

## **PERSONNEL POLICY**

### TFML Policy No. 2

This handbook is designed to acquaint you with the Library and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. 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 employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The handbook cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not addressed in the handbook, the need may arise to change policies described in the handbook. The Library therefore 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. We will of course, make an effort to notify you of such changes as they occur.

The handbook is not intended to create a contract of employment. Rather, it is simply intended to describe the Library's present policies and procedures, employee benefits, and general guidelines. Your employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Library. This at-will relationship can only be modified by an enforceable agreement, executed in writing by the President of the Board of Trustees. All other agreements and/or oral agreements to the contrary will be considered null and void.

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 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.

Some of the subjects described here are covered in detail in official policy documents, e.g., benefit plans. You should refer to these documents for specific information, since the handbook only briefly summarizes the Library's policies, procedures and benefits.

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 management of the Library, subject to applicable federal, state and local laws.

## **2.1 Equal Employment Opportunity**

The Library will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law. Such action shall include, but is 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 held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the Library's investigative procedures.

The Library strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

**2.11 Non-Discrimination and Anti-Harassment:** The Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the Library will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, patron, consultant, contractor, board member, or other regular visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

**2.12 Discrimination:** Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, (and traits associated with race including but not limited to hair texture and protective hairstyles) color, ancestry, national origin, citizenship status, work authorization 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 or perceived member of a protected group.

2.13 Harassment: Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, (and traits associated with race including but not limited to hair texture and protective hairstyles) color, ancestry, national origin, citizenship status, work authorization 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 actual or perceived protected status.

#### 2.131 Sexual Harassment

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature 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 individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

2.132 Investigation Procedure: Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual 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 their supervisor, any other manager or supervisor, or the Library Director. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Library Director, or, in the event that individual is the subject of the complaint and/or not available, Library Board President..

The Library Director or designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. 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.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Director. The Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

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 individual to disciplinary action, up to and including termination. The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. 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.

2.133 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 individual 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 individual who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination. The Library will also take appropriate action to address a third party or non-employee who engages in retaliation.

2.134 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 individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

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

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

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

2.14 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 and will attempt to provide reasonable accommodations for qualified individuals with disabilities; women affected by pregnancy, childbirth, or related conditions in the workplace; and individuals who request such accommodations for their religious beliefs or practices unless such accommodations would present an undue hardship for the Library.

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

As noted above, individuals who may request a reasonable accommodation include:

- A qualified individual with a disability, which includes 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 pregnant individual, which includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth; and
- An individual who requests reasonable accommodations that will allow the individual to practice his or her religion.

Should you require a reasonable accommodation in the workplace, please contact the Library Director as soon as possible. For more information about pregnancy in the workplace, see <https://dhr.illinois.gov/content/dam/soi/en/web/dhr/publications/documents/pregnancy-posting-idhr-eng-2023>

## **2.2 Employment 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 or compensatory time in accordance with federal and state wage and hour laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. Generally, exempt employees are those who are paid on a salaried basis and who serve in executive, administrative or professional positions. Positions are so noted on job descriptions. In addition to being Exempt or Non-exempt, all employees will be designated as either full-time or part-time, as defined below.

### **Definitions**

For the purpose of this policy, terms used herein are defined as follows:

2.21 **Full-time:** an employee who is regularly scheduled to work a minimum of 36 hours per week or more. Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

2.22 **Part-time:** an employee who is regularly scheduled to work an average of less than 36 hours per week on a regular, pre-arranged basis. Generally they may be eligible for some of the Library's benefit package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

### **2.3 Selection of Staff**

Library positions which are open and for which applicants are sought are normally advertised in the Reaching Across Illinois Library System newsletter, and other regional library publications. Those people whose skills and credentials most closely match what we are seeking will be contacted for interviews. Employees are selected solely on the basis of merit and in compliance with all local, state, and federal laws prohibiting discrimination. The Thomas Ford Memorial Library is an equal opportunity employer.

2.31 Initial Employment Period: INTRODUCTORY employees are those employees working within their first six months 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. 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.

2.32 Customer Service: Because the provision of friendly, timely, and professional customer service is extremely important, during the initial employment period employees will be evaluated as to their ability to interact with Library patrons in a constructive and positive manner; proven skills in the area of customer are required for successful completion of the initial employment period.

2.33 Nametags: All employees are required to wear nametags identifying them as Thomas Ford Memorial Library employees while they are at work.

### **2.4 Use of Library Technology by Employees**

The Library recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place the Library and others at risk. This policy outlines the guidelines for acceptable use of the Library's technology systems.

2.41 Scope: This policy must be followed in conjunction with other the Library policies governing appropriate workplace conduct and behavior. Any employee who abuses the Library-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination.

The Library has established the following guidelines for employee use of the Library's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

2.42 Confidentiality and Monitoring: All technology provided by the Library, including computer systems, communication networks, Library-related work records and other information stored electronically, is the property of the Library and not the employee. In general, use of the Library's technology systems and electronic communications should be job-related and not for personal convenience. The Library reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation and other state laws concerning their release. Employees must be aware of this possibility when communicating electronically within and outside the Library.

2.43 Appropriate Use: Library employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable. Employees may not use the Library's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than the Library may not be transmitted by employees on the Library's network without permission of the copyright holder.

Employees may not use the Library's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into systems and networks.

Every employee of the Library is responsible for the content of all text, audio, video or image files that they place or send over the Library's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else.

