

South Holland Public Library

15.0 Personnel Policy



15.0	Personnel Policy.....	4
15.1	At Will Employment	4
15.2	Organization Chart	4
15.3	Recruitment and Employment	4
	15.3.1 Nepotism	5
	15.3.2 Minimum Age	5
15.4	Employment Classifications	5
15.5	Work Week	6
15.6	Personnel Files	6
15.7	Medical and Retirement Benefits.....	6
15.8	Breaks and Meal Breaks	7
15.9	Staff Development	7
15.10	Tuition Assistance	7
15.11	Reimbursement of Travel, Meal and Lodging Expenses.....	8
	15.11.1 Mileage Reimbursement	9
15.12	Driving On Library Business	9
	15.12.1 Disqualifying Driving Records.....	9
	15.12.2 General Driving Requirements.....	10
	15.12.3 Safety Belt Use	10
	15.12.4 Accidents	10
	15.12.5 Distracted Driving.....	10
	15.12.6 Mobile Communication Device Use.....	10
	15.12.7 Discipline	11
15.13	Attendance	11
	15.13.1 Rules Concerning Attendance	11
15.14	Holidays and Floating Holidays	12
15.15	Emergency Closings	12
15.16	Sick Leave	12
15.17	Vacations	12
	15.17.1 First Year of Employment	13
	15.17.2 Additional Years.....	13
	15.17.3 Unpaid Earned Time Off	13
15.18	Minimum Staffing Requirements	14
15.19	Jury Duty.....	14
15.20	Voting.....	14
15.21	Death, Funerals and Memorials	14
15.22	Family and Medical Leave of Absence (FMLA)	16
	15.22.1 Basic Leave Entitlement.....	16
	15.22.2 Reasons for Leave	16
	15.22.3 Military Family Leave Entitlement.....	16
	15.22.4 Notice of Leave	17
	15.22.5 Medical Certification	17
	15.22.5.1 Leave for Employee's Own or a Covered Family Member's Serious Health Condition	17
	15.22.5.2 Certification for a Qualifying Exigency	18

South Holland Public Library

15.0 Personnel Policy



15.2.5.3	Certification for Service Member Family Leave	18
15.22.5.4	Certification for Serious Injury or Illness of a Veteran or Military Caregiver Leave	18
15.22.6	Substitution of Paid Leave.....	18
15.22.7	Benefits During Leave	18
15.22.8	Intermittent Leave.....	18
15.22.9	Job Restoration	18
15.23	General Leave of Absence.....	19
15.24	Compensatory Time	19
15.24.1	Eligible Employees.....	19
15.24.2	Determination of Overtime Hours.....	19
15.25	Pay Period.....	19
15.26	Pay Deductions	19
15.27	Employee Conduct	20
15.28	Drug-Free Workplace	20
15.28.1	Prohibited Activity	20
15.28.2	Testing for Alcohol and Illegal Drugs	21
15.28.3	Notification of Drug Conviction.....	21
15.29	Smoking.....	22
15.30	Staff Privileges	22
15.31	Food and Beverage.....	22
15.32	Children of Employees.....	22
15.33	No Expectation of Privacy.....	23
15.34	Telephone and Personal Electronic Device Use.....	23
15.35	Communication Systems	23
15.36	Social Media Use.....	24
15.36.1	General Rules and Guidelines	25
15.36.2	Employer-Sponsored Social Media Use	25
15.36.3	Personal Use of Social Media	26
15.36.4	Employer Monitoring	26
15.36.5	Violations.....	26
15.37	Solicitation.....	26
15.38	Guidelines for Personal Appearance	27
15.39	Telecommuting	27
15.40	Prohibiting Harassment, Discrimination and Retaliation	28
15.41	Equal Employment Opportunity.....	31
15.42	Anti-Bullying	32
15.43	Reasonable Accommodations.....	33
15.44	Whistleblower Protections	33
15.45	Workers' Compensation	34
15.46	Disciplinary Steps	34
15.47	Resignations and Terminations.....	34
15.48	Open Door Communications/Problem Solving Procedure	35
15.49	Use of Electronic Devices.....	35
15.50	Appendices	
15.50.1	Employee Acknowledgement of Personnel Policy.....	36

South Holland Public Library

15.0 Personnel Policy



15.50.2 Organization Chart	37
15.50.3 Permitted Travel Expenses	38
15.50.4 Reimbursement Request Form.....	39
15.50.5 Detailed Reimbursement Request Form.....	40



15.0 PERSONNEL POLICY

This handbook is designed to acquaint employees with the Library and provide him/her with information about working conditions, employee benefits and some of the policies affecting his/her employment. The employee is responsible for reading, understanding and complying with all provisions of the handbook. It describes many of his/her 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. The Library will, of course, make an effort to notify employees of such changes as they occur.

All policies herein adopted by the Board of Trustees supersede all prior directives, rules, procedures, orders and acts of either the Library Director or the Board of Trustees that are inconsistent therewith.

15.1 AT WILL EMPLOYMENT

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. 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, executed agreement, in writing. 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. Employees 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 Board of Trustees of the Library, subject to federal, state and local laws.

15.2 ORGANIZATION CHART

The South Holland Public Library Organization Chart is Appendix 15.8.2 at the end of this policy.

The Library Director serves as the Ethics Officer and Complaints Officer.

15.3 RECRUITMENT AND EMPLOYMENT

All positions to be filled may be posted in the Library for at least one (1) week. Positions may also be listed in the local newspapers or with professional library organizations and in such other places as the Library deems appropriate.



15.3.1 Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would create actual or substantial interference with the business operations of the Library or would violate Illinois law or applicable conflict of interest laws.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purposes of this policy, immediate family includes: mother, father, husband, wife, son, daughter, sister, brother, the above in-law relationships and step-children.

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

15.3.2 Minimum Age

In compliance with the Fair Labor Standards Act and Illinois law, no one under 14 years of age will be employed by the South Holland Public Library.

15.4 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 NONEXEMPT or EXEMPT according to federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

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

- REGULAR FULL-TIME employees are those employees who regularly 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.
- REGULAR PART-TIME employees are those who regularly work an average of less than 29 hours per week but at least 20 hours per week. 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.
- PART-TIME employees are those who work an average of not more than 19 hours per week on a regular basis. Part-Time employees are typically not eligible for any of the Library's benefit package except those required by law.
- TEMPORARY employees are those who work a variety of hours over a designated, predetermined period of time, usually not to exceed six months. Temporary employees are not eligible for any of the Library's benefit package except those required by law.

South Holland Public Library

15.0 Personnel Policy



15.5 WORK WEEK

A **work week** at the South Holland Public Library is defined as seven consecutive days beginning at 12:01 a.m. on Sunday and ending at 12:00 a.m. the following Saturday.

