

**ILLINOIS PRAIRIE DISTRICT  
PUBLIC LIBRARY**

**Employee Handbook**

**Issue Date: March 6, 2018**

**Updated: May 14, 2024**

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## **WELCOME**

The Illinois Prairie District Public Library was formed in July of 1950. It is the second oldest library district in Illinois. It encompasses eight townships: Cazenovia, Clayton, Linn, Metamora, Partridge, Spring Bay, and Worth, which is roughly the northern half of Woodford County. The district covers 256 square miles. In 1980, the district served a population of 17,776. Today, we serve 21,644 inhabitants. Bookmobile service to the schools in the district was provided for 45 years. It was discontinued when the schools developed their own libraries. The district provides service to its patrons through its branch libraries in Benson, Germantown Hills, Metamora, Roanoke, Spring Bay, and Washburn

## **VISION**

Growing a vibrant, engaged, learning-focused community.

## **MISSION**

The Illinois Prairie District Public Library exists to provide materials, programming, and other services in current demand which reflect contemporary trends and thinking. The district and its branches strive to serve as a center for general and local community gathering and information.

## INTRODUCTORY STATEMENT/EMPLOYMENT AT WILL

This Employee Handbook is designed to acquaint you with the Illinois Prairie District Public Library (the “Library”) and provide you with general information regarding working conditions, employee benefits and some of the policies affecting your employment. The policies and procedures in this Handbook supersede and replace all existing organization policies and procedures involving the same or similar subject matter. You are responsible for reading, understanding, and complying with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Library to benefit you.

The Handbook is not intended to create a contract of employment. Rather, it is simply intended to generally describe the Library’s policies and procedures, employee benefits, and guidelines. Unless you have a written signed employment agreement to the contrary, **your employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either you or the Library.**

The Library reserves the right to revise, supplement, deviate from or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. The Library will make an effort to notify you of such changes as they occur.

Federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state or local laws or regulations.
- If any omissions or inclusions cause conflict with federal, state or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state or local laws or regulations.

Should there be any questions as to the interpretation of the policies or benefits listed in this Handbook; the final explanation and resolution will be at the sole and absolute discretion of the Library, subject to federal, state and local laws. If you have any questions about this Handbook, please see your manager or the Library Director.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of the Library to afford equal employment opportunities regardless of race, age, religion, color, marital status, national origin, sexual orientation, disability, gender, pregnancy, military status, order of protection status, transgender status, genetic information or any other category protected by law. This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to his/her manager or the Library Director. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing Non-Discrimination and Anti-Harassment for more detailed information concerning the organization's investigative procedures and prohibition on retaliation.

## **IMMIGRATION LAW COMPLIANCE**

In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

### ***Expiration of Work Authorization***

Employees who have a work authorization that expires will need to provide an updated work authorization. The employee's Form I-9 will be updated to reflect the renewed authorization to work. Updated information will be initialed and dated by the management representative performing the reverification.

Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate suspension without pay or termination.

## **NON-DISCRIMINATION AND ANTI-HARASSMENT**

The Library is committed to maintaining a work environment that is free of discrimination and harassment. In keeping with this commitment, the Library will not tolerate discrimination against or harassment of the Library's employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or other regular visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

### ***Discrimination***

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

### ***Harassment***

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her protected status.

### ***Sexual Harassment***

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to an employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual’s dress or body;
3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another’s body; or
5. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.

### ***Investigation Procedure***

All Library employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her manager, any other manager, or the Library Director. If a manager receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Library Director.

The Library will promptly investigate all complaints and make all reasonable efforts to resolve the matter. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Library Board of Trustees or their designee, who will review the investigation report and make a final decision.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.



### ***Retaliation Prohibited***

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

### ***Resolution Outside the Library***

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

#### Contact Information:

##### Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

##### United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

## **REASONABLE ACCOMMODATIONS**

The Library supports the Americans with Disabilities Act of 1990 as amended, the Illinois Human Rights Act, and Title VII of the Civil Rights Act of 1964 and will attempt to provide reasonable accommodations for people with disabilities, women affected by pregnancy, childbirth or related conditions in the workplace, and for individuals' sincerely held religious beliefs unless such accommodations would present an undue hardship for the organization

Reasonable accommodations apply to all applicants and employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies and layoff and termination procedures.

A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. A qualified person eligible for an accommodation may also include a woman who is affected by pregnancy, childbirth, or related conditions and/or an individual who requires a workplace accommodation in order to practice his/her religion.

Contact your supervisor or the Library Director for further clarification regarding the Library's policy on reasonable accommodation or to request reasonable accommodation in the workplace.

## **NEPOTISM**

Members of an employee's family, or those in a close personal relationship with the employee, will not be considered for employment without prior approval from the Library Director. Such approval is preceded by a determination that neither a conflict of interest, nor a situation exists whereby any family member or significant other has a supervisory/subordinate working relationship, or any other interference with the Library's operations is likely to occur.

For purposes of this section, the term "family member" shall include the employee's spouse, child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, sibling-in-law, niece, nephew, or cousin. This policy must also be considered when assigning, transferring, or promoting an employee.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above. If the conditions outlined above should occur, attempts may be made to find a suitable position within the organization to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

## CONFLICTS OF INTEREST

Employees must refrain from having any financial interest that is inconsistent with the Library's best interests and also must refrain from activities and/or other interests that compete with the Library, interfere with one's judgment concerning the Library's best interests, or exploit one's position with the Library for personal gain. If, for example, you are involved in an outside activity or have a financial or other personal interest that might interfere with your objectivity in performing Library duties and responsibilities, you may have a conflict of interest.

While it is impractical to describe all situations that may create a conflict of interest, the following provides policy guidance about some of the most common conflict of interest situations:

1. Receiving gifts from, or giving gifts to, any business associates which may be construed as improper. This includes receiving (personally or through a family member) a kickback, bribe, substantial gift, loan, discount or special consideration as a result of any proposed or actual transaction or business dealing involving the Library.
2. Using or revealing to a third party, any confidential information which might be detrimental to the interests of the Library. For further guidance concerning the definition of "confidential information," see the Confidentiality Policy.
3. Purchasing or leasing goods or equipment for the Library from persons the employee is related to or in which the employee has an interest.

