

**POLICY: HR6 – Employee Conduct**

APPROVAL DATE: 01/01/1982

REVISION DATE: 04/21/2020

**Purpose**

To set forth the District's policies for hiring and employment.

**Scope**

Applies to all District employees

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Employees are expected to conduct themselves at all times in a professional, ethical, and courteous manner and refrain from any activity that is, or may be perceived to be, a conflict of interest. Failure to meet District expectations may result in disciplinary action, up to and including termination.

**6.1 Ethics**

At the heart of public service is public trust. One way for the District to hold the respect, trust, and confidence of the communities we serve is through the creation and enforcement of ethical guidelines for the conduct of our public employees. It is therefore the policy of Spokane County Library District to uphold, promote, and demand the highest standards of ethics from its employees for personal integrity, truthfulness, honesty and fairness in carrying out their public duties. Employees must avoid any act of impropriety in their role of public servants, including, but not limited to, unauthorized possession or access to District property and/or confidential information, dishonesty or the appearance of impropriety, and must never use their District position or authority for personal gain or in breach of the public trust.

**6.2 Conflict of Interest**

A "conflict of interest" occurs when an individual's private interest conflicts with, or appears to conflict with, the best interests of Spokane County Library District. Accordingly, no conflict of interest, either real or perceived, can be allowed between the public's trust and private or personal interests.

**6.3 Abuse of Authority or Position**

Employees may not use the power or authority of their position for personal gain, or to obtain any improper personal benefit for themselves, their family, or for any other person. For example, employees are expected to abide by District policies governing circulation and renewal of library materials. In addition, employees may not use professional work cards for personal use. Overriding of any limit is not allowed without the approval of a supervisor or manager.

**6.4 Gifts or Additional Compensation**

Employees may not ask for or receive any additional compensation, gift, loan, discount on goods or services, or accept any other things of value, over and above their salary and



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benefits, for performing their official duties. However, gifts of nominal value, such as an honorarium or compensation for performing work that is related to the library profession, but is outside their official duties, or gifts of food for a group or work unit at holidays or other special occasions are allowed as long as they do not constitute a conflict of interest.

### **6.5 Motor Vehicles**

Use of District-provided vehicles is limited to activities benefiting Spokane County Library District. Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops en route to or from work, or while traveling between facilities, is allowed. Transporting individuals who are not District employees in a District provided vehicle is prohibited.

Employees driving Spokane County Library District vehicles are responsible for all violations, tickets, or fines incurred while operating a District vehicle. Employees receiving a violation, ticket, or fine while operating a District vehicle are required to report it to their supervisor/manager and the Finance Director within one (1) business day of occurrence.

Failure to notify, or failure to pay a fine or ticket in a timely manner, may result in disciplinary action up to and including termination.

Employees whose duties include operating a personal or District-provided vehicle, must report the suspension, revocation, or loss of driver's license and/or insurability within one (1) business day of occurrence.

### **6.6 District Expectations**

Employees are expected to:

1. Adhere to all District policies, procedures, safety rules and safe work practices.
2. Comply with all local, state, and federal laws and regulations.
3. Refrain from on- and off-duty conduct that interferes with the employee's ability to do their job or reflects negatively on the District.
4. Treat co-workers, vendors, and members of the public in a professional and courteous manner, and refrain from behavior or conduct deemed offensive or undesirable.
5. Comply with lawful direction from supervisors and managers.
6. Report to work punctually, as scheduled, and be at the proper work station, ready for work, at the assigned starting time.
7. Give proper advance notice whenever unable to work, or report for work on time, or when leaving work unexpectedly.
8. Perform assigned tasks satisfactorily according to established performance standards.



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9. Report any on-the-job injury or accident within twenty-four (24) hours of occurrence to the appropriate manager or supervisor.

### **6.7 Use of Controlled Substances**

Reporting to work and/or working while under the influence of any substance that impairs performance or impacts safety is prohibited. Moreover, manufacturing, distributing, possessing, or selling controlled substances (as defined in RCW 69.50) is also prohibited at any time on District premises, including District vehicles.

The possession and use of medically-prescribed and over-the-counter medications during work hours is permissible, provided they do not prevent the employee from safely performing their duties or create a safety threat to the employee or others.

If any of the following conditions are met, the employee may be sent to a local drug testing company via taxi or similar means of transportation. The Human Resources Director, or their designee, has sole discretion and authority regarding the transportation and testing of any employee.

- There are specific, objective grounds to believe the employee's work performance is impaired due to the presence of such substances in the body
- While on duty, the employee is involved in an accident or incident
- The District believes the employee presents a danger to themselves or others
- Other conditions, as determined by the Human Resources Director or designee.

