

BELOIT PUBLIC LIBRARY PERSONNEL POLICY CONFLICTS OF INTEREST

PURPOSE AND GENERAL POLICY

The proper operation of democratic government requires that employees be independent, impartial, and responsible to the public and that the public have confidence in the integrity of the government and its employees. It is the policy of the Beloit Public Library to prevent actual or apparent conflict of interest between a Library employee's activities and the unbiased performance of his/her public duties.

Nothing in this policy shall deny any individual rights guaranteed by the United States Constitution, the Constitution of the State of Wisconsin, or by labor agreements negotiated with certified employee bargaining units.

This policy is in harmony with Section 1.46 of the City Ordinances, Code of Ethics for City Officials and Employees.

PROHIBITIONS

1. GIFTS & GRATUITIES

A Library employee may not accept a gift which actually or potentially creates a conflict of interest, or which may be expected to contribute to the appearance of such conflict. No Library employee shall solicit or accept for himself/herself or for another person any gift, campaign contribution, gratuity, favor, service, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from the Library or which are regulated by the City of Beloit.

This does not include acceptance of loans from banks or other financial institutions on customary terms of financing for personal use (such as home mortgage loans) or the acceptance of unsolicited advertising or inexpensive promotional material (such as pens and calendars) or awards for meritorious public or personal contributions or achievements.

2. BUSINESS TRANSACTIONS

A Library employee may not have an interest in any business transaction within his/her area of influence in the Library. An employee may not have any private business relationship or ownership of property that creates an actual or apparent conflict with his/her public duties. If a conflict should develop, the employee must disqualify himself/herself from making any decisions involving such business transaction or relationship.

3. INFORMATION

No Library employee shall take advantage of any information, which he/she learns, on the job in furtherance of a private interest or for the benefit of another when such information has not been made available to the public generally.

4. LIBRARY PROPERTY

Personal use of Library property, the Library phone system, office supplies, equipment, is prohibited except as indicated below:

- a. Employees may make occasional, brief personal phone calls. Employees may use their computer for limited personal use during non-work hours provided its use does not curtail use by another employee still at work and any expense connected with such use is borne by the employee.
- b. Employees may use the copy machine for personal use at a cost of 5 cents per page for black and white and 15 cents per page for color, payable to the Business Office.
- c. Employees may use the fax machine for personal use. All incoming faxes are at no charge. Outgoing faxes are charged at 10 cents per page for long distance faxes; all local faxes are at no charge. Fees are payable to the Business Office.

5. SOLICITATIONS

Employees shall not engage in personal solicitations on Library time, nor attempt to conduct business or similar activity of a personal nature with another employee who is on Library time. This includes, but is not limited to, sale of merchandise (Avon, Tupperware, candy from school sales, etc.) and distribution of literature.

No employee or group of employees shall, on Library time, solicit funds or other things of value from firms, persons, corporations, or other Library employees except the "United Way" campaign and other fund raising activities authorized by the Library Director.

Personal or charitable solicitations may be posted on the bulletin board in the staff lounge or on the employee bulletin board in circulation.

All-Staff emails are limited to work related information only and/or %Good News+ announcements.

6. PERSONAL ORDERS FOR MERCHANDISE

Employees may not order merchandise for personal use under the name of the Library or City of Beloit.

7. POLITICAL ACTIVITY

Every employee has the right to freely express his/her views as a citizen and to engage in political activity, which does not interfere with normal work performance and is not conducted during normal work hours and does not involve the use of Library equipment or property. Employees shall not identify their position with the Library while campaigning for or in support of any candidate for public office or promoting any other political cause or election issue.

INTERPRETATION OF THIS POLICY

All interpretations of this policy shall be made by the Library Director, whose decision shall be final and binding.

History: Adopted September 2000 and effective January 1, 2001; Revised July 2003; Reviewed July 2006; Revised May 2010.