The above list is not exhaustive. There are many other situations that may also create potential for a conflict of interest or the appearance of a conflict of interest. It is up to you to be aware of the potential for a conflict of interest in your own particular situation and to resolve the issue in accordance with this policy. If you have any questions about this policy or a potential conflict of interest, please speak with your supervisor or the Library Director.

## **SUBSTANCE ABUSE**

The Library endeavors to provide a safe and productive work environment for all employees. To eliminate unacceptable safety risks, and to enhance the organization's ability to operate effectively and efficiently, the organization maintains strict standards regarding alcohol and drugs in the workplace.

### ***Prohibited Activity***

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on the Library's premises or while engaged in business on behalf of the Library is prohibited. Accordingly, no employee shall be under the influence of alcohol while working on the organization's premises or while performing organization business off the premises. The only exception is that with the prior approval of a supervisor, a moderate amount of alcohol may be consumed at approved organization events or during business-related activities provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle.

"Legal drugs" are: (1) drugs that are permitted under state *and* federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using legal drugs must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. If such effects could adversely affect the employee's ability to safely perform his/her job, the employee must report such use and potential effect to their manager prior to reporting to work. In the event an employee fails to report such use and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy.

"Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal and state law, or (2) legally obtainable, but not obtained in a lawful manner. Examples include marijuana, cocaine, mind-altering chemicals, depressants, stimulants, inhalants, and prescription drugs that were not lawfully obtained. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited: (1) on the Library's premises, or (2) where the employee is performing Library business off the premises.

### ***Testing for Alcohol and Illegal Drugs***

The Library will require a drug and alcohol test of any employee where there is a reasonable basis to believe that he/she may be using drugs or may be under the influence of drugs or alcohol. "Reasonable basis to believe" includes, but is not limited to: abnormal conduct, speech, or odor; detection of alcohol or illegal drugs in the area where an employee has been working; an unexplained decline in work performance or attendance or a reliable report of illegal drug or alcohol use. The Library will also require a drug and alcohol test of an employee when a member of management has a reasonable basis to believe that the use of drugs and/or alcohol by the employee contributed to an accident which seriously damages a vehicle or results in an injury requiring emergency medical treatment away from the scene of the accident. Employees will be

required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

If an employee tests positive for alcohol or illegal drugs, fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, he/she will be considered as refusing to test/failing the test and subject to discipline, up to and including termination.

### ***Employee Assistance Program***

The Library will assist and support employees who voluntarily seek help for alcohol or drug problems *before* becoming subject to discipline under this or other Library policies. Such employees will be allowed to use accrued vacation or sick time, placed on a leave of absence, referred to treatment providers and otherwise accommodated as required by law. Such employee may be required to document that they are successfully following prescribed treatment and required to take, and pass follow up tests.

## **ATTENDANCE**

Consistent attendance and punctuality contribute to the success of the Library's business operations. Attendance problems disrupt operations, lower productivity, and create a burden on other employees. All employees of the Library are expected to assume responsibility for their attendance and promptness. This means being in your work location, ready to work at your starting time each day. Failure to follow the rules concerning attendance or a pattern of excessive absenteeism or tardiness will result in disciplinary action, up to and including termination of employment.

### ***Rules Concerning Attendance***

- Inform the Library in advance when possible. When an employee knows in advance that he/she cannot avoid absence from work, the employee must make arrangements in advance with his/her supervisor.
- If it is not feasible for an employee to make arrangements in advance for an absence, the employee is required to contact his/her supervisor as soon as possible, and no later than 60 minutes prior to the employee's start time. If you cannot reach your supervisor, contact administration at 309-921-5074. Be prepared to explain the reason for the absence and give an expected date of return to work.
- Employees must personally contact the Library on a daily basis during all absences, except those arranged in advance.
- The Library may require that additional documentation substantiating the reason for the absence be furnished. In instances of absence due to an employee's health, the organization reserves the right to require the employee to obtain a doctor's report explaining the absence and the doctor's restriction that the employee not work. Ordinarily, any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the Library may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted.
- Three consecutive days of absence without notice to the Library constitutes job abandonment and results in termination of an employee as a voluntary separation.

## **PERSONAL APPEARANCE**

The Library recognizes the growing popularity of casual dress and the positive effects of this shift to boost employee morale, improve quality, encourage more open communications, and increase productivity by creating a more comfortable work environment. Therefore, clean casual attire may be worn throughout the workweek.

Acceptable casual attire includes:

- Slacks/pants/jeans (not tattered or with holes), capris, dresses, professional knee length shorts and skirts;
- Blazers, dress jackets, and sport coats;
- Sweaters and blouses (may be sleeveless, but not spaghetti-strapped), T-shirts, and polos; and
- Casual shoes, including dress sandals, and athletic shoes in good repair.

Inappropriate work attire includes:

- Torn, holey, or patched clothing;
- Halter, tube, or tank tops, muscle shirts, hoodies, and graphic T-shirts;
- Strapless dresses worn without a covering;
- Any top that exposes the midriff;
- Sheer or see-through clothing;
- Sweat suits and sweat pants, and other athletic gear appropriate for exercising;
- Flip flops;
- Sunglasses, with the exception of glasses worn for medical purposes; and
- Hats, visors, or scarves worn on the head with the exception of that which is worn for medical or religious reasons.

Keep in mind to dress for your position and what your work will entail for that day. Supervisors will discuss inappropriate dress with individual staff members and may have additional suggestions on what is deemed appropriate or inappropriate attire, in accordance with the needs and atmosphere of their departments. For example, if you primarily shelve or handle books during most of your shift, please do not wear open-toed shoes or shoes with a precariously high heel height.

When employees are assigned to attend meetings on behalf of the organization, it is important to maintain dress and grooming standards that present a more professional image than the day-to-day casual dress normally permitted.

