

## ELECTRONIC COMMUNICATION POLICY

The Louis B. Goodall Memorial Library, in an age of growing technology and electronic communication, is implementing a policy to clearly define employee expectations and responsibilities.

### **Definitions:**

**“System”** means all telephones, computers, facsimile machines, voicemail, e-mail, and other electronic communication, copying or data storage systems or equipment leased, owned or in the possession of the library, including, but not limited to any computer, computer system, or any storage device or medium that the Library provides to an employee or that is physically or electronically connected to any other part of the System.

**“Electronic Communication”** means all electronic communications, data, software, or stored upon any part of the System including, but not limited to e-mail, voicemail, and internet usage.

All parts of the System are owned by the Library and/or provided solely for use in the Library’s business activities. All Electronic Communications are the Library’s property. The Library has the right to monitor and review all Electronic Communications at any time without notice to its employees or any other party and for any purpose whatsoever.

Library employees may not use the System, or send, receive, create or store Electronic Communications upon the System, in a manner that is illegal, disruptive to others, or that interferes with the Library’s business activities. All Library employees are prohibited from using any part of the System to harass others, or to download, obtain, display, store, receive or transmit: (a) any information that is sexually explicit, obscene, or of a sexual nature, that contain libelous or defamatory material, (b) any ethnic, racial or religious slurs, or anything that is, or may be construed as, disparagement of others based on race, color, national origin, ancestry, gender, sexual orientation, age, disability, religious or political beliefs, or any other basis prohibited by law, or )c) any communications that are derogatory of fellow employees.

**E-mail** is used to transmit and receive messages internally and externally on matters of business connected to the Library. The occasional employee use of e-mail with permissible content for personal matters is not prohibited, but is discouraged. **Internet Usage** is to be limited to matters of business connected to the Library. The occasional use of the Internet for otherwise permissible personal matters is not prohibited, but is discouraged. Any downloading of materials or loading of programs/software onto any part of the System without permission from the Library Director is prohibited

The workplace activities of Library employees reflect upon, and may create liability for, the Library. The person signing as an employee below acknowledges receiving a copy of this policy and understands that the Library may take disciplinary action, up to and including termination of employment.

## DRUG AND ALCOHOL USE POLICY

The Louis B. Goodall Memorial Library is committed to maintaining a safe workplace free from the influence of alcohol and drugs. In addition, The Library will vigorously comply with the requirements of the Drug-Free Workplace Act of 1988

The Library will not tolerate any drug or alcohol abuse. Employees who use illegal drugs or abuse other controlled substances or alcohol, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism. Additionally, employees who abuse alcohol and/or drugs imperil the health and well being of Library employees and threaten the operation of the Library.

### **The Library prohibits the following:**

Unauthorized use, possession, manufacture, distribution, dispensation, sale, or attempted sale of a controlled substance or drugs and drug paraphernalia, any controlled substance for which use is unauthorized.

Storing in lockers, desks, automobiles, or other repositories on Library premises any alcohol or illegal drug, drug paraphernalia, any controlled substance for which use is unauthorized.

Being under the influence of an unauthorized controlled substance, illegal drug, or alcohol on Library premises or during work hours.

Use of alcohol and/or illegal drugs, off Library premises that adversely affects the employee's work performance, or endangers his/her own or other's safety at work.

Refusing to submit to an inspection when requested by management or Board of Directors.

Being convicted of a felony, under any criminal drug statute, which reflects on the employee's fitness for employment.

Failing to notify the Library of any arrest or conviction, under any criminal drug statute, within five days of the arrest or conviction.

The Library reserves the right to require that any employee be free of alcohol and drugs. Should pre-employment testing be conducted, any offer of employment is conditional upon the passing of a blood and/or urine test for alcohol and drugs. Any applicant who fails to pass the pre-employment drug test will be rejected and will not be eligible for consideration for another 12 months.

### **Consequences for Violation of this Policy**

Compliance with the Library's substance use policy is a condition of employment. Failure or refusal of an employee to cooperate fully with The Library's Drug and Alcohol Use Policies will be grounds for termination.

## **Help For Drug/Alcohol Abuse**

Early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation and return to work, and for reduced personal, family and social disruption. The Library encourages the earliest possible diagnosis of drug or alcohol problems and supports sound treatment efforts.

Whenever feasible, the Library will assist employees in overcoming drug or alcohol abuse; however, the decision to seek diagnosis and accept treatment is the individual employee's responsibility.

Employees with personal alcohol or drug abuse problems should request confidential assistance through local support agencies and if applicable, the Library's health insurance program. Employees who undergo voluntary counseling or treatment, and who continue to work, must meet all established standards of conduct and job performance.

Adopted by the Board of Directors,  
March 17, 2004

copy

**Sanford Library Association  
d/b/a  
Louis B. Goodall Memorial Library**

**Smoke Free Workplace Policy**

Smoking is prohibited in all of the enclosed areas within the Louis B. Goodall Memorial Library worksite, without exception. This includes all departments, community room, staff room, restrooms and private offices.

Smoking is not allowed on library owned land surrounding the building including walkways to public entrances, grassy areas, the driveway and outdoor patio area. The only designated area is in the staff parking lot or in employee's privately owned vehicles.

Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination.

I acknowledge receipt of and understanding of the Louis B. Goodall Memorial Library Smoke Free Workplace Policy.

Employee Signature

Date

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## **Louis B. Goodall Memorial Library**

### **Discrimination and Harassment Policy**

State and Federal law prohibits discrimination based upon a protected class, including race, color, age, religion, creed, sex, national origin or qualifying disability in all employment practices, including conditions of employment. Harassment of an employee on any of these bases violates these laws. The library will neither condone nor tolerate such acts of discrimination, including harassment, by any supervisor, employee or other persons.

The Louis B. Goodall Memorial Library is committed to maintaining a professional work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment.

Conduct whether verbal, non-verbal and/or physical constitutes harassment if it is based on a person's protected status and creates an intimidating, hostile or offensive work environment that unreasonably interferes with work or negatively affects individuals' employment opportunities. Harassment can occur between coworkers, an employee and supervisor, or an employee and other person who use or otherwise has business with the Library. The Library is committed to providing a workplace that is free of harassment and or discrimination based on race, color, age, religion, creed, sex, national origin or disability.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

#### **Examples of Harassment include, but are not limited to the following:**

- a) Offensive jokes, slurs, epithets or name calling;
- b) Physical assaults or threats;
- c) Intimidation, ridicule or mockery, insults or put-downs;
- d) Offensive objects or pictures;
- e) Interference with work performance

#### **Individuals Covered by the Policy:**

This policy covers all employees and officials. The Library will not tolerate discrimination or harassment, whether engaged in by fellow employees, supervisors, officials or other persons who conduct business with the Library

**Internal Complaint Procedure:**

An individual who believes he or she has been subject to discrimination or harassment, and any individual who witnesses discrimination or harassment, should immediately report the incident to his or her supervisor, the Executive Director or Board of Trustees. All reports of discrimination or harassment shall be documented.

Approved 5/16/18

## **Louis B. Goodall Memorial Library**

### **Sexual Harassment Policy**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature that takes place under the following conditions: (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion, pay increases, termination or other aspects of employment, or (2) this conduct substantially interferes with an individual's employment and or creates an intimidating, hostile, or offensive work environment.

#### **Examples of Sexual harassment include, but are not limited to the following:**

- a. Unwanted sexual advances;
- b. Demands for sexual favors in exchange for favorable treatment or continued employment;
- c. Repeated sexual jokes, flirtations, advances or propositions;
- d. Verbal abuse of a sexual nature, graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies;
- e. Repeated leering or whistling that can leave no doubt of its sexual intent;
- f. unauthorized and unwanted touching; pinching or any other intentional type of unnecessary and unwelcome physical contact.
- g. Assault;
- h. coerced sexual acts;
- I. Suggestive insulting, obscene comments or gestures; and /or
- j. Display or communication, electronically or otherwise, in the workplace of sexually suggestive objects, pictures or written materials.

This behavior is unacceptable in the workplace in any setting involving Library business and outside the workplace, including but not limited to, other work-related settings such as business trips and Library approved events that employees attend.

#### **Consenting Relationship:**

Consenting romantic and sexual relationships between employees of the Library, while not expressly forbidden are strongly discouraged because of the real or perceived conflict of interest.

Supervisors and employees who are in the position to influence employment decisions about others with whom they are in a romantic and /or sexual relationship shall, under penalty of disciplinary action, recuse themselves from such decisions.

**Individuals Covered by the Policy:**

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**Internal Complaint Procedure:**

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Approved 5/16/18



## COVID-19 Exposure Policy – Louis B. Goodall Memorial Library

If a direct exposure, or direct exposure of someone inside the household occurs, the individual must quarantine until a negative test is returned. Testing should be done 5-7 days after exposure.

If a positive test occurs, two weeks of quarantine from the date of exposure is required. If symptomatic, this must be extended until three days (72 hours) after symptoms subside without the help of medication.

The first 2 week quarantine may be granted without use of benefit time. Subsequent quarantines must result in a leave of absence (see personnel policy for leave of absence details). For further guidance on COVID specific policies from the department of labor, follow this link: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

If there is one positive test in the household, the entire household is considered positive, per the guidance of City of Sanford Human Resources.

If symptomatic and cannot acquire a test in a timely manner, quarantine until symptoms subside for 72 hours without the aid of medication. Minimum 2 week quarantine.

If multiple exposures within a household are inevitable, this individual may want to consider utilizing the Family Medical Leave Act (FMLA).

If traveling outside of states deemed safe by the Governor or President, a test must be scheduled prior to the trip on the fifth day after returning to Maine. The individual must be quarantined during this time. If a family member isn't quarantined, a quarantine from them is necessary to ensure test accuracy.

Common symptoms reported in the strain currently in Sanford, according to City Human Resources:

- New lost sense of smell/taste
- Severe cough that is severe at onset (it doesn't appear to start mild and get more severe)
- Fever/chills

See the Maine CDC website for the complete list of symptoms in case you contracted a new strain, particularly from traveling: <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/airborne/coronavirus/index.shtml>

In order to protect our small staff, we placed numerous distancing measures to limit community contact, and the city of Sanford provided generous grant money and procedural assistance. In our spare time, we are responsible to protect the well-being of our colleagues and neighbors, please be mindful of all interactions inside and outside of library hours. This is the burden of being in public service. What we do impacts others.