Overtime Hours are defined as hours worked in excess of 40 per work week by a non-exempt employee. Sick leave, vacation time, holidays and floating holidays are not considered hours worked. Overtime must be approved in advance by the Library Director. Overtime hours shall be paid at time and one-half of the employee's regular rate of pay.

15.6 PERSONNEL FILES

Personnel files shall be maintained in a locked, secure file. Medical related information will be stored in separate folders in a locked, secure file.

Access to the Personnel files is limited to the Library Director and the employee's supervisor. The Library Director will maintain the files.

The Library complies with the Illinois Employee Record Disclosure Act and the Illinois Personnel Record Review Act. Therefore, written notice must be given an employee on or before the day of disclosure of a disciplinary report, a letter of reprimand, or information regarding other disciplinary action unless the employee has specifically waived such notice, the disclosure is legally ordered, or the information is requested by a government agency pursuant to a complaint or criminal charge.

An employee may inspect copy and insert explanatory information in his/her own file up to two (2) times per year. An employee may have access to his/her own file no more than four (4) times per year by requesting permission to view the file. Such access will be in a supervised location. As the legal employer, access to the personnel records by the Library Board of Trustees shall be by majority vote of the Board on a motion that shall include written notification to the employee whose records are being examined.

The following items will usually be maintained in the Library in the employee's file as appropriate:

- Employment application
- Resume
- *Employee Acknowledgement of Personnel Policy (Appendix 15.8.1)*
- Performance evaluations
- Disciplinary notes
- Commendations
- *Authorization to Conduct Background Check*
- *Authorization to Submit to Pre-Employment Drug Screening*
- *A Drug Free Workplace Certificate of Agreement*
- Full name, address with zip code
- Birth date
- Regular rate of pay

15.7 MEDICAL AND RETIREMENT BENEFITS

The Village of South Holland annually negotiates employee benefits, including, but not limited to:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Illinois Municipal Retirement Fund (IMRF)



15.8 BREAKS AND MEAL BREAKS

Each employee is required to take a 30-minute meal break during each six (6) hours on duty. Lunch and dinner are excluded from paid work time.

Each employee is normally permitted a 15-minute rest period during each four (4) hours on duty. A rest period is a privilege and not a guaranteed right. Employees will be expected to forgo the rest period if public service will be negatively affected by personnel shortages or other unusual conditions arise.

15.9 STAFF DEVELOPMENT

Employees are encouraged to attend conferences, meetings, workshops, seminars and other methods of continuing education and professional development. Attendance, payment of regular wages and expenses must be pre-approved by the Library Director.

Professional memberships are maintained for full-time librarians and department heads as approved by the Library Director.

15.10 TUITION ASSISTANCE

Education assistance is available to assist any full-time, regular employee who has been with the Library for at least six (6) months and is considered by the Library Director to have a satisfactory performance rating.

An employee must have the approval of the Library Director prior to class enrollment in order to qualify for reimbursement.

Employees wishing to pursue an advanced degree program will be considered on a case-by-case basis taking into consideration alignment with individual objectives and Library need.

The maximum tuition reimbursement that will be made to an individual employee will be determined each fiscal year but will not exceed \$5,250.00. The Library will reimburse employees for the actual cost of the coursework, textbooks, and any applicable laboratory fees. Total reimbursement to be made, up to a maximum of the Board’s determination per fiscal year, as follows:

Grade	% Reimbursement
A- or above	100%
B- or above	80%
C- or above	50%
Less than a C-	0%

Tuition reimbursement will be granted for approved courses or a degree program at the rate stated above upon receipt of a paid tuition bill and official grade report.

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

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

In the event that the employee resigns or is terminated within twelve (12) months after reimbursement is received, the employee must agree to repay the Library in full.

Employees may be required to sign individual agreements in order to receive reimbursement under this policy.

South Holland Public Library

15.0 Personnel Policy



15.11 REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

It is the practice of the South Holland Public Library to comply with the *Local Government Travel and Expense Control Act* (50 ILCS 150) through the policies below.

1. Definitions:

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel expense” means any expenditure directly incident to official travel by Employees and members of the governing Board for specific Library purposes.

2. Types of Travel for which Travel Expenses will be Allowed

The Library will only approve travel expenses for Employees or Board members if the travel is necessary to complete official Library business, for the education of Employees or Board members, or necessary to obtain information for the betterment of the Library in some capacity.

3. Types of Expenses Allowed and Prohibited

- a. The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business, plus parking fees and tolls.
- b. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
- c. The costs of meals while traveling are allowed.
- d. The costs of conference fees, supplies and books for educational purposes are allowed.
- e. Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

4. Maximum Allowable Reimbursement Without Board Action

Library Employees may receive reimbursement for travel expenses without specific Board action as long as the expenses are under the Maximum Allowable Reimbursement as stated herein and the Procedure for Reimbursement is followed.

- a. The Board will post *Permitted Travel Expenses* (Appendix 15.8.10), showing the maximum allowable reimbursement for food, lodging, and transportation in the office of the Library Director. This shall be reviewed and revised annually by the Library Director. The Board shall use the following overriding principals to determine the maximums:
 - Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel if the employee/Board Member uses his/her own automobile.
 - Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area as provided in the annually updated U.S. General Services Administration’s Per Diem Rates chart found at www.gsa.gov/portal/content/104877. For occasions where there is no chart, reimbursement will be no more than \$20 for breakfasts, \$25 for lunches and \$50 for dinners when the meal is not included with the cost of a meeting or seminar.
 - Cost of lodging should be reasonable and customary for the area where the



traveler is staying as provided in the annually updated U.S. General Services Administration's Per Diem Rates chart found at www.gsa.gov/portal/content/104877. For occasions where there is no chart, reimbursement will be no more than \$150 per night.

- The total maximum for any travel for Library purposes allowed is \$3,000.
- In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$3,000 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

5. Procedure for Reimbursement

No expenses shall be reimbursed without a *Reimbursement Request Form* (Appendix 15.8.11) and *Detailed Reimbursement Request Form* (Appendix 15.8.12) completely filled out with receipts attached. The Library does not prepay travel expenses.

6. Expenses Incurred by Board Members

No expenses shall be reimbursed to a Board member without a completed *Reimbursement Request Form* (Appendix 15.8.11) and *Detailed Reimbursement Request Form* (Appendix 15.8.12) with receipts attached. Expenses may only be approved for reimbursement to a Board member by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.

15.11.1 Mileage Reimbursement

Mileage reimbursement will include miles traveled, tolls and parking fees. Mileage will be calculated from the employee's residence or the South Holland Public Library to and from the venue.

15.12 DRIVING ON LIBRARY BUSINESS

Vehicle accidents can be costly in terms of human injury, lost working time, vehicle repair and higher insurance premiums. The Library is committed to ensuring employees' safety when they are driving as part of their job duties. This policy establishes qualifications for drivers and standards for safe vehicle operation.

Employees who drive their personal vehicles for Library business must have a valid driver's license and appropriate insurance coverage.