Employees are also prohibited from wearing or maintaining in their work space any type of strong smelling substance, including but not limited to, perfumes, aftershaves, colognes, potpourri, or other such substances. Employees are expected to maintain appropriate hygiene standards while at work or performing Library work.

Employees who have questions about the dress code should speak to their supervisor. An employee who reports for work in violation of this policy may be sent home to correct the



violation and may be sent home without pay to correct the violation. Repeated violations will be grounds for additional discipline, up to and including termination.

## **OPEN DOOR COMMUNICATIONS/PROBLEM SOLVING PROCEDURE**

The Library is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which employees feel free to share any problem, complaint, suggestion, or question, whether related to working conditions, compensation, or any other issue. The Library believes that open and direct communications will result in better working conditions for everyone and will do its best to timely and effectively respond to all employee concerns.

If an employee has a problem, complaint, suggestion or question, the following procedure should be utilized:

- **Step One:** The employee should informally discuss the situation with his/her supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee.
- **Step Two:** If the employee is not comfortable going to his/her supervisor, dissatisfied with the supervisor's response or feels the problem is not resolved, the employee may present the problem in writing to the Library Director, and again, as soon as possible. The Library Director will consider the situation and get back to the employee.
- **Step Three:** If the employee is still not satisfied that the problem has been appropriately resolved, he/she can present the problem to the Board of Trustees in writing, and again, as soon as possible. The Board will evaluate the issue and make a decision that will be final.

## CONDUCT AND WORK RULES

As integral members of the Library's team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Employee conduct reflects on the Library not only when an employee is at work, but also when an employee is away from the Library. Employees are consequently encouraged to observe the highest standards of professionalism at all times.

The following is a list of behaviors that could result in disciplinary action, up to and including termination. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at the Library's discretion, also result in disciplinary action, up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

### *Breaches of Conduct*

- Falsifying an employment application, timesheet, expense report, personnel, or other documents or records of the Library.
- Theft/unauthorized possession of Library, patron, or employee property.
- Soliciting or receiving gratuities related to employment.
- Misuse of Library benefits.
- Possession, distribution, or use of weapons or explosives, or violating criminal laws, while working for the Library, in accordance with the Illinois' Firearm Concealed Carry Act.
- Fighting and/or other disorderly conduct.
- Dishonesty, fraud, theft or sabotage against the Library or its employees.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees or patrons.
- Insubordination or failure to perform reasonable duties which are assigned.
- Unauthorized or inappropriate use of material, time, equipment, or property of the Library or a patron.
- Damaging or destroying organization or patron property through careless or willful acts.

- Performance that does not meet the requirements for the position, including unsatisfactory quality or quantity of work.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of our security or confidential materials.
- Installing unauthorized or illegal copies of software on a Library-owned computer.
- Revealing any confidential, proprietary information to any person who is not authorized to receive it and/or who does not need to know it.
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; repeated failure to punch your time card or to otherwise accurately account for time worked; abuse of leave privileges.
- Violation of the Library's substance abuse policy.
- Unauthorized access to records and information including both organization and patron information.
- Failure to cooperate with organization audits or investigations.
- Rudeness and other inappropriate behavior towards patrons.
- Any behavior that results in an employee not performing his/her job, including sleeping on the job.
- Violations of local, state, and federal law.
- Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its employees or patrons.

## **DISCIPLINARY STEPS**

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the Library, based on violations either of the above or of any other of the Library's policies, rules or regulations, an employee may be subject to disciplinary actions as follows:

- First Offense                                        Verbal Warning
- Second Offense                                    Written Warning
- Third Offense                                      Final Warning/PIP/Suspension
- Fourth Offense                                    Termination

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate discharge (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation does not in any way create a contractual right to continued employment.

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face discharge. In this case, the Library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if the Library decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

## **PERFORMANCE REVIEWS**

The Library is committed to providing you with ongoing feedback, both formal and informal, regarding your performance on the job. This typically includes verbal and/or written feedback in conjunction with a self-evaluation, generally in April or May of each year. Criteria that will typically be evaluated for feedback includes but is not limited to: quality and quantity of work performed; conduct and behavior; dependability; ability to work with others; initiative, resourcefulness and creativity; and potential for future growth. Your self-evaluation should include a review of your strengths and achievements, as well as goals and objectives that you would like to accomplish.

An informal review of your job performance serves as an objective basis for salary adjustment recommendations, although a salary adjustment is not a requirement.

## **ACCESS TO PERSONNEL FILES**

Personnel files are the property of the Library and access to the information they contain is restricted. Generally, only officials and representatives of the Library who have a legitimate reason to review information in a file may do so. With reasonable advance notice and a written request, an employee may review material in his or her file up to two times per calendar year, but only in the organization's offices and in the presence of the individual appointed by the Library to maintain the file. Certain records, such as letters of reference, are not available for inspection.

Except when requested by government or law enforcement agencies, an employee must provide a written release in order for the organization to release information to outside parties. Requests for references should be directed to the Library Director. Only this individual has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify the manager of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents\*, marital status\*, insurance beneficiary\*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. The Library cannot be held responsible for situations resulting from employees withholding correct and accurate information.

*\* Such information need only be disclosed if pertinent to a benefit received.*

## **TERMINATION OF EMPLOYMENT**

As mentioned elsewhere in this Handbook, all employment relationships with the Library are on an at-will basis. Thus, although the Library hopes that the organization's relationship with employees is long-term and mutually rewarding, the Library reserves the right to terminate the employment relationship at any time.

Professional employees desiring to terminate their employment relationship are urged to notify the Library at least four weeks in advance of their intended termination. Clerical employees desiring to terminate their employment relationship are urged to notify the Library at least two weeks in advance of their intended termination. Such notice preferably should be given in writing to your supervisor. Proper notice allows the Library sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck.

Exit interviews may be scheduled for outgoing employees after the notice of intent to terminate is received. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all property that may be in the employee's possession (ID cards, keys, mobile devices, laptops, etc.) and to provide employees with an opportunity to discuss their job-related experiences.