## **2.5 Employee Use of Social Media**

This portion of the Policy provides guidance for employee use of social media, which for the purpose of this document is defined broadly as blogs, wikis, microblogs, chatrooms, electronic newsletters, message boards, online forums, social networking sites, or any site or service that permits users to share information with each other in a contemporaneous manner. Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours.

### **2.51 Professional Conduct**

2.511 Employees must not post, publish, or release any information that is considered confidential or not public. Confidential information includes patron information, password or controlled access information, pending contracts, and employee medical information. Please see the Library's Confidentiality of Library Records Policy for additional information.

2.512 Employees cannot use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against co-workers, patrons, vendors or 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.

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.

2.52 **Using Social Media on Behalf of the Library:** If posting on behalf of the Library, employees should follow the Library's Social Media Policy and Style Guide procedures. However, these general guidelines also apply.

2.521 Only employees designated and authorized by the Library can prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media. Library-sponsored social media accounts are owned by the Library. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to Library-sponsored social media accounts must provide the Library with all passwords and/or log-in information to such accounts immediately upon the Library's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon request.

2.522 Designated employees are responsible for ensuring that the Library sponsored social media conform 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 employer's EEO and/or anti-harassment policies.

2.523 Employees who want to post comments in response to content must identify themselves as employees.

2.524 Content that is posted on Library-sponsored social media is subject to the Illinois Freedom of Information Act as well as Illinois records retention requirements.

2.53 Use of Social Media on Personal Time: 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 Library rules and guidelines.

2.531 The Library recognizes that Library employees do not surrender all their First Amendment rights by reason of employment with a public library and that the First Amendment protects a person's right, in certain circumstances, to speak as a citizen addressing matters of public concern. Employees have the same right of self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to their official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. 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 and should make it clear that the views expressed are the employee's alone and do not represent the views of the Library. Employees must be aware that information that they display or comments they make on Library social media sites may be viewed by other users as representing official Library-sponsored information or comments. This section does NOT prohibit employees from including the Library's name, address and/or other information on their social media profiles.

## **2.6 Employee Use of Personal Devices**

An employee may have the opportunity to use his or her Personal Devices for work purposes when authorized in advanced by the employee's supervisor. "Personal Device" is defined as any tool or equipment owned by the employee that can be used to access the Library Network, create files, or record content related to Library business or the employee's work at the Library. Personal Devices include, but are not limited to, smartphones, tablets, notebooks and personal computers. "Library Network" is defined

as any server, either physical server or cloud based server, containing content or information pertaining to Library business.

**2.61 Security Requirements:** To protect the Library's confidential information from being lost or becoming public, you must immediately report any device used for the Library's business or on behalf of the Library that is lost, stolen, accessed by unauthorized persons, or otherwise compromised so the Library can assess the risk. You must also promptly provide the Library with access to the device when requested or required for the Library's legitimate business purposes, including in the event of any security incident or investigation.

All Library policies apply to use of your personal device for the Library. In addition, you must:

- Comply with the Library's device configuration requirements.
- Password protect the device through the use of strong passwords consistent with the Library's current password policies and procedures.
- Not download or transfer patron information or other sensitive content to your device, for example, via email attachments. You must erase any such information that is inadvertently downloaded to your device.
- Not back up or otherwise store the Library content locally or to cloud-based storage or services without the Library's consent. Any such backups or other stored copies of the Library content inadvertently created must be deleted immediately. To the extent you create backups or otherwise store the Library content with the Library's consent, you must provide the Library with access to your local or cloud-based storage to access and review any such backups or other stored copies of the Library content when requested or required for the Library's legitimate business purposes, including in the event of any security incident or investigation.
- Not transmit any of the Library information over an unsecured Wi-Fi network.

At all times, you must use your best efforts to physically secure the device against loss, theft, damage, or use by persons who have not been authorized to access the device by the Library.

**2.62 Appropriate Use:** The Library's policies prohibiting harassment, discrimination, and retaliation, namely apply to the use of all devices under this policy. You may not use any device in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by applicable federal, state, or local law.

Any employee who discontinues use of their device under this policy or leaves the Library's employ must remove the Library content/the Library's work product or sensitive business content from their device and to disable any software or services provided by the Library on their device.

The Library prohibits employees from talking, texting, emailing, or otherwise using a mobile or other electronic device, regardless of who owns the device, while operating the Library vehicles or while operating personal vehicles, machinery, or equipment for the Library's business or on behalf of the Library. Employees must also comply with any applicable federal, state, or local law restricting the use of mobile or other electronic devices while operating vehicles. For their own health and safety and the health and safety of others, employees should not use their devices while operating vehicles.

2.63 Technological Support: The Library does not provide technological support for Personal Devices. You acknowledge that you alone are responsible for any repairs, maintenance, or replacement costs and services.

2.64 Non-exempt employees may not use their Personal Devices for work purposes outside of their normal work schedule without authorization in advance from the Library Director. Employees may not use their Personal Devices for work purposes during periods of unpaid leave without authorization from the Library Director.

## **2.7 Work Schedules, and Breaks**

2.71 Work Schedules: Full-time employees' hours are arranged by the employee's supervisor. Changes in scheduling must be approved by the employee's supervisor and noted on the office calendar. Full-time employees may expect their schedules to include evenings, Saturdays, and Sundays. Full-time employees will normally not be required to work more than 2 nights per week or more than every other Saturday or every other Sunday.