15.12.1 Disqualifying Driving Records

Employees cannot operate any vehicle for Library business if their driving records contain one or more of the following violations:

- driving a motor vehicle under the influence of alcohol, controlled substances or any drugs that impair driving ability;
- refusing to submit to a test to determine alcohol concentration while driving a motor vehicle, upon being stopped by a law enforcement officer;
- using a motor vehicle in the commission of a felony;
- leaving the scene of an accident unlawfully;
- committing more than one major traffic offense over the past 24 months, including reckless driving, careless driving or a major moving traffic infraction;
- receiving a felony revocation of driving privileges or a felony or misdemeanor driver's license suspension within the last 24 months; or
- transporting a controlled substance unlawfully.



In order to ensure that employees are qualified to drive, the Library may, upon an offer of employment, and throughout the employee's employment, run a check of the employee's motor vehicle record through the Department of Motor Vehicles. However, any employee who has a driver's license revoked or suspended must immediately notify his/her supervisor and immediately discontinue driving a Library vehicle or on behalf of the Library. Failure to do so may result in disciplinary action, including termination of employment

15.12.2 General Driving Requirements

While operating a motor vehicle on Library business, employees must:

- observe applicable speed limits at all times;
- obey all traffic rules and regulations;
- drive defensively and anticipate driving hazards such as bad weather and bad drivers; and
- report any accidents he/she is involved in to the police and his/her supervisor.

15.12.3 Safety Belt Use

Drivers must ensure that safety belts are worn by drivers and passengers in all vehicles used for Library business.

15.12.4 Accidents

Employees must report traffic accidents to local police and then his/her supervisor.

Employees must not sign or make any statements regarding his/her responsibility or fault for an accident that occurs while they are driving on Library business. Employees should avoid explaining or describing the accident to anyone except public safety personnel, his/her supervisor or the insurance company's claims adjuster or attorney.

Employees must obtain the name, address, phone number and license number of other drivers involved.

Employees also must collect insurance company contact information and the address and phone number of the police department where the accident report is prepared.

15.12.5 Distracted Driving

Distracted driving is a leading cause of motor vehicle accidents. The Library prohibits employees who drive on Library business from engaging in activities that distract them from their primary activity of driving. The Library also adheres to all relevant federal and state provisions regarding distracted driving, including prohibitions on the use of mobile communications devices while driving.

Distracted driving defined includes any activity that takes one or both of a driver's hands off the steering wheel, eyes off the road or mind off the primary task of driving. Some examples of distracted driving are using a mobile communications device to make a call or read a text message, unwrapping and eating a sandwich, typing an address into a navigation system, putting on makeup and searching for a favorite station on the radio.

15.12.6 Mobile Communications Devices Use

Employees must place calls while stopped or have someone place the call for him/her. Employees may only use a cellular phone while driving if he/she is utilizing a hands-free device (such as a headset) or is using the phone in a voice activated mode.

Employees must refrain from using cellular phones while operating a motor vehicle in a school speed zone or in a construction /maintenance speed zone absent an emergency situation or the use of hands free/voice-activated equipment.



When driving, utilize voice-activated equipment and/or speed dial that involves pressing only one key to dial the desired number.

Keep the phone in any easy to reach location. Drivers should not remove their eyes from the road to look for, reach or answer the phone.

Avoid intense, emotional or complicated conversations while driving.

Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.

Give driving his/her full attention.

Do not take notes or look up phone numbers while driving.

Do not compose, send or read electronic messages while operating a motor vehicle.

15.12.7 Discipline

Employees who drive negligently or fail to comply with this policy's safety requirement are subject to immediate discipline, up to and including termination of employment.

15.13 ATTENDANCE

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

15.13.1 Rules Concerning Attendance

When an employee knows in advance that he/she cannot avoid absence from work, the employee must request arrangements with his/her supervisor for such absence.

If it is not feasible for an employee to make arrangements in advance for an absence, the employee is then required to contact his/her supervisor on the first day of the absence within one hour of normal starting time. In the event the employee cannot personally contact the supervisor, the employee should contact the Library Director.

The employee should be prepared to explain the reason for the absence and give an expected date of return to work. Keep his/her supervisor informed. Employees must personally contact the supervisor on a daily basis during all absences, except those arranged in advance.

The Library may require additional documentation be furnished.

In instances of absence due to employee's health, the Library reserves the right to require the employee to obtain a doctor's report explaining the condition and the doctor's restriction that the employee not work. Ordinarily any absence due to illness over three (3) consecutive scheduled work days requires a report from the attending doctor. Where deemed appropriate, the Library may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted to the Library.

Three (3) consecutive scheduled work days of absence without notice to the Library constitutes job abandonment and results in termination of an employee as a voluntary separation.



15.14 HOLIDAYS AND FLOATING HOLIDAYS

Full-time employees shall receive their regular pay for holidays. When a holiday falls upon a day that is a regular day off for a full-time Employee, he/she will receive another day off within the pay period. If there is insufficient time to schedule a day off in the pay period, the day off will be scheduled within the next pay period.

Regular part-time employees will be compensated for holidays that fall on days when they are regularly scheduled to work.

In the event that a holiday falls on a Sunday, the Monday following shall be observed as the holiday.

Full-time employees shall receive two (2) floating holidays per calendar year. Regular part-time employees shall receive two (2) pro-rated floating holidays per calendar year. Floating holidays are to be taken during the calendar year in which they are earned and cannot be carried over into the next calendar year. These holidays will be scheduled subject to approval by the employee's supervisor.

15.15 EMERGENCY CLOSINGS

Employees scheduled to work shall receive their regular pay when the Library is closed due to inclement weather or other unscheduled circumstances.

No employee will be compensated for any day they are not regularly scheduled to work when the Library is closed due to inclement weather or other unscheduled circumstances.

During emergency closings extending beyond five (5) days, an exempt employee must take all vacation and floating holidays before the Library will continue salary payments. Once all vacation and floating holidays are exhausted, the Library must continue salary payments.

During emergency closings, non-exempt employees have no expectation of salary payments beyond five (5) paid working days.

15.16 SICK LEAVE

Sick leave shall be granted for absences due to the illness, injury, or medical appointment of the employee or the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Full-time employees are entitled to ten (10) sick days per year.

Regular part-time employees are entitled to ten (10) pro-rated sick days per year.

Sick days may be accumulated up to 120 days. Accumulated sick days shall not be considered as additional vacation time or termination entitlement. Unused sick leave is not paid at time of termination. Employees joining IMRF prior to June 1, 2014, may convert up to 240 unused sick days to IMRF service credit.

A doctor's note may be required before an employee may resume work due to personal illness of more than three (3) days. Suspected abuse of sick leave may result in the requirement of a doctor's certification of illness for periods less than three (3) days.