Employees who terminate their employment relationship with the Library are welcome to reapply for employment with the Library in the future. If re-hired, such employees will not be credited for any previous service with the Library.



## **EMPLOYEE CLASSIFICATIONS**

It is the intent of the Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and the Library.

Each employee is designated as either **NON-EXEMPT** or **EXEMPT** according to federal and state wage and hour laws. **NON-EXEMPT** employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. **EXEMPT** employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

**REGULAR FULL-TIME** employees are those who are not in an introductory, temporary or part-time status and are regularly scheduled to work a minimum of 40 hours per week. Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME** employees are those who are not in an introductory, temporary or full-time status and are regularly scheduled to work less than 35 hours per week. They may be eligible for some of the Library's full benefit package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

**INTERNS/TEMPORARY** employees are short-term employees who are scheduled to work over a designated, predetermined period of time, usually not to exceed six months. Interns/temporary employees are not eligible for any of the Library's benefit package, except those required by law.

**INTRODUCTORY** employees are those working within their first 90 days of employment with the Library. The introductory period is an opportunity for the employee and the Library to evaluate whether the employee is suitable for a position with the Library. An employee's introductory status may affect eligibility for some benefits—please see the Library Director for more information. Once the employee successfully completes the introductory period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Library's employment at will policy. The Library reserves the right to extend or shorten the introductory period within its discretion.

## **HOURS OF WORK**

The Library (which includes branch locations) is typically open to the public Monday through Saturday. The Library is closed on Sunday. Some employees will have a set schedule every week, while other employees will be assigned a different schedule each week. All employees may be asked to work evening and/or weekend hours. It is the personal responsibility of each employee to be at his/her work station and fully prepared to begin work at the time the scheduled work hours begin. Employees are not permitted to alter work hours without the permission of their supervisor. "Altering work hours" includes arriving early and then leaving early, arriving late and staying late and/or working through lunch and leaving early. Employees are also not authorized to "trade hours" absent the permission of their supervisor.

Employees receive a 15-minute unpaid break for every three and one-half (3.5) hours worked. In addition, regular, part-time employees who work six (6) hours or more per day are allowed a thirty (30) minute paid break for lunch each day. Regular, full-time employees are granted a sixty (30) minute paid break for lunch each day. This lunch period should be taken no later than five (5) hours after beginning work. Employees are not otherwise permitted to leave the building during working hours (except during the scheduled meal period) without the permission of their supervisor.

## **OVERTIME/TIMEKEEPING**

Every effort is made to allocate additional work hours fairly and in the best interest of everyone. When additional work hours are necessary, employees will be notified as far in advance as possible. Employees are expected to work additional hours when required to serve our patrons. Non-exempt employees must have their supervisor's authorization prior to working additional hours. Working unauthorized additional hours is prohibited and may be disciplined up to and including termination.

Overtime is paid only after a non-exempt employee has worked more than forty (40) hours during the work week. Paid time off (including but not limited to vacation, sick, holidays, bereavement, jury duty, etc.) do not count as hours worked for purposes of overtime. All overtime is paid at one and one-half the employee's regular hourly rate.

All employees must clock in and out each day, recording their start and end times as well as all breaks that are 30 minutes or longer. This time report is an employee's time record and it is important. It is the basis of the employee's pay record. Falsification of this record or failure to accurately and/or timely complete the record will subject an employee to discipline up to and including discharge.

## **COMPENSATORY TIME**

In lieu of overtime, employees may receive compensatory time off for any hours over 40 in a week. Compensatory time is paid at one and one-half the employee's regular hourly rate (i.e. an employee who works two (2) hours will be provided with 3 hours of compensatory time). Compensatory time may be accumulated to a maximum of 40 hours. After that cap has been reached, an employee will receive overtime compensation.

Use of compensatory time must be authorized in advance by the employee's supervisor. While every effort will be made to provide employees with the requested time off, such authorization will be based on the operational and staffing needs of the Library.

## **PAY PERIODS AND PROCEDURES**

The work week runs from Monday to Sunday. Employees are paid twice per month, on the 5th and 20th. If payday falls on a weekend or holiday, payday will occur on the last prior workday. The Library strongly encourages employees to elect direct deposit so there is no delay in receipt of your pay.

The Library takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his/her manager, so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the organization will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

## **PAY DEDUCTIONS**

It is the policy of the Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)) or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to their manager. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Library Director.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to management.

## **OUTSIDE EMPLOYMENT**

The Library recognizes that employees sometimes seek additional employment during their off hours. The Library asks these employees to remember that, despite any outside employment, their position with the Library is their prime responsibility. The Library reminds employees that working extended hours might adversely affect their health, endurance, and productivity. All employees holding outside employment must inform their manager of the nature of the work and the hours when they work. If the Library determines that the outside employment interferes with the employee's performance or creates an actual or apparent conflict of interest, the employee may be asked to terminate the outside employment.

The Library does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime. If outside employment leads to these problems, the Library will discipline the employee, up to and including termination.

## **EMPLOYEE BENEFITS**

Eligible employees of the Library are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation and unemployment insurance) cover all employees in the manner prescribed by law. Benefit eligibility is dependent upon a variety of factors, including employee classification.

A summary plan description (SPD) which explains coverage of many of the benefits in greater detail is available. The actual plan documents, which are available by making a written request to the Library Director, are the final authority in all matters relating to benefits described in this Handbook or in the SPD and will govern in the event of any conflict. The Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

## **SERVICE AWARDS**

Employees generally receive a service award for five years of service and for every five years thereafter. The awards typically equal \$20 for each year of employment with the library. Awards are provided on or around an employee's anniversary date. Changes to service awards are determined and approved by the Library Board of Trustees.



## **HEALTH INSURANCE**

The organization offers health insurance, which includes among other things, dental benefits, to full-time employees. The Library pays the majority of the premium for those employees. Eligible dependents may also participate in the plan, but employees are responsible for the full cost of coverage. Insurance is available on the first day of employment.

