

EMPLOYEE HANDBOOK ADDENDUM

Adopted by C.A. Friday Memorial Library Board of Trustees: March 6, 2023

Revised:

Supersedes: Staff Meal Break Policy

Purpose

These policies are intended to be an addendum to the City Employee Handbook to provide additional clarification for Library employees. Library employees should refer to the City Handbook for other personnel policies. All Library policies refer back to the City Employee Handbook when appropriate.

Patron Privacy

In accordance with State Statute §43.30, patron information is confidential per state law and should be only discussed with staff or the patron whose record it is. Library staff should take steps to protect patron information by regularly closing any screens that have any personally identifying information on them.

Never leave identifying information that may show the name of a patron or any personal patron information plain sight. Any documentation with patron name or other identifying information should be treated as private and shredded or disposed of confidentially when no longer needed. Computer screens with any of this information should be closed often and never left openly visible to patrons.

Patron information, including names should not be discussed on any social media or platform that could be considered public. Neither shall any patron information be discussed in a way that would allow personally identifying information to be overheard by a third party.

Requests from outside parties, including media, as filed under the "Open Records Request" state statute go to the Library Director.

Staff Meals and Rest Breaks

We endeavor to provide employees working six or more hours per day a 30-minute unpaid meal period. In addition, we endeavor to provide employees a 15-minute paid rest break per every four hours worked.

While our intent is to provide this number of breaks, the Library may experience high levels of service such that these breaks are not guaranteed.

Staff Behavior

Abuse of Privileges

The Friday Memorial Library complies with all IFLS and MORE policies including the Abuse of Staff Privileges Policy. This policy states that “all employees of MORE libraries are expected to abide by the library’s borrowing regulations. If an employee uses his staff privileges and ability to override blocks or otherwise provide special treatment (for themselves, family, or friends) that wouldn't be allowed for other patrons, it will be regarded as an abuse of the privilege. Special treatment includes overriding blocks that would normally prevent a patron from checking out more items; changing due dates to allow unreasonably long loan periods; overriding the hold limit; overriding the renewal limit; renewing items with holds; shuffling the hold queue, waiving fines and/or reducing fines.” Non-compliance with this policy may result in the employee being faced with corrective action up to and including termination.

Staff Social Media Use

Library staff are subject to and must comply with all guidelines set forth in the Social Media Use policy in the Employee Handbook.

Prize eligibility

Friday Memorial Library holds a variety of contests and activities that allow participants to win prizes. No employee of the Library is eligible to win a prize in any Library sponsored contest. However, employees’ family members are eligible to participate in library programs and may win prizes.

WFH/Telecommuting

The City of New Richmond recognizes the value of offering a Work from Home (WFH) option and allows employees to request a telecommuting schedule on a case-by-case basis.

Please see the City of New Richmond Telecommuting Schedule Policy for more information.