15.17 VACATIONS

The South Holland Public Library provides vacation for rest and relaxation. Vacations should be scheduled in the calendar year earned, and arranged to suit employees, insofar as possible, without serious disruption to the operation of the Library. The final decision shall be made by the Library Director as to the acceptability of the time requested.

South Holland Public Library

15.0 Personnel Policy



15.17.1 First Year of Employment

Vacation is only to be scheduled after the employee has been working for a minimum of 30 days.

Hired	Administrator	Professional	Full and Regular Part-time
Jan. 1-Mar.31	20 Days	15 Days	10 Days
Apr. 1-June 30	15 Days	11 Days	8 Days
July 1-Sept.30	10 Days	7 Days	5 Days
Oct. 1-Dec. 31	5 Days	3 Days	2.5 Days

15.17.2 Additional Years

Service	Administrator	Professional	Full and Regular Part-time
2 Years	4 Weeks	3 Weeks	2 Weeks
3 Years	4 Weeks	3 Weeks	2 Weeks
4 Years	4 Weeks	3 Weeks	2 Weeks
5 Years	4 Weeks	4 Weeks	3 Weeks
6 Years	4 Weeks	4 Weeks	3 Weeks
7 Years	4 Weeks	4 Weeks	3 Weeks
8 Years	5 Weeks	4 Weeks	3 Weeks
9 Years	5 Weeks	4 Weeks	3 Weeks
10 Years	5 Weeks	4 Weeks	4 Weeks

Service years will be based on the year of hire as a full-time or regular part-time employee; year one (1) being the year an employee is hired as a full-time or regular part-time employee.

Vacation pay will be based on the employee's rate of pay at the time of the vacation.

Vacation considerations other than the above shall be granted only at the discretion of the Library Director upon written request from the employee.

All vacation time granted to employees must be used during the calendar year. Time not used will be lost without payment and cannot be carried over into the next calendar year.

Upon termination of employment, employees will be paid for all vacation time granted but not used.

15.17.3 Unpaid Time Off

Part-time employees scheduled to work less than 20 normal weekly hours do not earn paid vacation. Such an employee may, however, be granted vacation leave without pay upon consultation with his or her Department Head. A Department Head may grant up to two weeks of consecutive time, or two one-week blocks of time based on the needs of the department. Any employee who wants a third week or more of time, whether consecutive with previous time or at another time throughout the calendar year, must meet with the Library Director for approval.

This section revised by the Board of Library Trustees, May 21, 2018.

15.18 MINIMUM STAFFING REQUIREMENTS

Service desks must be adequately staffed to meet the needs of the department. Work flow within departments must not be unduly disrupted.

A knowledgeable staff member must be available at all times to assume responsibility for the department.

The minimum staffing level varies among departments. Neither department supervisors nor the Library Director will approve time off that will result in staffing levels below the above minimum requirements.



15.19 JURY DUTY

It is the policy of the South Holland Public Library not to request exemption from jury duty for employees.

An employee's supervisor should be notified immediately after receipt of the summons.

If an employee is required to serve as a juror or is under subpoena as a witness in a court proceeding, the Library shall pay the regular salary of the individual. The check received from the court system will be retained by the employee, but a copy of the stub verifying jury service must be given to the Library.

15.20 VOTING

An employee may be permitted two (2) hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two (2) hours after the opening of the polls AND end less than two (2) hours before the closing of the polls. If an employee needs to take time off to vote, he/she should notify his/her supervisor of his/her plans no later than the day before the election. The employee's supervisor will notify him/her of the two (2) hour block of time assigned to him/her for voting purposes. Proof of attendance at the polls may be required.

15.21 DEATH, FUNERALS AND MEMORIALS

Employees with more than six (6) months of service will be granted up to three (3) days of regularly scheduled work hours of paid bereavement leave due to the death of an immediate family member. Immediate family includes the employee's parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, niece or nephew. Step-relatives, relatives by adoption and in-laws are included to the same degree as blood relatives.

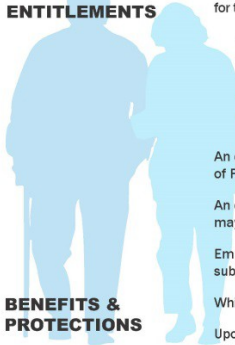
Furthermore, an employee who has been employed by the Library for at least twelve (12) months and worked at least 1,250 hours in the last twelve (12) months may be entitled to take up to two (2) weeks of time off for the death of the employee's child or spouse. Three (3) days of this time will be paid pursuant to this bereavement policy, and employees may use available vacation or sick time or take unpaid time off for the remainder of the two-week period.

Additional paid or unpaid time or leave for persons not covered in the definition of "immediate family member" may be allowed in some circumstances at the discretion of the Library Director, or the employee may be permitted to use other available paid or unpaid time off. Further, employees with less than six (6) months of service may also be entitled to unpaid time off. In certain circumstances, the Library may require an employee seeking leave under this policy to verify the death of the member of the immediate family, the employee's relationship to the member of the immediate family, and/or the employee's attendance at the funeral or memorial service.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16



15.22 FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)

This policy contains information consistent with and in addition to the information contained in the “Employee Rights and Responsibilities” (found on the previous page) and is meant to provide additional information about the Library’s specific policies and procedures under the Family and Medical Leave Act. In the event of any conflict between the “Employee Rights and Responsibilities” and this policy, the “Employee Rights and Responsibilities” will prevail.

15.22.1 Basic Leave Entitlement

Employees may be eligible to take up to twelve (12) weeks of unpaid family/medical leave within a twelve (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 twelve (12) months AND worked at least 1,250 hours in the last twelve (12) months AND if at least 50 employees are employed by the Library within 75 miles. The “12-month period” is measured using a rolling 12-month period forward.

15.22.2 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 the functions of the employee’s position.

Leave because of reasons one (1) and two (2) 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 (1) or two (2) or to care for an ill parent may only take a combined aggregate total of twelve (12) weeks leave for such purposes during any 12-month period.

15.22.3 Military Family Leave Entitlement

If an employee is eligible, the employee may use the twelve (12)-week FMLA 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 service member during a single twelve (12)-month period. This single, twelve (12)-month period begins with the first

day the employee takes the leave.

A covered service member includes:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or
- (2) is on the temporary disability retired list; or
- (3) a covered veteran, meaning one 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);
 - ii. was discharged or released under conditions other than dishonorable; and
 - iii. was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.”

Employees may not be granted a 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.

15.22.4 Notice of Leave

If the FMLA 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 the Library’s normal leave procedures.

15.22.5 Medical Certification

15.22.5.1 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 you initially provide. 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 illness specifying that the employee is fit to perform the essential functions of the job.



15.22.5.2 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.

15.22.5.3 Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member 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 service member. In addition, the Library may also request additional information pertaining to the leave.

15.22.5.4 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.