Specific enrollment and plan information will be provided when an employee becomes eligible to participate. Please see the Library Director if you have any questions or for more information on these programs.

## **LIFE INSURANCE**

The Library provides full-time employees with basic life insurance. The organization pays the full cost of this insurance. Coverage is available starting on the first day of employment. Specific enrollment and plan information will be provided when an employee becomes eligible to participate.

Please see the Library Director if you have any questions or for more information on these programs.

## **ILLINOIS MUNICIPAL RETIREMENT FUND**

The Illinois Municipal Retirement Fund (IMRF) is a retirement fund for public employees. All employees who are hired for a position normally requiring 1,000 hours or more of work in a 12-month period (600 hours per year for employees who participated in the plan before January 18, 1982) must contribute to IMRF through payroll deductions in an amount determined by statute. The Library also contributes to IMRF on behalf of all participating employees. The retirement pension benefit is determined by a combination of date of hire, years of service and average earnings. Employees may contact the Library Director or IMRF for more information.

## HOLIDAYS

The Library typically observes the following holidays and will be closed:

New Year's Day	
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Good Friday – early close	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

\* When a holiday falls on a Sunday, the Library will be closed on the following Monday. Monday will be considered the paid holiday and Sunday will be an unpaid closure.

\*\*Employees who desire to observe a religious holiday that is not recognized by the organization may use accrued vacation time or request an unpaid day for observance.

The following conditions apply to the Library's holiday pay policy:

- Employees will be paid their regular rate and hours of pay, for up to 8 hours, for holidays which occur on a day the employee is regularly scheduled to work.
- The time will be paid at the employee's base rate at the time the leave is taken. Paid time off for holidays is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions or bonuses.
- Holidays will not be paid to employees on any type of unpaid leave.
- Non-exempt employees must be present at work on their scheduled day prior to the holiday and the first scheduled day after the holiday, or use *pre-approved* time off for those days, to receive holiday pay.

## VACATION

Because the Library recognizes the importance of time off in providing employees the opportunity for rest, recreation, and personal activities, it grants full-time employees (excluding branch librarians) vacation time.

### *Vacation Accrual*

Full-time employees earn vacation time on their Full-time date of hire as detailed below.

<b>Vacation earned</b>	<b>Total vacation</b>
<u>Length of service</u>	<u>per year</u>
0 – less than 5 years	10 days
5 years – less than 10 years	15 days
10 years – less than 15 years	20 days
15 years or more	25 days

Full-time employees may accrue a maximum of 25 vacation days at one time. Once an employee hits the maximum accrual, he or she will not earn additional vacation time until he or she uses already accrued time.

### *Vacation Scheduling*

Employee may start using accrued vacation after completion of the Introductory Period. Except in cases of emergency, employees should request and receive advance approval to use vacation.

An employee’s schedule will reflect, as nearly as possible, his/her personal preference for vacation. However, no request for vacation will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of multiple employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

### *Vacation Pay*

Vacation time will be paid at the employee’s base rate at the time the leave is taken. Vacation time is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions or bonuses.

Accrued and unused vacation will be paid out upon termination.

## **Paid Time Off and Sick Leave**

Paid time off is provided for all regular full-time employees, as well as Circulation Managers and Circulation Assistants. Full-time sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness or injury; to take care of a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent who is ill or injured; and necessary medical treatment or medically advised rest. Visits to doctors and dentists by the employee or the employee's family member (as detailed above) also are acceptable reasons for taking sick leave. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination. Paid Time Off can be used for any reason.

### ***Sick leave and Paid Time Off accrual, use, and pay.***

New employees will earn one hour of Paid Time Off for every 40 hours worked during the first year of employment. These hours are available 90 days from the date of hire and do not accrue. Introductory Paid Time Off expires on January 1 for part-time, and the date of hire anniversary for full-time staff.

Full-time employees are provided with 10 days of sick leave each year. This time is provided to employees on January 1st. Full-time employees may accrue up to 240 days of sick leave at one time. After that, no further sick time will accrue until some of the sick time is used.

Circulation Managers and Circulation Assistants receive paid time off based on hours worked the prior year. The Library will calculate the total hours worked the prior year, divide that number by 40, and the result is the number of hours the employee is granted for that calendar year. Beginning January 1, 2024, paid time off will not accrue, and hours earned need to be used the year they are received. Previous accrued sick time will convert to Paid time off. Employees with earned sick time prior to January 1, 2024, will keep no more than six years of accumulated sick time until it is exhausted. No additional time will be granted until the balance of any previous accumulated sick time is the same as the amount that would be granted in a year.

Sick leave and Paid time off will be paid at the employee's base rate at the time the leave is taken. Sick leave and paid time off is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be reimbursed for unused sick leave upon separation of employment.

### ***Notice of absence***

As detailed in the Attendance Policy, employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request advance sick leave, the employee should notify the supervisor as soon as possible and at least 60 minutes prior to the employee's start time.

*Proof of need for absence*

When an employee is absent on sick leave, the Library may require a note from a health care practitioner certifying that the employee or his/her family member was unable to work for health reasons and, when applicable, a note that the employee is fit to return to duty. (Please see the Attendance Policy for more information). Failure to provide appropriate documentation may result in the time off being unpaid and/or considered an unexcused absence.

## **BEREAVEMENT**

The Library recognizes the importance of family and the difficulties an employee faces following the loss of a loved one. For that reason, the Library grants all its employees paid bereavement leave in accordance with the following provisions.

In the event of a death of an “immediate family” member, the employee will be granted three (3) paid days off. Immediate family is defined as the employee’s spouse or the child, parent, or sibling of the employee or the employee’s spouse.

Employees will be paid for the hours he/she is normally scheduled to work during that time. Bereavement time will be paid at the employee’s base rate, for hours the employee is normally scheduled to work, at the time the leave is taken. Bereavement time is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses.

Additional unpaid time or unpaid leave for persons not covered in the definition of “immediate member” may be allowed in some circumstances at the discretion of the Library. Proof of the need for the leave may be required.



