the library will not be able to disclose to the complainant any discipline taken against the respondent. Throughout the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to the extent possible, while allowing the library to meet its obligation to investigate such complaints. Retaliation against any person for filing or responding to a complaint either formally or informally, for participating in the complaint and investigation process, or for participating as a witness in any investigation, will not be tolerated.

Providing information and service is the library's principal task; therefore, it is the first priority of each employee when dealing with members of the public or other employees to act in a courteous, responsive, and prompt manner, to provide accurate responses and/or appropriate referrals, and to be fair and consistent in the enforcement of library rules. Acts or threats of violence against library employees or volunteers will not be tolerated.

Library computers and phones provided for use by employees and volunteers are the property of the library. No library-owned property may be removed from the worksite except for the purpose of conducting library business. Employees have no right to privacy in information maintained on a

library-owned computer or phone system, whether or not the employee considers such information personal.

Staff are required to adhere to health, safety, and sanitation standards while at work. Employees and volunteers are responsible for completion of job assignments in the safest manner possible, as well as implementing established policies and procedures regarding the safety and security of customers and fellow staff members.

Any employee or volunteer unable to be present for his/her shift, will be responsible for finding a replacement to ensure that the library is open and staffed during all open hours. Employees are expected to give written notice at least two weeks prior to the effective date of resignation.

An evaluation and appraisal of each paid employee's work performance shall be conducted at least annually. The responsibility of the library to maintain efficient operations may occasionally require taking disciplinary action upon staff. Failure of the employee to modify behavior may result in further disciplinary action, up to and including termination of employment.

Unacceptable workplace behavior requiring discipline may include:

- Insubordination, disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel
- Theft or inappropriate use of library property or money
- Abusive or improper treatment during the performance of duty to any member of the public, fellow employee, or city official
- Tardiness, failure to report to work, or failure to maintain a satisfactory attendance record
- Failure to satisfactorily and consistently perform the duties of the position
- Lying or intentionally providing false, inaccurate, or incomplete information either verbally or in writing; falsification, alteration, or deletion of required information

Library employees are prohibited from engaging in any conduct which could be reasonably interpreted to represent a conflict of interest. Employees must avoid any action which might result in giving preferential treatment to any person, or losing impartiality in conducting library business.

All information about what materials and equipment library patrons are using or the content of questions they ask is confidential and may not be revealed to other member of the public or used by the employee in any manner not related to library operations. ALL requests to inspect library records must be referred to the Director. Circulation records and other records identifying specific users are considered confidential.

An employee shall not, while performing official duties or while using library equipment, solicit contributions for any political party or candidate or engage in any political activity, including distribution of political messaging or materials. An employee who becomes a candidate for public office shall, upon request, be given a leave of absence without pay. Such leave shall commence any time within 30 days prior to a primary, special, or general election. An employee who is a candidate for any elective office shall not campaign while on duty as an employee. An employee is free to participate politically in both partisan and non-partisan activities on off-duty time so long as the restrictions listed above are followed. An employee has the right to vote as he/she chooses and to express his/her opinions on political subjects and candidates.

Any employee or volunteer who is found to have violated any aspects of the Personnel Policy will be subject to disciplinary action up to and including termination of employment.