15.22.6 Substitution of Paid Leave

FMLA is unpaid leave. If an employee requests leave for any FMLA covered reason, he/she may be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FMLA (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA, employees must comply with the requirements of the applicable paid leave policy.

15.22.7 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.

15.22.8 Intermittent Leave

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. 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 job duties.

15.22.9 Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious



health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

15.23 GENERAL LEAVE OF ABSENCE

Occasionally, for personal or other reasons, an employee may need to apply for an unpaid personal leave of absence when he/she does not qualify for a leave under another of the Library's policies. Under these circumstances, he/she may qualify for a leave of absence. This leave of absence may be granted for a maximum of up to three (3) months.

The employee must apply in writing for this leave of absence and submit his/her request to the Library Director. His/her request should set forth the reason for the leave, the date on which he/she wish the leave to begin and the date on which he/she will return to active employment with the Library. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate the employee to his/her previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment.

Requests or an extension of a general leave of absence should be submitted in writing to the Library Director for re-evaluation in accordance with applicable law.

15.24 COMPENSATORY TIME

15.24.1 Eligible Employees

Eligible employees are employees who are subject to the federal Fair Labor Standards Act (FLSA). Exempt employees under the terms of the FLSA and are not eligible employees.

15.24.2 Determination of Overtime Hours

Overtime hours are any hours worked in a given work week in excess of forty (40) hours. The beginning day of the work week for each eligible employee shall commence at 12:01 a.m. each Sunday.

15.25 PAY PERIOD

Employees are paid every two (2) weeks via check or direct deposit. Payday is on a Friday. The Library offers direct deposit, whereby employees may choose to have their paychecks electronically deposited into the account of their choice. More information is provided if the employee chooses this option.

15.26 PAY DEDUCTIONS

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

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to 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.



15.27 EMPLOYEE CONDUCT

To function effectively, the Library must develop policies and procedures to protect its patrons and to ensure that co-workers' rights are respected and that the Library can operate in a smooth and efficient manner. South Holland Public Library is no exception. Generally, conduct that may be disruptive, unproductive, unethical or illegal will not be tolerated.

Breaches of conduct may result in disciplinary action up to and including termination. Examples of breaches of conduct include, but are not limited to:

- Falsifying the employment application;
- Falsifying time sheets, expense reports or other records of the Library;
- Possession of a weapon on Library property or while representing the Library;
- Fighting and disorderly conduct;
- Displaying dishonesty, fraudulent behavior or stealing;
- Threatening, intimidating, abusive or vulgar language;
- Failing to perform reasonable duties as assigned; insubordination;
- Using Library time, equipment or property without authorization;
- Damaging or destroying Library or patron property through carelessness or willfulness;
- Neglecting to observe fire department regulations and occupational safety rules;
- Installing unauthorized/illegal copies of software on Library-owned equipment; and
- Exhibiting behavior that reflects adversely on the Library and its employees.
- Performance that does not meet the requirements for the position.
- Abuse or negligence of the Library's security or confidential materials.
- Installing unauthorized or illegal copies of software on a Library-owned computer.
- Revealing any confidential information to any person who isn't authorized to receive it, and 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.
- Any behavior that results in an employee not performing his/her job.
- Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its employees or patrons.

15.28 DRUG-FREE WORKPLACE

The Library has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse 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.

15.28.1 Prohibited Activity

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on Library premises is prohibited. No employee shall be under the influence of alcohol while on Library premises or while performing Library business off Library premises.

"Legal drugs" are:

- (1) drugs that are permitted under state and federal law,
- (2) obtained by an employee with a physician's prescription or over-the-counter, and
- (3) used for the purposes for which they were prescribed or sold.

South Holland Public Library

15.0 Personnel Policy



Employees using legal drugs must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclose any restrictions to his/her 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.

"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 in a lawful manner.

Examples include marijuana (including medical marijuana), cocaine, mind-altering chemicals, depressants, stimulants, inhalants, and prescription drugs that were not lawfully obtained.

The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited:

- (1) on Library premises or
- (2) where the employee is performing Library business off Library premises.

15.28.2 Testing for Alcohol and Illegal drugs

The Library will require a drug and alcohol test of any employee where there is a reasonable basis to believe that he/she may be using drugs or may be under the influence of drugs or alcohol. "Reasonable basis to believe" includes, but is not limited to: abnormal conduct, speech, or odor; detection of alcohol or illegal drugs in the area where an employee has been working; an unexplained decline in work performance or attendance; and/or a reliable report of drug or alcohol use in violation of this policy. 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.

Employees who refuse to cooperate in required tests, test positive for alcohol or illegal drugs, or use, possess, buy, sell, manufacture or dispense alcohol 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/ she will be considered as refusing to test and subject to discipline, up to and including termination.

15.28.3 Notification of Drug Conviction

Employees must notify the Library of any criminal drug conviction no later than five (5) 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 Library Director may subject the employee to disciplinary action, up to and including dismissal.

South Holland Public Library

15.0 Personnel Policy



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 he/she is successfully following prescribed treatment and required to take and pass follow-up tests.

15.29 SMOKING

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

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

Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations.

This policy applies equally to all employees, patrons, and visitors.

Supervisors are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. The Library encourages employees to report violations of the smoke-free office policy to a supervisor

15.30 STAFF PRIVILEGES

An employee of the South Holland Public Library who does not reside in the Village of South Holland is entitled to receive, free of charge, a South Holland Public Library card. Upon termination of employment, the Employee shall surrender the library card.

Free black and white photocopying is available to employees. Employees will pay \$.10 for each color copy.

Staff bulletin boards and mail boxes are methods of disseminating staff-related announcements and legal notices. Please check them daily. Employee mail boxes must be cleared regularly.

15.31 FOOD AND BEVERAGE

The Staff Room is available for meals and break times. Employees are to leave the room clean and orderly and wash his/her own dishes. All food and beverage containers must be emptied, removed, cleaned, and disposed of at the end of the work shift.

Staff is responsible for safely using cups and mugs so as not to damage Library materials and equipment. Food may be consumed in the Staff Room or at the employee's non-public workstation unless this results in insect or rodent infestations. Work spaces are to be kept clean and neat.

By law, no alcoholic beverages are permitted on Library property.

If an Employee wishes to share the celebration of his/her birthday with other Staff members, he/she may provide a cake or other treat in the Staff Room.

15.32 CHILDREN OF EMPLOYEES

Employees are paid for the hours they work. Paid employees who are not on a break cannot assume caregiving responsibilities for others.

Children of employees who are attending a Library program while the employee is on duty may require a

caregiver other than the employee.

15.33 NO EXPECTATION OF PRIVACY

Although desks, file cabinets, computers, offices and other storage devices are provided for the use/convenience of employees, they remain the sole property of the Library. Accordingly, authorized personnel may inspect them and any items found within them. While the Library will ordinarily attempt to make such inspections in the employee's presence, the Library has the right to conduct an inspection without prior consent or notice. Inspections shall be conducted with as much privacy as possible.

