



Policy HR 8.7 Incompatible Personal Activities

Adopted by the Library Board of Trustees: 01/24/2013

An employee will not engage in any off-duty employment or activity that is inconsistent, incompatible or in conflict with the employee's NOLS duties. The Library Director and Assistant Director have responsibility for determining which activities are inconsistent, incompatible, or in conflict with NOLS duties. Examples of prohibited activities include, but are not limited to:

- a. The use of NOLS time, facilities, equipment, or supplies for private gain or advantage;
- b. The use of influence of an employee's position for private gain or advantage; or
- c. The direct or indirect solicitation or acceptance of any gratuities, loans, gifts, merchandise, meals, beverages, or any other thing of value for private gain or advantage in connection with or resulting from an employee's official position. Nor will employees use their official position to obtain privileges not otherwise available to them.

During an employee's workday, an employee shall devote their time, attention, and efforts to the duties and responsibilities of the employee's position.

I. Administration

The Library Director is responsible for administering this policy.