2.711 Part-time employees' hours are arranged by the employee's supervisor. Changes in scheduling must be approved by the employee's supervisor and noted on the office calendar. Part-time employees may expect their schedules to include evening, Saturday, and Sunday hours.

2.712 Meals and Rest Periods: Lunch and dinner breaks are normally 1/2 hour. Employees working over 7 ½ hours are required by law to take a 30-minute meal break during their shifts. Employees are not paid for time during which meal breaks are taken.

2.713 Rest Periods: Employees are normally permitted to have a 15-minute rest period for each 4 hour period of duty. Employees may be asked to forego their rest periods if, because of personnel shortages or other unusual conditions, service to the public will be affected.

2.714 Time owed to the Library by an employee may not be made up by skipping meals, breaks, or rest periods. Time allowed for meal breaks or rest breaks may not be accumulated for future use.

**2.72 Attendance:** Consistent attendance and punctuality contribute to the success of the Library's operations. Attendance problems disrupt operations, lower productivity and create a burden for other employees. All employees of the Library are expected to assume responsibility for their attendance and promptness. Poor attendance will be reflected in an employee's performance review, and is subject to disciplinary action.

Employees who are unable to report to work as scheduled must contact their immediate supervisor as soon as possible before their starting time, providing the reason for the absence and the estimated time of return. Employees who are absent for three or more days without calling are considered as having voluntarily quit.

## **2.8 Salaries, Job Classifications, Performance Evaluations, and Salary Adjustments**

**2.81 Pay Periods:** The library payroll is the responsibility of the Library Administrator and is turned into the Village every 2 weeks. Library employees receive their paychecks on alternate Fridays. All employees must record their daily hours on the time sheets; these are tabulated by the Administrator and turned into the Payroll Department at the Village. If a payday falls on a holiday, employees will receive their paychecks on the closest previous day that falls between a Monday and a Friday.

**Deductions From Pay:** 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 the Library Director. 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 Board of Trustees.

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.

**2.82 Classifications:** Employees of the Thomas Ford Memorial Library are hired to fill classified positions. Each position has a detailed description that includes qualifications, duties, work schedule, and supervisory responsibilities.

**2.83 Salary Schedule:** The Library's salary schedule is reviewed regularly by the Library Board. Raises are based on multiple factors and are not automatic. All competent employees except those at the top of the salary range for their classification are eligible

for salary adjustments following their annual evaluations. Please see the section on Performance Evaluations directly below for more information.

**2.84 Performance Evaluations:** The purpose of a performance evaluation is to provide the employee with feedback concerning his/her execution of job related duties. A performance evaluation may be held any time that an employee's supervisor or the Library Director deems it necessary. Performance evaluations for all employees will normally be conducted a minimum of once a year.

Annual performance evaluations are normally conducted in December so that merit raises may go into effect on January 1, the beginning of our fiscal year. Performance evaluations are designed to provide ample opportunity for both supervisor and employee to discuss concerns, achievement of goals, and plans for the next year. Copies of performance evaluations become part of an employee's personnel file. Should an employee feel his/her evaluation to be unfair, they may follow the grievance procedure as outlined in this policy, Open Door Communications/Problem Solving Procedure.

**2.85 Overtime:** Exempt employees are not eligible for overtime pay. Non-exempt employees must receive approval in advance from the Library Director before working overtime. Overtime is paid at the rate of 1 ½ times the employee's regular rate of pay for all hours worked in excess of 40 in a workweek. Working unauthorized overtime may result in discipline, up to and including termination of employment.

**2.86 Independent Contractors:** When determined by the Library Board or Director to be necessary and appropriate, a Library employee with special skills or talents may be hired by the Library Board as an independent contractor to work on special projects of limited duration for the Library, with the hourly rate, number of hours to be worked, and other conditions determined by the Board. All independent contractor duties must be performed on the employee's own time, outside of the employee's normal work schedule at the Library. A Library employee who performs work for the Library as an independent contractor will be responsible for providing all tools and supplies required by the job and for all taxes and other charges related to his/her compensation as an independent contractor. A 1099 form will be issued by the Village for additional wages earned. The employee is responsible for reporting these wages as required by the I.R.S.

## **2.9 Paid Holidays and Vacation Leave**

### **2.91 Holidays.**

Full-time employees receive holiday pay for the following days:

New Year's Day: January 1

Presidents' Day/ Washington's Birthday (Library open-floating holiday)

Easter Sunday (Library closed but not a paid holiday)

Memorial Day

Juneteenth (Library open-floating holiday)

July Fourth  
Labor Day  
Columbus Day (Library open-floating holiday)  
Thanksgiving Day  
Christmas Eve Day: December 24  
Christmas Day: December 25  
New Year's Eve Day: December 31.

Part-time Employees working over 10 hours per week are paid for holidays if they fall on their regularly scheduled work day and they worked their usual hours during the preceding week. Regularly scheduled means the employee worked 51% of that workday in the previous 12 months.

2.911 When a holiday falls on a Saturday or Sunday, full-time staff shall have an extra day off, other than Saturday or Sunday. This day off should be taken within 14 days of the holiday.

2.92 Vacation Leave: Paid vacation is earned by all full-time employees and by part-time employees who are regularly scheduled to work a minimum of 10 hours per week. Vacation leave is governed by the following:

2.921 Vacation Rates for Full-time Employees:

Full-time: Vacation leave is earned at the rate of 12.5 hours per month or 20 working days per year (4 weeks vacation). Vacation leave must be used in a minimum of four hour increments.