Video surveillance is necessary in the type of work performed by employees of employer to assure compliance with safety regulations, quality control and other similar reasons. Data from the surveillance equipment may also be reviewed by the employer in connection with investigations of suspected criminal conduct or security/safety violations or incidents. Access to data involving employees will be limited to appropriate administrative personnel and attorneys, police officers, government officials, law enforcement officials and in response to subpoenas or court orders. Such review will take place in the office of one of the parties listed above. If the review of data reveals an alleged incident by an employee, the following process will be followed:

1. The employee will be notified if the Library intends to investigate the alleged incident. Such notification shall be in writing.
2. The employee may review the data depicting the alleged incident, including the entire video clip.

All employees are informed, per this provision, of the use of the surveillance equipment. All new employees shall be notified in writing of the use of surveillance equipment as part of the new employee orientation. No video surveillance shall take place in employee break rooms, washrooms or locker rooms.

15.34 TELEPHONE AND PERSONAL ELECTRONIC DEVICE USE

The Library telephones are for Library-related business. Personal telephone calls and fax use should be kept to a minimum. Personal telephone calls should be made in non-public areas when possible.

Personal cell phones (including personal digital assistants [PDAs], text messaging devices and other similar "wireless devices") must be turned off or placed on silent/vibrate during an employee's working time. Employees may make and/or receive calls on personal cell phones during non-working time (i.e., the employee's scheduled break time); however, these calls must be received and placed away from working areas. Employees may make and receive local personal calls on the Library telephone during working hours. These calls should be brief and not interfere with the employee's job duties.

15.35 COMMUNICATIONS SYSTEMS

This policy governs employee use of the Library's electronic communication systems, including electronic mail (email), computers (including Internet access), voicemail, fax machines, telephones, and any other device used for communication (collectively referred to as "Communication Systems"). Use of the Communication Systems constitutes a commitment by the Library's employees to observe and be bound by the provisions of this policy.

The Communication Systems are provided and intended for business purposes. Non-business use of the Communication Systems is prohibited during working time with the exception of reasonable, incidental, and occasional personal use (e.g. "Let's meet for lunch next week") as long as it is congruent with Library policy and does not adversely affect productivity. Any personal use of the Communication Systems which interferes with the performance of any employee's work or burdens or compromises the effectiveness of the Communication Systems is strictly prohibited. Personal software or messages shall not be installed or

South Holland Public Library

15.0 Personnel Policy



stored on the Library's equipment unless prior approval is obtained.

The Library's Anti-Harassment and Anti-Discrimination Policy is applicable to all use of the Communications Systems. Employees may not browse, retrieve, display, or disseminate any inflammatory, pornographic, harassing or inappropriate communications, including sexually or racially explicit material.

Employees may not retrieve any stored communication not addressed to them without prior clearance from the Library Director.

The Library may monitor and access communications sent, received, and stored on the Communication Systems at any time, with or without employee notice, as part of routine monitoring or in the course of an investigation triggered by indications of impropriety. No employee should have any expectation of privacy in their use of Library's Communications Systems. The use of personal passwords assigned to the employee is not grounds for an employee to claim privacy rights in the electronic or communications systems. Employees must only use their own passwords and may be required to disclose passwords or codes to the Library to allow access to the systems. The Library reserves the right to override personal passwords.

Because information can easily be intercepted over the Internet, confidential, proprietary, and sensitive information must not be transmitted over the Internet through email or by other means. Passwords and other means of accessing the Library's network must not be sent over the Internet in readable form. Confidential and/or proprietary information should not be transmitted to Library employees who do not have a need to know, nor should it be transmitted to non-Library third parties except as authorized by the Library Director.

Employees are discouraged from using Communications Systems during work hours to post information, opinions, or comments to Internet discussion groups—unless such groups are part of a project communication tool or other approved Library communication.

Employees are prohibited from violating copyright or licensing laws.

The use of Employer's Communications Systems is a privilege, not a right. Violations of this policy include, but are not limited to the violations discussed above and the following:

- Breaches of confidentiality or security;
- The placing of unlawful or unauthorized information on a Communication System;
- The unauthorized or excessive use of the Internet for non-Library purposes during working hours;
- Any use of instant messaging (for non-business purposes) or computer games;
- The use of abusive or otherwise objectionable language in either public or private messages
- The sending of "chain letters", jokes, solicitations or offers to buy or sell goods, or other non-business material of a trivial or frivolous nature; and
- Any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.

Any violation of this policy may result in suspension of Internet access and email privileges, as well as disciplinary action up to and including termination of employment. If in doubt as to whether an action violates this policy, please ask the Library Director.

15.36 SOCIAL MEDIA USE

Social Media is defined as blogs, other types of self-published online journals, and collaborative Web-based discussion forums, including, but not limited to, LinkedIn, Facebook, Myspace, Pinterest, Snapchat,



Instagram and Twitter.

15.36.1 General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the Library on company time, for personal use during non-work time, outside the workplace or during working time while using Library owned equipment. (Using Library equipment to access social media sites for personal use is also governed by the *8.0 Social Media Policy*. Employees should also refer to this policy before accessing such sites via the Employer's equipment). These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential, Library matters through the use of social media. Confidential information means the Library's trade secrets, marketing lists, patron account information, patron lists, and employee medical information. Employees may not post any information that is subject to attorney client privilege.
2. 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.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

15.36.2 Employer-Sponsored Social Media

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

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

1. Only employees designated and authorized by the Library can prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media. 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 the 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 the Library's request.
2. Respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
3. 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.
4. Employees who want to post comments in response to content must identify themselves



as employees.

15.36.3 Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the Library's *Communications Systems* Policy concerning personal use of the Library's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the Library may not represent themselves as a spokesperson for the Library. Accordingly, employees must state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Library or of any person or organization affiliated or doing business with the Library should they identify themselves as an employee of the Library in a post. Employees may not refer to the Library by name when publishing any promotional content and/or providing examples of any promotional content. This section does NOT prohibit employees from including the Library's name, address and/or other information on their social media profiles.
3. Employees should respect all copyright and other intellectual property laws. For the Library's protection, as well as the employee's own, it is critical that he/she show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including Employer's own copyrights, trademarks, and brands.
4. Employees may not advertise or sell company products or services through social media.

15.36.4 Employer Monitoring

The Library reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

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

15.36.5 Violations

The Library will investigate and respond to all reports of violations of the Library's rules and guidelines or related Library policies or rules. Employees are urged to report any violations of this policy to the Library Director. A violation of this policy may result in discipline up to and including termination of employment.

15.37 SOLICITATION

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on meal or rest breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time.

Non-employees are likewise prohibited from distributing material or soliciting employees on Library premises at any time.



15.38 GUIDELINES FOR PERSONAL APPEARANCE

Employees are expected to present themselves during working hours and while patrons are present in attire that is appropriate to their position and the nature of work performed.