## **JURY DUTY**

The Library encourages employees to fulfill their civic duty by serving on a jury and will grant an employee the necessary time off. Employees will be paid their regularly scheduled pay for up to ten days of jury duty. If jury duty lasts longer than ten days, an employee will be entitled to receive the difference between his/her regular pay and the amount provided for jury service.

It is the employee's responsibility to notify his/her supervisor as soon as possible after receiving the summons for jury duty. When not called to duty, employees must report to work. Employees requesting and/or returning from jury duty leave may be required to provide verification of service.

## **MILITARY LEAVE**

Leaves of absence for military or reserve duty are granted to all employees of the Library. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and training benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect to use their accrued vacation time for the absence.

## **VOTING TIME**

An employee will be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two hours after the opening of the polls AND end less than two hours before the closing of the polls. If you need to take time off to vote, you should notify your supervisor of your plans no later than the day before the election. Your supervisor will notify you of the two hour block of time assigned to you for voting purposes. Proof of attendance at the polls may be required.

## **GENERAL LEAVE OF ABSENCE**

Occasionally, for personal or other reasons, you may need to apply for an unpaid personal leave of absence when you do not qualify for a leave under another of the Library's policies. Under these circumstances, you may qualify for a leave of absence. This leave of absence is typically granted for a maximum of up to 30 calendar days.

You must apply in writing for this leave of absence and submit your request to the Library Director. Your request should include the reason for the leave, the date on which you wish the leave to begin, the date on which you will return to active employment and any documentation supporting your need for leave. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate an employee to his or her previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment. Requests or an extension of a general leave of absence should be submitted in writing to the Library Director.

## **PROFESSIONAL DEVELOPMENT**

Employees are encouraged to engage in professional development activities, including but not limited to membership in professional organizations (i.e., the American Library Association, Illinois Library Association and LACONI) and attendance at seminars, conferences and meetings that will assist the employee in performing his or her essential job functions and increase the employee's contribution to the organization.

Employees are typically eligible for full reimbursement of professional development activities. To obtain such reimbursement, the employee must request and obtain *advanced approval* from his/her supervisor and the Library Director.

Reimbursement for attendance at such activities typically includes:

- Mileage expense at the current Internal Revenue Service rate
- Tolls and parking
- Airfare
- Registration fees
- Reimbursement for meals
- Overnight lodging

Please see the Business Expense Policy for more information regarding reimbursement of expenses.

## **EDUCATIONAL ASSISTANCE**

The Library recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees may maintain and improve job-related skills or enhance their ability to take on more senior roles within the Library.

### ***Eligibility***

When financially feasible, education assistance is available to assist an employee who has been with the Library for at least 6 months, regularly working 15 hours or more per week, and is considered by his/her supervisor to have a satisfactory performance rating.

Courses must specifically be related to the employee's current position or to the employee's career development with the Library. The Library has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. Courses must have the approval of the Library Director *prior* to class enrollment in order to qualify for reimbursement.

### ***Reimbursement***

The maximum reimbursement that will be made to an individual employee is \$1,500 per year. The Library will reimburse employees for the actual cost of the coursework, textbooks, and any applicable related fees. If an employee receives a passing grade (a pass or grade of C or higher), the employee will typically be reimbursed as follows:

- 100% for basic library courses (basic cataloging, reference, library survey and patron services).
- 67% for all other courses.

Reimbursement will be provided upon receipt of a paid tuition bill and official grade report. Requests for reimbursement must be completed within 30 days of course completion.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Library and other sources may not exceed 100% of the costs and fees.

Tax consequences (if any) as a result of any reimbursement under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

The Library expects employees utilizing tuition reimbursement funds to remain with the organization for at least one year following the completion of a course. Employees who fail to remain with the Library for that time period shall be obligated to reimburse the organization for

all of the tuition benefits received during the prior 12 months. A signed agreement to that effect must be signed before reimbursement will be provided.

Employees should contact the Library Director for more information or to apply for educational assistance.

## **BUSINESS EXPENSE REIMBURSEMENT**

The Library will reimburse employees for reasonable business expenses incurred while conducting Library business away from their normal work location. Employees are responsible for making their own travel arrangements. All business travel must be approved *in advance* by your supervisor.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business objectives will be reimbursed by the Library. Employees are expected to limit expenses to reasonable amounts, exercising good business judgment.

Expenses that generally will be reimbursed include:

- Airfare for travel in coach or economy class;
- Reasonable transportation to/from airports;
- Car rental fees, only for compact or mid-sized cars;
- Fares for shuttle or airport bus service;
- Costs of public transportation;
- Private car service, only when there is not a less expensive alternative;
- Taxi fares;
- Mileage costs for use of personal cars;
- Cost of standard accommodations; and
- Cost of meals.

Expenses that are not generally reimbursed include:

- Theft or loss of personal property;
- Personal mobile phone use, unless pre-approved;
- Hotel movies;
- Parking/traffic violations;
- Portion of a business trip that is personal; and
- Any expense that is deemed excessive in nature or unnecessary.

Consult the Policy for Reimbursement of Travel, Meal and Lodging Expenses for more detailed information on this policy.

### ***Expense Reports***

All expenses are to be submitted to your supervisor, with proper substantiation, within 30 days of the expenses being incurred. Failure to submit proper substantiation will result in the expenses not being paid.

Abuse of the expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.



## **NO SOLICITATION/NO DISTRIBUTION**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch or breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time. Non-employees are prohibited from distributing material or soliciting employees on the organization's premises at any time.

## **CARE OF LIBRARY EQUIPMENT**

The organization has some unique and expensive equipment. When using it, please exercise care and follow all operating instructions, safety standards, and guidelines. Please notify your manager if any equipment or supplies are damaged, defective or in need of repair. Prompt reporting is required and may minimize deterioration of equipment and injuries to employees and others. Improper, careless, negligent, destructive or unsafe use or operation of equipment may result in discipline, up to and including termination. Your manager will be happy to answer questions about your responsibility for the maintenance and care of any equipment used on the job.

