

PERSONNEL POLICY
(HAZARD LIBRARY EMPLOYEES AND VOLUNTEERS)

At all times employees and volunteers will:

- Act in a professional manner
- Dress in an appropriate manner.
- Arrive at work in a timely manner.
- Be prepared to work scheduled hours.
- Use the copier, fax, phone, and computers for business only. If used for personal business normal fees apply.
- Avoid personal use of the telephone during work hours.
- Discuss complaints or problems with the Director/Board.
- Treat all patrons with respect. Personal patron information is confidential.
(See Confidentiality Policy)
- Be familiar with Hazard Library Policies and Procedures.
- Refrain from substance abuse.

In the event of an emergency resulting in no paid library staff available to cover scheduled shifts, the Library Board President, or his/her designee, will be contacted and asked to arrange for coverage from the list of volunteers who have expressed availability for shifts typically covered by the library director or assistant. This list will be kept current by library director/assistant.

In the event a volunteer will be unable to fill their shift, contact should be made via telephone or e-mail with the library, if open, or with the library director/assistant to arrange for appropriate coverage in their absence. Consideration to terminate the volunteer relationship will be made by the library director and assistant if there are 3 absences without prior notification.

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