The following is considered unacceptable attire or appearance:

- Any denim clothing, including jeans;
- Shorts, cargo/carpenter pants, or “skorts” (non-tailored split skirts);
- Athletic wear, such as sweatpants, sweatshirts, spandex or “leggings”;
- Tennis or athletic shoes, unless necessary for health reasons or work being performed;
- Beach wear;
- T-shirts with logos and sayings,
- Transparent or bare midriff clothing;
- Beach/thong sandals/flip flops;
- Clothing in bad repair

Each Friday at the Library is casual day, whereby employees are permitted to wear jeans (in good repair), with a business casual shirt (polo, t-shirt without logos or sayings, button down shirt).

During warm weather, employees are permitted crop pants (pants no shorter than below the knees).

Between Memorial Day and Labor Day, reading/library t-shirts may be worn. Jeans in good repair can be worn in conjunction with reading/library t-shirts. Other casual dress days can be specifically designated by the Library Director. As is true of any workday, employees should use good judgment and common sense when dressing on casual day.

15.39 TELECOMMUTING

Telecommuting is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, the Library recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Library and employees.

Candidates for telecommuting arrangements must:

- have worked at the Library for minimum of one year;
- possess good time-management and organizational skills, be self-motivated, self-reliant, and disciplined as assessed by the Library Director, and;
- obtain a satisfactory rating on the most recent performance evaluation.

Not all positions can be performed from off-site locations. For example, positions requiring face-to-face interaction with patrons and Library personnel are not suitable for telecommuting arrangements.

In order to telecommute, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on the Library’s premises.
- An employee must work the same hours from home as the employee would work in the Library. Employees must be reachable by phone and e-mail when telecommuting.
- Employees must be available to attend scheduled meetings and participate in other required Library activities at home as needed. Employees who telecommute may be required to attend these meetings and other activities “in person.”
- Employees must arrange for child/elder care during their work hours.

South Holland Public Library

15.0 Personnel Policy



The Library does not provide telecommuting employees with equipment or furnishings for their home offices. (Some exceptions may be made with respect to computer equipment and will be discussed on a case by case basis). Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software, data and telecommunications equipment, and other equipment available for their use. The specifics concerning required equipment will be discussed with the individual employee. Employees are responsible for providing office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense.

Telecommuting arrangements are approved by on a case-by-case basis. Telecommuting might not be feasible within some departments or for certain positions within a department.

Employees interested in telecommuting arrangements should discuss the matter with the Library Director.

The Library Director has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason at all.

15.40 PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION

The Library is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, the Library will not tolerate harassment of Library employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this Policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, the Library discourages such conduct in the workplace.

A. Discrimination

Prohibited Conduct. The Library prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this Policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This Policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at the Library will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

B. Harassment

Harassment is a form of discrimination and is prohibited. The Library seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this Policy.

All employees and officials are responsible for conducting themselves in accordance with this Policy. The Library will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this Policy shall be



considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

1. *Harassment Relating to a Protected Status:*

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this Policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;
- Written or graphic material that is circulated, available on the Library's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. *Sexual Harassment:*

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This Policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. The Library considers the following conduct to represent some of the types of acts that violate this Policy:

- either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature;
- sexual propositions, sexual innuendo, suggestive comments;
- continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;
- displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
- sexually oriented kidding, teasing, practical jokes, or threats;
- referring to or calling a person a sexualized name;
- telling sexual jokes or using sexually vulgar or explicit language;
- making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or

South Holland Public Library

15.0 Personnel Policy



- off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this Policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this Policy before the alleged offending behavior becomes severe or pervasive.

C. Retaliation

The Library will not retaliate or allow retaliation against an individual who has made a report of a violation of this Policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this Policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this Policy or cooperating in an investigation is strictly prohibited. Anyone who is found by the Library to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Procedure for Reporting and Investigation of Harassment Discrimination and Retaliation

1. **Reporting:** All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this Policy or otherwise learns of conduct prohibited by this Policy is responsible for reporting the conduct through the Complaint procedure.

This Policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Human Resources Department, the Executive Director, or an official any complaint or observation of conduct which may violate this Policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. **Report Immediately:** Verbal complaints, as stated, must be made immediately. The Library may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.
3. **No Exception to Reporting:** Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case maybe.
4. **Investigation:** Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action

South Holland Public Library

15.0 Personnel Policy



with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

5. Disciplinary Action: All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

6. Confidentiality: To the fullest extent practical, the Library will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the Library must inquire of employees or officials involved. The Library also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.
7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10 100
Chicago, IL 60601
(312) 814 6200

Equal Employment Opportunity Commission
500 West Madison Street, Ste. 2800
Chicago, Illinois 60661-2511
(312) 353-2713

15.41 EQUAL EMPLOYMENT OPPORTUNITY

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, order of protection status, transgendered status, sexual orientation all in accordance with 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.

The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination.

Any employee who believes this policy has been violated should report the situation to his/her supervisor 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.

15.42 ANTI-BULLYING

The Library prohibits acts of harassment or bullying. The Library has determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the Library on a day-to-day basis and the Library's ability to successfully run its business.

"Bullying" is conduct that meets **all three** of the following criteria:

- is directed at one or more employees;
- substantially interferes with work/prevents work from being accomplished; and
- adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- spreading malicious rumors, gossip, or innuendo about another employee;
- excluding or isolating someone socially;
- intimidating a person;
- undermining or deliberately impeding a person's work;
- physically abusing or threatening abuse;
- removing areas of responsibilities without cause;
- constantly changing work guidelines;
- establishing impossible deadlines that will set up the individual to fail;
- withholding necessary information or purposefully giving the wrong information
- making jokes that are 'obviously harassing' by spoken word or e-mail (see the Library's Sexual and Other Forms of Harassment for more guidance in this area)
- intruding on a person's privacy by pestering, spying or stalking;
- assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure);
- underwork - creating a feeling of uselessness;
- criticizing a person persistently or constantly;
- belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are not as important as compared to others);
- unwarranted (or undeserved) punishment;
- blocking applications for training, leave or promotion, and
- tampering with a person's personal belongings or work equipment.

All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the Library prohibits both active and passive support for acts of bullying. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes that he/she has experienced or witnessed bullying is encouraged to report the incident as soon as possible to his or her supervisor or, in the alternative, the Library Director. A supervisor

South Holland Public Library

15.0 Personnel Policy



who receives a report under this policy must immediately inform the Library Director unless the complaint involves the Library Director, in which case the supervisor should inform the President of the Board of Trustees. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report. Employees are also encouraged to review the Library's policy concerning "Sexual and Other Forms of Harassment" for further guidance.

A prompt, thorough, and complete investigation of each alleged incident will be conducted.