## USE OF ELECTRONIC AND TELEPHONE EQUIPMENT

It is the policy of the Library to provide or contract for the communication services and equipment necessary to promote the efficient conduct of business. All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the Library's information systems (collectively "electronic systems") are organization property and are to be used primarily for job-related purposes. When using the Library's electronic systems, employees should note the following:

1. Electronic systems are owned/leased and maintained by the Library and electronic communications are the sole property of the organization. Excessive personal use of electronic systems by employees during working time is prohibited. ***The Library will, or reserves the right to, monitor the use of electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.***
2. The electronic systems of the organization may not be used by employees for commercial purposes, personal financial gain or illegal or criminal purposes.
3. All workstations will be configured with virus protection software, which should not be removed or disabled. Each employee is responsible for protecting his/her computer against virus attack by following appropriate guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation. All data disks and files entering or leaving the Library should be scanned for viruses.
4. Personal software or messages shall not be installed or stored on the Library's equipment unless prior approval is obtained. The downloading or use of any software sharing programs is explicitly prohibited. In addition, employees are prohibited from encrypting, attempting to decrypt or modifying data, files, or programs without prior written authorization. Employees are prohibited from deleting or destroying data, files, or programs, except in the ordinary course of business, *i.e.* deletion of an email after it is read.
5. Employees are prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization. No employee may use a pass code unknown to the Library. The use of personal passwords, assigned to the employee, is not grounds for an employee to claim privacy rights in the electronic or communications systems. The Library reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to the Library to allow access to the systems.
6. In order to maintain network and information security, the sharing or misuse of passwords is prohibited. As an employee, you are responsible for protecting the confidentiality of your password(s). Passwords should not be written down or left in places where they are accessible to others.

7. The Library's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic systems. Harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their manager.
8. Privileged or confidential material, such as, but not limited to, trade secrets and attorney-client communications, etc. should not be exchanged haphazardly by e-mail, facsimiles, etc.
9. Employees are prohibited from violating copyright or licensing laws.
10. Internal and external e-mails are considered business records and may be subject to discovery in the event of a FOIA request or litigation. Be aware of this possibility when sending e-mail within and outside of the Library.
11. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Library. Therefore, employees should be cautious and use the systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated.
12. Employees should exercise care so that no personal correspondence appears to be an official communication of the Library. Employees may not use the Library's address for receiving personal mail or utilize Library stationery or postage for personal letters.

## **USE OF SOCIAL MEDIA**

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, but not limited to, LinkedIn, Facebook, Snapchat, Pinterest, Twitter, Google+, Instagram, and Tumblr.

### ***General Use of Social Media***

The following rules and guidelines apply to the use of social media, whether such use is for the Library on Library time, for personal use during non-work time, outside the workplace or during working time while using Library owned equipment. (Using Library equipment to access social media sites is also governed by the Use of Electronic and Telephone Equipment Policy. Employees should also refer to this policy before accessing such sites via the Library's equipment). These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential Library matters through the use of social media. See the Confidentiality Policy for more information.
2. Employees cannot use social media to harass, threaten, bully, make statements that are maliciously false or discriminate against co-workers, managers, patrons, vendors, suppliers, any organizations associated or doing business with the Library, or any members of the public, including Web site visitors who post comments. The Library's anti-harassment, and EEO policies apply to use of social media in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions.

### ***Employer-Sponsored Social Media***

Library-sponsored social media is used to: convey information about the Library's products and services; advise patrons about Library updates; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; provide sales and marketing support to raise awareness of the Library; issue or respond to breaking news, or respond to negative publicity; and brainstorm with employees and patrons.

All such Library-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by the Library can prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that Library-sponsored social media conforms to all applicable Library rules and guidelines. These employees are authorized

to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Library's EEO and/or anti-harassment policies.

4. Employees who want to post comments in response to content are encouraged to identify themselves as employees.

### ***Personal Use of Social Media***

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the Library's policy concerning personal use of the Library's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the Library may not represent themselves as a spokesperson for the Library. Accordingly, employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Library or of any person or organization affiliated or doing business with the Library.
3. Employees should respect all copyright and other intellectual property laws. For the Library's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Library's own copyrights, trademarks, and brands.
4. The Library reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

*Employees should have no expectation of privacy while using Library equipment and facilities for any purpose, including the use of social media. The Library reserves the right to monitor, review, and block content that violates the Library's rules and guidelines.*

## **DRIVING FOR ORGANIZATION BUSINESS**

When driving for or on Library business, employees are required to carry a valid driver's license as well as registration and proof of insurance. Any employee who drives for Library business and has his/her license suspended is required to notify his/her supervisor immediately. Similarly, if an employee stops maintaining insurance for any reason and drives for work purposes, he/she is required to notify his/her manager immediately. Employees with suspended licenses/insurance cannot drive and/or use their vehicles for Library business or work purposes.

It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

## USE OF CELLULAR PHONES WHEN DRIVING

The Library encourages and promotes cell phone safety when operating a motor vehicle for organization business. If the employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following should be observed:

- Place calls while stopped or have someone place the call for you.
- *Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.*
- Avoid intense, emotional or complicated conversations.
- Assess traffic conditions before making a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Give driving your full attention.
- Ensure that the phone is within easy reach.
- Use memory dial to minimize dialing time.
- Do not take notes or look up phone numbers while driving.
- Do not compose, send or read electronic messages while operating a motor vehicle.



## **PERSONAL USE OF CELL PHONES/MOBILE DEVICES**

While at work, employees are expected to refrain from personal use of cell phones/mobile devices. Employees should turn off ringers or change ringers to "mute" or "vibrate" and keep cell phones/mobile devices out of sight. Personal calls, instant messaging, text messaging or tweeting during the work day -- regardless of whether the equipment used is Library-provided or not -- interferes with employee productivity and is distracting to others. Employees are at work to provide value to the organization. Accordingly, they are expected to limit personal interactions during work time and, except in cases of emergency, make personal calls and/or send personal text messages, tweets or instant messages on non-work time (i.e., lunch or break times) and to ensure that friends and family members are aware of this policy. Any calls that need to be made during work time should be brief and not interfere with the employee's job duties.