2.922 Vacation Rates for Part-time Employees:

Part-time employees who are regularly scheduled to work a minimum of 20 hours per week earn vacation leave at the following rates:

Up to 5 consecutive years of service: 10 working days per year, earned monthly in equal distributions.

6 or more consecutive years of service: 15 working days per year, earned monthly in equal distributions.

Part-time Employees who are regularly scheduled to work a minimum of 10 and less than 20 hours per week earn vacation leave at the following rates:

1-5 consecutive years of service: Employee earns vacation time equal to 1.0 the number of hours that he/she is scheduled to work in a typical week, earned monthly in equal distributions.

6 or more consecutive years of service: Employee earns vacation time equal to 1.5 the number of hours that he/she is scheduled to work in a typical week, earned monthly in equal distributions.

Part-time vacation leave must be used in a minimum of half day increments.

2.923 Employee Time-Off: Employees who work less than 10 hours per week may request time-off without pay. The prime consideration when granting such requests is the impact that it will have on public service areas. Time-off without pay is subject to the approval of the Library Director.

2.924 Approval of Vacation Leave: The scheduling of vacation leave is subject to the approval of the employee's supervisor.

2.925 Accumulation of Vacation Leave: Employees are generally expected to use all vacation time in the year in which it was earned. However, each employee may accumulate a maximum of five (5) days of unused vacation time. Upon separation, pay for any time accrued but not used will be included in the employee's final paycheck.

2.926 Holidays: If a holiday observed by the Library falls within an employee's vacation leave period, an extra day is allowed.

## **2.10 Sick Leave**

Employees may use paid sick leave for absences due to personal illness, injury, or medical appointments to care for certain family members. "Family member" for the purpose of this policy is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. In addition, sick leave may be used to provide "personal care" to a covered family member. For the purpose of this policy, personal care includes activities to ensure that a covered family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments when the covered family member is unable to meet those needs. In addition, personal care also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care.

Paid sick leave is earned by all full-time employees and by part-time employees, who are regularly scheduled to work a minimum of 10 hours per week. Employees who are not scheduled to work a minimum of 10 hours per week do not earn paid sick leave.

Sick leave is governed by the following:

2.10.1 Rate for Full-time Employees: All full-time employees earn sick leave at the rate of 7.5 hours per month or 90 hours per year. Sick leave must be used in a minimum of one hour increments.

2.10.2 Rate for Part-time Employees: Part-time employees who are regularly scheduled to work a minimum of twenty (20) hours per week earn sick leave at the rate of four (4)

hours per month (48 hours of sick leave per year). Sick leave must be used in a minimum of one hour increments.

Part-time employees who are regularly scheduled to work minimum of 10 and less than 20 hours per week earn sick leave at the rate of one (1) hour per month (12 hours of sick leave per year). Sick leave must be used in a minimum of one hour increments.

2.10.3 Definition of Month: For the purpose of calculating sick leave, no sick leave is earned for a month in which employment begins after the 10th day or terminates before the 20th day.

2.10.4 Accumulation of Sick Leave: Sick leave may be accumulated up to a maximum of 720 hours for full-time employees and 360 hours for eligible part-time employees working over 20 hours per week. Part time employees working 10-19 hours per week may accumulate up to 36 hours of sick leave.

2.10.5 Unused Sick Leave: Individuals leaving the employment of the Thomas Ford Memorial Library will not be compensated for any unused sick leave. As per IMRF regulations, unused sick leave is added to the total number of days worked by the employee and, accordingly, increases pension benefits.

2.10.6 Sick Leave Review: Written certification from a physician regarding the necessity of absences due to illness may be requested when an employee is out under this policy for more than three working days or in the event the Director suspects abuse of this policy.

Sick leave runs concurrently with any applicable leave entitlements under the FMLA or General Leave of Absence.

## **2.1 Disability Leave**

2.11.1 When a major illness causes an employee to exhaust all accumulated sick leave and vacation time, application may be made to the Library Director for unpaid disability leave which may be granted for a period of up to one year. During the period of disability leave an employee's job and seniority rights will be retained at the Library. Provisions may be made to extend medical insurance coverage during the period that the employee is classified as disabled by the IMRF in accordance with the provisions of the employee's insurance policy then in force. An employee on disability leave may continue participation in the Library health insurance program at his own cost by a monthly pre-payment of the premiums.

2.11.2 Notification: Use of sick leave is contingent upon prompt notification of the employee's supervisor or the Library Director prior to the beginning of the business day, except in the event of an emergency, in which case notice of sick leave should be given as soon as possible.

## **2.12 Special Leaves of Absence**

2.12.1 Parental Leave Employee Eligibility: All full-time employees and part-time employees who are regularly scheduled to work a minimum of twenty (20) hours per week are eligible for parental leave, regardless of length of employment at the Thomas Ford Memorial Library. In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

2.12.2 Conditions of parental Leave: Under this policy, all eligible employees may take up to four (4) weeks of paid parental leave. All leave under this policy must be taken consecutively and during the child's first year with the employee. These 4 weeks of paid parental leave should be used before any accrued vacation or sick benefits. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

2.12.22 Parental leave begins with the birth or arrival of a child, but may be taken before birth or arrival of the child at a date established by the employee's health care provider or social service agent. Employees must work with their manager to schedule the paid parental leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of this time frame.

2.12.23 After the initial 4 week paid Parental leave, remaining parental leave will be unpaid with the exception that an employee may choose to apply unused sick leave and vacation leave as appropriate. Paid parental leave taken under this policy will run concurrently with any leave entitlements under the Family Medical Leave Act (FMLA); thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care will be counted toward the 12 weeks of available FMLA leave. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. During this period, employees, if normally covered, will retain all health, hospitalization, and IMRF benefits. Accordingly, the employee will be expected to continue to pay their portion of the benefits (i.e., medical, dental, vision, etc.)

through payroll deductions. Sick leave and vacation leave will continue to accrue at the employee's usual rate. Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a bi-weekly basis on regularly scheduled pay dates. If a holiday occurs while the employee is on paid parental leave, such day will be charged to paid parental leave; and such holiday will not extend the total paid parental leave entitlement.

2.12.24 The employee returning from parental leave will be reinstated to the same position that she held prior to taking the leave.

2.12.25 If an employee decides that he/she will not return to his/her position at the Thomas Ford Memorial Library, he/she is required to notify the Library Director of this fact two (2) weeks prior to the end of his/her parental leave. Upon termination of employment, the individual will not be paid for any eligible unused paid parental leave.

The employee should provide his/her/their supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The request should include the reason for the leave, the date on which you wish or believe the leave will begin, the date on which you expect to return to active employment and any documentation supporting your need for leave.

2.12.3 Leave Under FMLA:

This policy contains information consistent with and in addition to the information contained in the "Employee Rights Under the Family and Medical Leave Act" notice and is meant to provide additional information about the Library's specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the "Employee Rights" notice and this policy, the "Employee Rights" notice will prevail. The "Employee Rights" notice can be accessed here: <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>

2.12.31 Basic Leave Entitlement: Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months AND worked at least 1250 hours in the last 12 months AND if at least 50 employees are employed by the Library within 75 miles. The "12-month period" is measured as a rolling 12-month period, either forward or backward

2.12.32 Reasons for Leave: If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent ("covered

family member”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform one or more of the essential functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

**2.12.33 Military Family Leave Entitlement:** If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

**2.12.34 Improper Use of Leave:** An employee may not be granted FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

**2.12.35 Notice of Leave:** If the FMLA leave is foreseeable, the employee must give the Library at least 30 days’ notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is

expected to notify the Library as soon practicable and, absent unusual circumstances, in accordance with usual leave procedures. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.

2.12.36 Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition: If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave, and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of the job.

2.12.37 Certification for a Qualifying Exigency: If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.

2.12.38 Certification for Servicemember Family Leave: If an employee is requesting leave because of the need to care for a covered servicemember with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered servicemember. In addition, the Library may also request additional information pertaining to the leave.

2.12.39 Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave: If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

2.12.391 Substitution of Paid Leave: FMLA leave is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee may be required to exhaust any remaining applicable paid time off. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as paid parental leave or workers' compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

2.12.392 Benefits During Leave: During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library for payment of health insurance premiums during the FMLA leave. During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost.

2.12.393 Intermittent or Reduced Schedule Leave: In the case of leave taken for a serious health condition, to care for a servicemember with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations. Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the Library may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, the Library will reduce the employee's pay based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform his or her job duties.

2.12.394 Job Restoration: An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay. An employee who took leave because of his or her own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness-for-duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.

2.12.4 General Leave of Absence: In the instance that the employee is not eligible for FMLA, the library may grant, at its discretion, a General Leave of Absence to be administered under the same conditions outlined above for FMLA.

2.12.5 Compassionate Leave: An absence of up to five (5) scheduled work days with pay will be allowed for death in the immediate family or member of the employee's household. Paid leave must be used within a two-week period. Additional unpaid or sick leave may be authorized by the Library Director. Compassionate leave applies to all employees.

2.12.6 Jury Duty: All employees shall be granted a leave of absence with pay for jury duty for up to 10 working days at the discretion of the director. Employees should notify their supervisor upon receipt of a jury questionnaire and any subsequent summons.

2.12.7 Military Duty: 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 is 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. This leave of absence includes time off for (i) service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; (ii) service covered in the Illinois State Guard as defined by the Illinois State Guard Act; and (iii) a period for which an employee is absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

Their eligibility for reinstatement after the completion of leave, benefit continuation/eligibility and payment for leave issues are determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation entitlement for any portion of the absence that may be unpaid.

2.12.8 Compensatory Leave: It is the policy of the Library that employees who are subject to the hourly work week limitations in the federal Fair Labor Standards Act, and who work in excess of forty (40) hours per work week, shall accrue compensatory time in accordance with the requirements and limitations set forth in the federal Fair Labor Standards Act, 29 U.S.C. 201 et seq., as amended by P.L. 99-150, effective April 15, 1986.

2.12.81 Eligible Employees: Eligible employees are employees who are subject to the federal Fair Labor Standards Act (FLSA). Exempt employees under the FLSA are not eligible employees.

2.12.82 Determination of Overtime Hours: Overtime hours are any hours worked in a given work week in excess of forty (40) hours.

2.12.83 Accrual of Compensatory Time: For each hour of overtime worked by an eligible employee in a given work week, one and one half (1-1/2) hours of compensatory time shall accrue. Eligible employees may accrue not more than two hundred forty (240) hours of compensatory time, computed as one and one half hours of compensatory time for not more than one hundred sixty hours of overtime work.

