

4. Cell phones must be set to vibrate, and calls answered in a manner that is not disruptive to the workflow and service of customers. Management must be advised if an employee expects an increase of call usage due to an emergency.
5. Because telephone and e-mail systems are provided by the library at its expense for business use, all messages sent by or received on those systems are library documents.
6. The Library Board/FOIP Commission has the right to access and to disclose the messages that you send or receive via voice mail or communication tools used for work purposes.
7. Employees should be aware that “deleted” messages from the computer screen may not actually be deleted from the e-mail system.
8. No application or program may be downloaded/installed on library computers or devices without Management/IT authorization.
9. Staff authorized by Management may access the library’s social media during hours of operation.

Employees who abuse this policy are subject to disciplinary procedures up to and including termination.

2.13 CONFIDENTIALITY and OWNERSHIP OF INFORMATION

1. Any information related to the library employees, volunteers, patrons, processes, programs and services, are considered proprietary information.
2. Unless otherwise authorized by Management, staff/volunteer is required to
 - a. keep all material and information strictly confidential;
 - b. use the library material and information only for the benefit of the Morinville Community Library;
 - c. continue to observe any confidentiality or work product ownership provisions in any agreement the staff member may have with any other employer.
3. At the time of termination of employment, the staff member must promptly return to the library all copies of the library’s material and information in their possession, custody or control, and destroy any copies that are not capable of being returned.
4. Staff/volunteers will be required to formally acknowledge and agree that the library is the sole and exclusive owner of any product, material, or information resulting from the work performed for the Morinville Community Library. **Form 2.13.4 Confidentiality and Ownership of Information** shall be used for this purpose.
5. Violations of this policy could result in disciplinary action up to and including immediate termination of employment. Violation of this policy after termination with the Morinville Community Library could result in litigation.

2.14 RESIGNATION and/or RETIREMENT

All staff is required to give at least two weeks’ notice in writing to the Library Director of intent to resign or retire.