The District will cover the cost of transportation as well as the testing. The employee will be placed on paid Administrative leave until the results of the tests are returned.

Failure to promptly comply may be grounds for immediate termination.

### **6.8 Workplace Violence**

Conduct or behavior that constitutes violence or threats of violence will not be tolerated.

### **6.9 Personal Appearance**

Employees are expected to dress in a manner representing their position and job responsibilities. They should present a clean and neat appearance appropriate to their work assignment. All employees should present to work free of excessive scent. In accordance with the mission of the District to provide information in a neutral manner, staff may not wear political paraphernalia that displays political slogans or endorsements while on the job.

### **6.10 Electronic Communication Equipment and Computer Systems**

District-owned communication equipment and computer systems (hardware, software, and network) provided to employees are intended to be used for District business. Unethical, inappropriate, or illegal use of District-owned communication equipment and computer systems is prohibited and may lead to disciplinary action up to and including termination.



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## 6.11 Public Records

Work-related emails, text messages, and voice messages sent or received on an employee's personal cell phone or other device are potential public records subject to the Public Records Act. Employees have a duty to maintain such records according to the Washington State Records Retention Schedules. Therefore, when conducting District business, employees are expected to use District provided equipment and accounts.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District.

When directed, employees authorized by the Executive Director or designee may research, retrieve, read, or copy messages and/or data stored on any of the District owned communication equipment and computer systems by another user.

## 6.12 Remote Work

1. Remote work arrangements may be implemented where appropriate, for employees in eligible positions, and documented in a remote work agreement. Remote work is not appropriate for all positions. No employee is entitled to, or guaranteed the opportunity to work remotely.
2. Eligible positions will be determined by the Director and be based on functional role and District needs.
3. The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement.
4. Remote work arrangements will expire annually and must be reviewed by the Human Resources Director, IT, and the employee's supervisor before the arrangement will be renewed. Any changes to the arrangement will be noted on the remote work request form.
5. The employee's supervisor will include information regarding the success of the arrangement in the monthly performance meeting notes. This will include if the employee is:
  - Meeting all deadlines and work expectations;
  - Accessible during work hours;
  - Maintaining effective communication and workflow;
  - Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations.
6. An employee may be called to work at a District worksite or an offsite location on their regular remote workday, based on District needs.
  - If an employee is working remotely and during their work hours are required to report to a District location or offsite location, they shall be compensated for travel time per HR03, Section 3.16.



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7. Employees who work remotely are expected to be working during their scheduled hours. Any leave must be scheduled in the same manner as an employee who is not working remotely.
  - An employee who is ill and unable to work on a remote work day must notify the District per appropriate procedure.
8. The duties, obligations and responsibilities of an employee who works remotely are the same as an employee working at a District location. Only District work is to be performed during remote work hours.
9. A set schedule will be identified in the remote work agreement. This will include the hours when the employee will be working and can be reached by staff and/or customers. Supervisors will outline specific job assignments and expectations for the remote work employee.
  - Employees must track and submit hours worked to their supervisor.
  - FLSA Overtime Eligible employees must have any hours beyond their normal work schedule approved in advance by their supervisor.
10. Remote work shall not be used as a substitute for dependent or child care. Employees working under a remote work agreement are expected to make dependent/child care arrangements for during their work time.
11. Employees are covered by workers' compensation for any job-related injuries that occur during their remote work schedule. The employee is responsible for maintaining a safe and ergonomic working environment for any areas used during their remote work time. Injuries shall be reported per standard District policy and procedure.
  - Should an injury occur, the employee must allow an inspection by the District of the remote work area, if required.
  - Workers' compensation shall not apply to non-job-related injuries that occur at the remote work site. The employee will be responsible for injuries to third parties and/or members of the employee's family at the remote work site.
12. The employee will provide all furniture and equipment that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture or equipment. District-provided equipment and furniture remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.
13. Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.



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14. In-person meetings with staff or internal/external clients shall not be held at the remote work site.

### 6.13 District-Provided Equipment

Employees may make limited personal use of District-provided devices.

Employees are prohibited from:

- Engaging in any purposeful actions harmful to computer equipment, the network or the information stored on it, such as creating or propagating malicious software; damaging files; making unauthorized modifications to District data or gaining unauthorized access to network resources.
- Sending e-mails, voicemails, or using District-provided access to social media to harass, embarrass, or intimidate an individual; accessing or attempting to access another individual's email, voicemail, or social media account without proper authorization.
- Using the District's computer or communication equipment, systems, or networks for personal, financial or commercial gain, or for any other reason deemed inappropriate by the District, including engaging in illegal activities, such as copyright violations, libelous statements, and transmission or storage of illegal or inappropriate materials.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.



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