2.12.84 Use: An eligible employee who has accrued compensatory time shall be allowed to use said time with a reasonable period following accrual so long as the operations of the employer are not unduly disrupted. Compensatory time shall not be counted as hours worked in the period in which such hours are used.

2.12.85 Payment on Termination: An eligible employee who is terminated, and who has accrued compensatory time, shall be paid for such accrued compensatory time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

2.12.86 Records: Records shall be maintained to evidence the overtime hours worked by each eligible employee in a given work week, if any, and the number of hours of compensatory time accrued by each eligible employee, if any.

2.12.87 Payment of Cash in Lieu of Compensatory Time: Nothing herein shall prohibit the Library, at the Library's option, of freely substituting cash, in whole or in part, for compensatory time off; and an overtime payment in cash does not affect subsequent granting of compensatory time in future work weeks or work periods.

Cash payments to an employee for accrued compensatory time may be made at any time except that on termination, payment shall be made pursuant to this policy. No employee shall otherwise have the right to receive, upon request, cash in lieu of accrued compensatory time.

## **2.13 Emergencies**

2.13.1 Employee: In case of an on-the-job injury or an acute medical condition which causes the employee to become incapacitated, it is necessary for each employee to have on file the name and phone number of a family member to notify, the name and phone number of his/her physician, and hospital preference.

2.13.2 Family: When a family emergency arises which requires that an employee leave the building during his/her normal workday, the employee will be excused from his/her duties with no loss of pay. If the emergency requires that the employee be absent for more

than that day, he/she will notify the Library Director of the expected length of time of the absence. The Director will then determine under which section of this policy, if any, that the leave will fall.

2.13.3 Library: When it is necessary due to unforeseen events such as inclement weather, building problems, etc. to close the library, the Library Director will notify all employees scheduled to work that day as soon as the situation becomes apparent. Decisions to close the library must be made with the approval of the Library Director, his or her designee, or the Library Board President. Employees who receive less than 24-hour notice of an emergency closure will be paid for scheduled hours that fall during the closure period.

## **2.14 Professional Activities and Travel Allowances**

2.14.1 Staff members and members of the Library Board may be asked and are strongly encouraged to attend professional meetings and to participate in professional activities. The Library's annual budget provides funds for certain professional activities and travel expenses. Participation may be limited by budget allocations.

2.14.11 Prior Approval: No travel/activity involving reimbursement of expenses or use of regular work time will be undertaken by any employee without prior approval of the Library Director.

2.14.12 Reimbursable Expenses: Subject to the availability of funds budgeted each fiscal year, the following expenses related to professional activities and travel on library business will be reimbursed.

2.14.13 Transportation: Library employees will be reimbursed at the current IRS rate when using a private automobile to attend meetings or engage in other library business.

2.14.14 Parking and Tolls: All parking and toll charges incurred while traveling on authorized library business or attending professional meetings will be reimbursed. Employees are asked to obtain receipts when possible.

2.14.15 Registration Fees: Fees required for attendance at Library conferences and workshops or other related meetings will be paid in full by the Library.

2.14.16 Membership Fees: Membership dues in professional organizations will be reimbursed or partially reimbursed by the Library. Staff wishing to join organizations with the cost thereof to be paid in part or in total by the Library, should first check with the Library Director to have such funding approved.

2.14.2 Meals/Rooms: When a conference, meeting or workshop includes a meal as part of the program, the Library will reimburse employees for that expense.

Conferences and travel which require meals/overnight lodging must be pre-approved by the Library Director. Approved expenses will be reimbursed by the Library provided that receipts are presented along with a request for reimbursement.

2.14.3 Reimbursement: Payment for reimbursement expenses will be by check in the bill run closest to the time when receipts for expenses incurred were turned in to the Library Director. Minor reimbursements (under \$20.00) may be made from petty cash. In order to avoid personal hardship, major expenses involving long-distance travel, etc., may be calculated and paid in advance with the understanding that if the advance exceeds the actual authorized expenses, the employee will refund the excess amount within 30 days of the scheduled return date.

## **2.15 Personnel Benefits**

### **2.15.1 FICA and IMRF**

The Library participates in the FEDERAL INSURANCE CONTRIBUTIONS ACT, also known as Social Security Insurance. Participation is required of all employees and payroll deductions are automatically made in accordance with current FICA provisions.

2.15.12 The Library also participates in the ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF). Coverage is compulsory for employees who are under 70 years of age at the time of employment and who are hired for a position normally requiring performance of duty for 1000 or more hours per year. Contributions are withheld from each paycheck. Booklets describing the IMRF program are available from the Village.

2.15.2 Health Insurance: The Library makes available to full-time employees a plan which provides health insurance coverage. This program is offered in conjunction with the Village of Western Springs. The Library pays a substantial portion of the premium costs for the employee; Coverage for additional family members is available at the employee's expense. At the time of enrollment, the employee will be provided with information about the policy as well as costs.

2.15.21 The health insurance renewal date is December 1 of each year. At that time any rate changes will go into effect.

2.15.22 An employee who leaves the employment of the Thomas Ford Memorial Library and wishes to continue his/her health insurance coverage may do so upon request at his or her own expense in accordance with current COBRA legislation. Individual circumstances concerning the termination of employment under the

COBRA law determine the length of time that the former employee will be allowed to continue this coverage.

## **2.16 Open Door Communications/Problem Solving Procedure**

The problem solving procedure should be used to address problems that typically occur in the workplace. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be utilized:

**Step One:** The employee should discuss the situation with the employee's supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and respond to the employee.

**Step Two:** If the employee is not satisfied with the supervisor's response or feels the problem is not resolved, the employee can present the problem in writing to the Library Director as soon as possible. The employee should give the Library Director an opportunity to reconsider the situation and respond to the employee in writing.

**Step Three:** If the employee is still not satisfied that the problem is resolved, the employee can present the problem to the Library Board of Trustees. As in step two, this should be done in writing as soon as possible. The Library Board will consider the situation and make a decision which will be the final step in this procedure.

## **2.17 Resignations**

2.17.1 Resignation: To prevent the interruption of public service and the overburdening of other staff members, all employees are requested to give advance notice of resignation as follows:

Full-time employees: At least 30 days notice.

Part-time employees: At least 2 weeks notice

## **2.18 Dismissal**

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.

- Violation of any Library policies.

- Falsifying an employment application, time sheet, expense report, personnel record, or other documents or records of the Library.
- Theft of Library, patron or employee property.
- Possession, distribution or use of weapons or explosives on the premises of the Library, which has prohibited the possession of weapons on its premises in accordance with the Illinois Firearm Concealed Carry Act.
- Fighting or other disorderly conduct.
- Threatening, intimidating, coercing, or using abusive or vulgar language towards other employees or patrons.
- Interfering with the performance of other employees.
- Insubordination or failure to perform reasonable duties that are assigned.
- Unauthorized or inappropriate use of material, time, equipment, or property of the Library or a patron.
- Damaging or destroying Library or patron property through careless or willful acts.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of Library 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; abuse of leave privileges.
- Violation of the Library's drug/alcohol policy.
- Unauthorized access to confidential records and information, including both Library and patron information.
- Failure or refusal to cooperate with Library audits or investigations.

- Rudeness and other inappropriate behavior towards patrons.
- Violations of applicable local, state, or 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 its patrons.

**2.18.1 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 Library policies, rules, or requirements, an employee may be subject to disciplinary actions as follows:

- First Offense: Verbal Warning
- Second Offense: Written Warning
- Third Offense: Suspension (or Final Written Warning)
- 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 termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library's potential decision to decline to follow the steps in every situation do 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 termination. 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 termination is the proper decision. Following the investigation, if the Library decides not to terminate the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

## **2.19 Drug-Free Workplace**

The Library has a longstanding commitment to provide a safe and productive work environment. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

**2.19.1 Prohibited Activity:** The possession, consumption, purchase, sale, transfer, or distribution of alcohol on Library premises is prohibited, unless an exception is made by the Library. No employee shall be under the influence of alcohol while on Library

premises or while performing Library business off Library premises except a moderate amount of alcohol may be consumed at approved Library events 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. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

"Legal drugs" are: (1) drugs that are permitted under state or 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 are responsible for consulting with their doctors about a prescription medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions 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. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

Employees using cannabis, medical or otherwise, must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and may not possess, use, or be under the influence of cannabis while performing their duties, while on Library property, or while operating a Library vehicle.

"Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. 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 Library premises; (2) while operating a Library vehicle; or (3) where the employee is performing Library business off Library premises.

2.19.2 Testing for alcohol and drugs: The Library will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that he or she may be using drugs or may be under the influence of drugs or alcohol while working, on Library premises, or operating Library vehicles. "Reasonable suspicion" will be based on objective factors such as the employee's appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above. Involvement in an injury or accident at work or while performing Library business may also be grounds for testing if a member of management has a reasonable belief that drugs/alcohol may have contributed to the injury or 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.

The laboratory conducting the tests shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the Library, who shall offer persons

with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis card or a claim that cannabis was used “off duty” is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis, or illegal drugs; are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) will be terminated. In addition, if an employee 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 or she will be considered as refusing to test and subject to discipline, up to and including termination.

**2.19.3 Notification of Drug Conviction:** Employees must notify the Library of any criminal drug conviction occurring in the workplace no later than five days after such conviction. For purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and including dismissal.

**2.19.4 Employee Assistance Program:** The Library will assist and support employees who voluntarily seek help for alcohol or drug problems before they become subject to disciplinary action under this or other Library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

## **2.20 No Solicitation:**

Employees may not:

- Solicit other employees during working time.
- Distribute literature during working time.
- Distribute literature at any time in working areas.

2.20.1 Definitions: Solicitation includes, but is not limited to, approaching someone in person or through employer-owned property such as computers, smartphones, email systems, and intranets for any of the following purposes:

- Offering anything for sale.
- Asking for donations.
- Collecting funds or pledges.
- Seeking to promote, encourage or discourage participation in or support for any organization, activity or event, or membership in any organization.
- Distributing or delivering membership cards or applications for any organization.

Non-employees may not solicit employees or distribute written material on Library property. Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, emails, and intranets any literature or other materials including circulars, notices, papers, leaflets or other printed, written or electronic matter. Working time includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to be performing work tasks. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and mealtimes. Working areas include areas controlled by the employer where employees are performing work, excluding, for example, cafeterias, break rooms and parking lots.

## **2.21 Safety and Health**

The Library is committed to providing a safe and healthful working environment, and as such, complies with relevant federal and state occupational health and safety laws. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper practices and procedures designed to prevent injuries and illnesses.