No employee using his or her cell phone/mobile device should expect any privacy except that which is governed by law. The Library has the right, at any time, to monitor and preserve any communications that use its networks in any way, including data, Internet use and network traffic, to determine proper use.

## **SMOKING**

The Library is committed to protecting the safety and welfare of its employees, patrons and visitors.

Accordingly, no smoking of any kind will be permitted in the Library's offices, vehicles, or within 15 feet of any entrance, exit, window, ventilation intake office or work area, restroom, conference or classroom, break room or cafeteria, and/or other common area. This policy includes the use of smokeless tobacco and/or herbal products as well as e-cigarettes.

Smoking is only allowed during authorized break times and in authorized areas. This policy applies equally to all employees, patrons and visitors.

## **EMERGENCY WEATHER CLOSING**

The Library Director, or his/her designee, will make the decision to close the Library due to inclement weather or other unforeseen circumstances. If the decision is made to close the organization prior to opening for business in the morning, an effort will be made to contact employees via a phone chain or e-mail.

If the decision to close the Library is made during the workday, the Library Director, or her/his designee, will communicate the scheduled closing time to employees. If an employee chooses not to come to work or leaves early due to inclement weather when the Library remains open, the employee may work from home (if able and appropriate), use vacation time or take a day without pay.

## **SAFETY**

Establishment and maintenance of a safe work environment are shared responsibilities of the Library and employees from all levels of the organization. The Library will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities.

Employees have an absolute obligation to immediately report any unsafe conditions to their manager. Not only managers, but employees at all levels of the organization are expected to report unsafe conditions as promptly as possible. The Library will not take reprisals against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area he/she reasonably feels is unsafe.

All accidents, especially those that result in injury, must be reported immediately to the nearest available manager or the Library Director, regardless of how insignificant the injury may appear. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation procedures. Failure to immediately report an accident may result in discipline, up to and including discharge.

## **WORKPLACE VIOLENCE**

The Library is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the organization. In this connection, it is the policy of the Library to expressly prohibit any acts or threats of violence by any individual. Accordingly, the Library will not condone any acts or threats of violence against its employees, patrons or visitors on the premises or while they are engaged in business with or on behalf of the Library off the Library's premises.

In keeping with the spirit and intent of this policy, and to ensure that the organization's objectives in this regard are attained, it is the commitment of the organization:

- To provide a safe and healthful work environment.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To take appropriate immediate action when dealing with patrons, current or former employees, or visitors to the Library who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit patrons, employees, former employees, and visitors from bringing unauthorized firearms or other weapons onto Library property, in accordance with the Illinois Firearm Concealed Carry Act.
- To establish viable security measures to ensure that the Library's facilities are safe and secure to the maximum extent possible and to properly handle access to the Library by the public, off-duty employees, and former employees.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. However, employees should not place themselves in peril. If employees see or hear a commotion or disturbance near their work area, they should not try to intercede, and take precautions to protect themselves. They should, however, report any threat, instance of harassment, or violent act observed or experienced at work to their manager. In addition, any employee who has a reason to believe that a violent act may be committed on the worksite or against an individual related to the business in any way must promptly report that belief or suspicion to their manager. No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

Any employee who applies or obtains a protective or restraining order which lists the Library's premises as being protected areas should inform the Library Director so that appropriate action may be taken. The Library will require the employee to furnish the organization with a copy of the order.

## **WORKPLACE SECURITY AND INSPECTIONS**

To safeguard the property of employees, patrons, and the Library, and to help prevent the possession, sale, and use of illegal drugs and weapons on the premises, the Library reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Library and are issued for the use of employees only during their employment with the Library. Inspections may be conducted at any time at the discretion of the Library.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action up to and including discharge.

## **WHISTLEBLOWER COMPLIANCE**

A whistleblower as defined by this policy is an employee of the Library who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing, including but not limited to theft or embezzlement. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her manager or the Library Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Library Director or Board of Trustees immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly investigated and corrective action taken.

## **CONFIDENTIALITY**

All employees must safeguard confidential information obtained as a result of working for the Library. This confidential information includes, but is not necessarily limited to, trade secrets, personal patron information (including but not limited to patron bank account numbers, credit card information, addresses, phone numbers, and email addresses), patron account information, including a patron's history, use and preferences, mailing lists, and mailing list strategies.

Access to confidential information should be on a "need to know" basis and must be authorized by the Library Director. Unauthorized use or disclosure of any confidential information will cause irreparable harm to the Library. The Library may seek all remedies available under the law for any threatened or actual unauthorized use or disclosure of confidential information. Any employee who is unsure about the confidentiality of any information should immediately seek the assistance of their manager or the Library Director prior to disclosing such information.

Employees should use reasonable security measures with respect to confidential information, including but not limited to the following:

- Confidential information should not be disclosed to any third party except with a manager's prior written approval;
- Confidential information should not be removed from the work site without managerial permission.
- No copies should be made of any confidential information except to promote the purposes of the employee's work for the Library;
- Employees should not use confidential information for their own benefit, nor for the benefit of any third party, without the Library's prior written approval.

All confidential information shall remain the sole property of the Library, and all copies must be returned to the Library upon termination of employment or upon demand at any other time.



## **IMMUNITY FROM LIABILITY FOR CONFIDENTIAL DISCLOSURE OF A TRADE SECRET TO THE GOVERNMENT OR IN A COURT FILING**

In accordance with the Defense of Trade Secrets Act (DTSA): (1) An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal, and (2) An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

## EMPLOYEE ACKNOWLEDGMENT FORM

The Employee Handbook describes important information about the Library and I understand that I should consult my supervisor or the Library Director regarding any questions not answered in the Handbook.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will normally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies

I have entered into my employment relationship with the Library voluntarily and acknowledge that, unless covered by an employment agreement to the contrary, there is no specified length of employment and either **the Library or I may terminate the relationship at will, with or without cause, at any time. Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document.**

I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE