STAFF RELATIONS AND CELEBRATIONS

Good staff relations and the development of a cohesive work team benefit from some socializing. Therefore, the Bozeman Public Library encourages a reasonable amount of socializing and staff celebration so long as these events do not interfere with the normal flow of work. Birthdays should be celebrated one time per month with all birthdays for that month recognized at the same time. Staff parties to celebrate holidays will be scheduled at times with minimal impact to service, and all service desks must be covered during parties. Every staff member is welcome to attend any party held during work hours on Library property. Parties scheduled outside of work time and off Library property are considered personal parties but, in the interest of good staff relations, party planners are encouraged to include all staff members in the festivities.

Gifts between individual staff members are not prohibited, but group gifts should be given equitably. Solicitation for contributions for group gifts should be done anonymously by routing an envelope. Supervisors may not accept gifts, except for token, inexpensive items from the people they directly supervise.

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