There are a few guidelines that all employees should follow to fulfill that responsibility:

- Think about doing jobs in a safe manner.
- Report all unsafe conditions or work procedures immediately to a supervisor.
- Keep work areas clean and obstacle-free.
- Report any accidents or illnesses immediately. Failure to report an accident or illness immediately could affect the employee's ability to receive worker's compensation.

## **2.22 Whistleblower Policy**

A whistleblower as defined by this policy is an employee or contractor of the Library who reports an activity that they consider 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.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee/contractor has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee/contractor is to contact the Auditor, Library Director or, in the event that individual is the subject of the complaint and/or not available, Library Board President. The employee/contractor must exercise sound judgment to avoid baseless allegations. An employee/contractor 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 for:

- Reporting an improper governmental action pursuant to this Policy;
- Cooperating with an investigation by an auditing official related to a report of improper governmental action; or,
- Testifying in a proceeding or prosecution arising out of an improper governmental action.

This protection includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Policy. Any whistleblower who believes they are being retaliated against should contact the Auditor, or his/her designee, immediately. Reports of retaliation must be made in writing and within 60 (sixty) days of learning of the retaliatory action. 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 pursuant to this policy must be made in writing and will be promptly investigated. Please see the investigation procedures that follow.

## **Guidance for Review and Resolution of Whistleblower and Retaliation Complaints Brought Pursuant to the Library's Whistleblower Policy**

- As directed in the policy, whistleblower and retaliation claim should be reported to the auditing official, Library Director, or, in the event the Library Director is unavailable and/or named in the complaint, to the Library Board President. These individuals have the authority to appoint other members of the management team, Board and/or outside counsel/consultants to assist with the investigation.
- Upon receiving such a report, the auditing official, or designee, will consult with others (the Board, outside counsel) to determine whether the claim falls under the whistleblower policy and, if so, how to best proceed. Employment-related concerns, including, but not limited to, harassment, discrimination, bullying, and other such work-related complaints are not covered by this policy.
- Confidentiality of the individual making the complaint, as well as any witnesses, will be respected consistent with the Library's need to investigate.
- After a written complaint is received by the Auditor, a written acknowledgement notice may be sent to the Complainant that may include a timeline for review, investigation, and resolution.
- The Auditor, or designee, may meet with the Complainant, Respondent and/or other witnesses as a part of the investigation. The Auditor, or his/her designee, has the authority to conduct multiple interviews, if needed. The Auditor, or designee, may also request written statements and/or other documentation that may be pertinent to the resolution of the complaint.
- If it is determined that the conduct that is the subject of the complaint involves fraud, or illegal/egregious conduct, the Auditor, or designee, has the authority to conduct the investigation in a more formal manner. This may include a report to law enforcement agencies.
- Upon completion of the investigation, the Complainant and Respondent will be notified that the investigation has ended, and the decision made. This notification may take place orally or in writing. If the Auditor, or designee, determines this policy has been violated, the Board will be notified. Remedies and discipline for policy violations will be in accordance with applicable law.

**Whistleblower Policy and Procedures  
Employee Acknowledgment  
(To Be Distributed Upon Hire and Annually Thereafter)**

I acknowledge that I have received a copy of the Library's Whistleblower Policy and Procedures and understand that it is my responsibility to read it, understand it, and comply with it. I have also received a copy of Section 4.1 of the Public Officer Prohibited Activities Act. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time (with or without notice). No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Board.

I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized member of the Board, I am employed at will and this policy does not modify my at-will employment status. If I have a written employment agreement signed by the Board or am subject to a collective bargaining agreement and this policy conflicts with the terms of my employment agreement or collective bargaining agreement, I understand that the terms of my employment agreement will control.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Employee's Printed Name)

\_\_\_\_\_  
(Date)

50 ILCS 105/4.1

Sec. 4.1. Retaliation against a whistleblower.

(a) It is prohibited for a unit of local government, any agent or representative of a unit of local government, or another employee to retaliate against an employee or contractor who:

- (1) reports an improper governmental action under this Section;
- (2) cooperates with an investigation by an auditing official related to a report of improper governmental action; or
- (3) testifies in a proceeding or prosecution arising out of an improper governmental action.

(b) To invoke the protections of this Section, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of this Section must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual doing the improper governmental action, then a report under this subsection may be submitted to any State's Attorney.

(c) Each auditing official shall establish written processes and procedures for managing complaints filed under this Section, and each auditing official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems necessary in the circumstances.

(d) An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

(e) To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

(f) The following remedies are available to employees subjected to adverse actions for reporting improper government action:

(1) Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.

(2) In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

(g) A person who engages in prohibited retaliatory action under subsection (a) is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000,

suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

(h) Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

(i) As used in this Section:

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an "auditing official", the "auditing official" shall be a State's Attorney of the county in which the unit of local government is located within.

"Employee" means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Section.

"Improper governmental action" means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected officials, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action". "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate", "retaliation", or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or

dismissal; or other disciplinary action made because of an employee's protected activity under this Section.

## Thomas Ford Memorial Library

### Personnel Policy

The employee handbook describes important information about the organization, and I understand that I should consult 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 organization voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the organization or I can 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.

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DATE

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EMPLOYEE'S NAME (TYPED OR PRINTED)

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EMPLOYEE'S SIGNATURE

Adopted: June 24, 1997

Revisions: October 26, 1999, June 26, 2001, July 27, 2004, October 4, 2006,  
February 23, 2010, February 22, 2011, July 23, 2013, November 30, 2015,  
December 3, 2020, and November 29, 2023