1. ***WORKPLACE POLICIES***
   1. *DRUG-FREE WORKPLACE POLICY*
      1. The Milledgeville Public Library has recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statue, at any time, is not permitted at any library location.
      2. “Library location” means in the library building, on any library premises, or at any library sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.
      3. Any employee who violates the terms of the Library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed Library regulations and procedures. The Library’s employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a Library location. The Library, if or when required by law, shall report such conviction to the proper authorities.
      4. A patron who violates the terms of this policy may be expelled from the library or any library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, at its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.
      5. The Library shall obtain and make available materials from local, system, state, and national anti-drug and alcohol abuse organizations and, where appropriate, enlist the aid of county and state organizations with drug and alcohol information and rehabilitation programs to provide information to the library patrons and employees.
      6. In order to make patrons and employees aware of the dangers of drug and alcohol abuse, notice of the Standard of Conduct imposed by this policy and the sanctions imposed for violation of this policy may be distributed to employees and prominently posted at the Library for patrons and employees to see.
      7. The Library will conduct an annual review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. Additionally, the annual review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.
      8. In compliance with the Drug Free Workplace Act of 1998, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Milledgeville Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the Director or Board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.
      9. Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.
   2. *BLOOD BORNE PATHOGENS POLICY*
      1. While normal library operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens, the Milledgeville Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposure to blood borne pathogens that have been incorporated by administrative actions.
      2. Exposure Determination:
         1. No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated”). However, emergencies may occur with staff or patrons, particularly youth or elderly patrons, in which library employees may be called upon to respond with assistance.
         2. Universal precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposure. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious. Control plans shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.
         3. Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (eg. Band-aids, gauze, cotton, clothing, etc). If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete clean-up and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.
         4. Training and Immunizations: The Library shall provide directly or through state or association programs, annual in-service training/educationl programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge and paid for by the Board, the hepatitis B vaccine series, in accordance with regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee, a confidential medical evaluation and follow-up.
   3. *SEXUAL HARASSMENT POLICY*
      1. The Milledgeville Public Library strongly opposes sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.
      2. Work Environment
         1. It is the policy of the Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
            1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment,
            2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual,
            3. Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile, or offensive work environment.
         2. Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Board in accordance with the Sexual Harassment Reporting Procedure.
      3. Library employee/patron relationship
         1. The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and, therefore, such harassment will not be tolerated.
         2. Sexual harassment of a patron by a Library employee means:
            1. An sexual advance by an employee toward a patron,
            2. Any requests by an employee to a patron for sexual favors,
            3. Any acceptance by an employee of a sexual advance or request for sexual favors from a patron.
         3. Any conduct of a sexual nature by an employee toward a patron when the patron’s submission to or rejection of such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron. Any patron who suspects that he or she has encountered sexual harassment should report the incident to the Board. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the director or to the Board.
      4. Examples
         1. Sexual harassment prohibited by this policy includes verbal, nonverbal, or physical conduct. The terms “intimidation,” “hostile”, or “offensive” as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.
         2. Examples of verbal sexual harassment include: explicitly sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.
         3. Examples of nonverbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.
         4. Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally broaching the body, coerced sexual intercourse, and sexual assault.
      5. All Library employees have the duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the Director or a Board member.
      6. It is in violation of this policy to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.
      7. Sexual Harassment Reporting Procedure:
         1. The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Step 1:

Reporting by Patrons: Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron is to report it to the Director as soon as possible.

Reporting by Employees: A complaint by a Library employee that sexual harassment has occurred shall be presented to the Board by the employee.

Step 2:

Within three (3) days of receiving the complaint, the President of the Board will meet with the alleged perpetrator to discuss the allegations. If the complainant chooses to have a representative, then the President may also have a representative; such meeting, however, shall be informal. The President shall issue a written decision within five days of the meeting.

Step 3: If the complainant is not satisfied with the President’s decision, within five (5) days of the date of that decision, an appeal may be taken to the entire Board of Trustees. The appeal shall be in writing and shall state the reasons for appealing the President’s decision and shall be delivered to the Secretary of the Board. Within ten (10) days of receiving the appeal, the Board shall meet with the complainant, any representatives, and the Director of the Library to resolve the matter. The meeting with the Board shall be informal; however, the complainant and the Director may present evidence, call, and cross-examine witnesses. The Board may ask questions of the complainant, the Director, and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be presented for proof of any facts. Within ten (10) days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at time convenient for the parties involved. There shall be no harassment or retaliation by any person involved in the process for any reason.

* + 1. Legal recourse, investigative, and complaint process is available through the Illinois Department of Human Rights and Human Rights Commission. Any Library patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission. The address and phone number are:

Illinois Department of Human Rights

222 S College, Rm 101A

Springfield, IL 62704

217-785-5100

* 1. *IMMIGRATION COMPLIANCE POLICY*

The Milledgeville Public Library complies with the requirements of federal immigration law, and for all employees hired after 1988, the Library shall have a properly completed Form I-9, which shall be kept as part of its permanent personnel records. Copies of Form I-9 (Employment Eligibility Verification) can be obtained through the US Department of Justice, Immigration and Naturalization Service.

* 1. *EMERGENCY PROCEDURES POLICY*

See Appendix XIII

* 1. *PREVAILING WAGE ACT*

By state law, the Milledgeville Public Library must follow the rules and regulations set forth in the Prevailing Wage Act. This act required contractors and subcontractors to pay laborers, workers, and mechanics employed on Public Works construction projects no less than the general prevailing rate of wages for work of a similar character in the county where the work is performed. Any questions may be answered by the Department of Labor of the state of Illinois.

* 1. *STATE OFFICIALS AND EMPLOYEES ETHICS ACT*

By state law, the Milledgeville Public Library must follow the rules and regulations set forth in the State Officials and Employees Ethics Act, which regulates the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees in a manner not less restrictive than the provisions of the act. Any questions may be answered by the Attorney General of Illinois.

* 1. *SMOKE FREE ILLINOIS ACT*

By state law, the Milledgeville Public Library must follow the rules and regulations set forth in the Smoke Free Illinois Act, which requires that public places and places of employment must be completely smoke free inside and within 15 feet from entrances, exits, windows that open, and ventilation intakes. Any questions may be answered by the Illinois Department of Public Health.

* 1. *CONFIDENTIALITY OF PATRON RECORDS*

The Milledgeville Public Library follows Illinois law which states that the records of patron transactions and the identity of registered library patrons is confidential information. The Library does not make available the records of patron transactions to any party except in compliance with a court order. The Library does not make available lists of registered patrons except in compliance with a court order.

* 1. *AMERICANS WITH DISABILITIES ACT*

The Milledgeville Public Library follows Illinois law which states that no individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs, or materials of the library, or be subjected to discrimination by the Library.

* 1. *REVISION OF LIBRARY POLICIES*

The preceding statements of the Milledgeville Public Library’s policies shall be subject to review and needed revision at least every five years by the Library Board of Trustees.

Adopted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_