The Library prohibits reprisal or retaliation against any person who reports an act of bullying. The Library prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy may be disciplined up to and including termination of employment.

15.43 REASONABLE ACCOMMODATIONS

The Library supports the Americans with Disabilities Act of 1990 as amended and the Illinois Human Rights Act and will attempt to provide reasonable accommodations for people with disabilities and women affected by pregnancy, childbirth or related conditions in the workplace unless such accommodations would present an undue hardship for the Library.

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

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

If you require a reasonable accommodation in the workplace, please contact the Library Director as soon as possible.

15.44 WHISTLEBLOWER PROTECTIONS

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

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

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Library Director or the President of the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas—confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any

South Holland Public Library

15.0 Personnel Policy



whistleblower who believes he/she is being retaliated against should contact the Library Director or President of the Board of Trustees immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Library Director or his/her designee who is responsible for investigating and coordinating corrective action.

15.45 WORKERS' COMPENSATION

The Library is committed to meeting its obligation under the Illinois Workers' Compensation Act to provide medical, rehabilitation, and wage-replacement benefits to employees who sustain work-related injuries or illnesses.

Employees must immediately report all injuries or illnesses, regardless of severity, to their supervisor. Supervisors must notify the Library Director immediately in the case of serious injuries.

Employees cannot use group health plans for injuries or illnesses covered under the Workers' Compensation Act. In addition, employees cannot use their accrued leave while they are receiving wage-replacement benefits under workers' compensation.

The Library works with its workers' compensation insurer to investigate any suspected fraudulent workers' compensation claims and will seek the prosecution of any employees filing fraudulent claims or engaging in other workers' compensation fraud.

The Library bears the full cost of this program. For more information regarding benefits under this program, contact the Library Director.

15.46 DISCIPLINARY STEPS

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

- First Offense Verbal Warning/Counseling (Verbal Warning documented)
- Second Offense Written Warning
- Third Offense Final Written Warning
- Fourth Offense Remediation/Performance Improvement Period
- Fifth Offense Termination of Employment

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate termination of employment, (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation 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 discharge. In this case, the Library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if the Library decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

15.47 RESIGNATIONS AND TERMINATIONS

Because the South Holland Public Library is an at-will Employer, no notice of resignation or termination is required by either the Employee or the Employer.



Employee resignation notification in writing enables the Employer to accurately calculate any entitlement pay that is due the Employee. For this reason, an Employee is strongly encouraged to provide a statement of resignation in writing giving his/her last day of work.

The Employer will provide to the Village Human Resources staff a written notice of termination stating the Employee's last day of work and confirming resolution of any entitlement pay.

15.48 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 informally discuss the situation his/her supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee.
- Step Two: If the employee is not satisfied with the supervisor's response or feels the problem is not resolved, the employee can present the problem in writing to the Director and, again, as soon as possible. The employee should give the Director an opportunity to reconsider the situation and get back 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 Board of Trustees. As before, this should be done in writing as soon as possible. The Board will consider the situation and make a decision which will be final.

15.49 USE OF ELECTRONIC DEVICES

Non-exempt Employees are not allowed to perform Library work using electronic devices outside Library work hours unless authorized by their supervisors or the Library Director. Any Library work produced or saved to an Employee's personal device or library-owned or issued device remains the property of the Library. Such devices may be inspected at any time. Library work must be accurately tracked for reimbursement and may not exceed 40 hours per week. Violation of the policy shall result in disciplinary action up to, and including, termination of employment.

South Holland Public Library

15.0 Personnel Policy



APPENDIX 15.50.1

EMPLOYEE ACKNOWLEDGEMENT OF PERSONNEL POLICY

This Personnel Policy describes information about the South Holland Public Library. I understand that I should consult my supervisor or the Library Director regarding any questions I have regarding personnel issues.

The content of this Policy is subject to change without prior notice to employees. As such, I understand that the South Holland Public Library does not intend to create a contract of employment by placing these matters in writing. I have entered into an employment relationship with the South Holland Public Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Library or I can terminate the relationship at will, with or without cause, at any time. A written notice to the Library is strongly recommended as part of the termination process.

I understand that it is my responsibility to read, understand and abide by all the policies of South Holland Public Library.

Signature of Staff Member

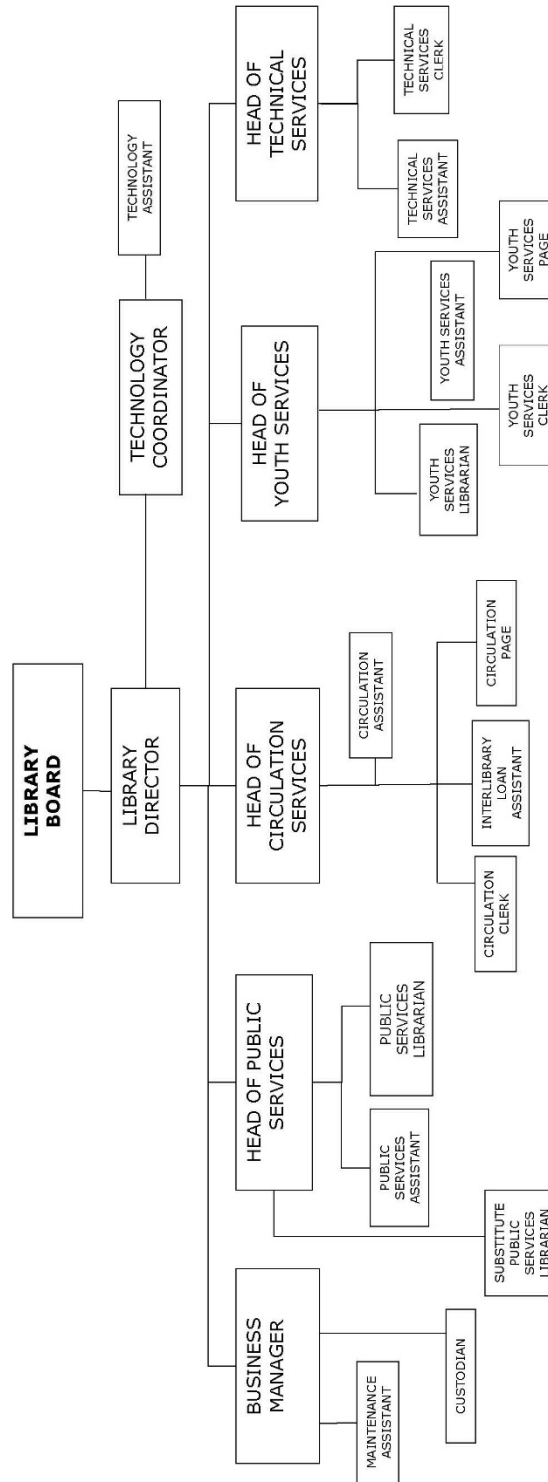
Date

South Holland Public Library 15.0 Personnel Policy



APPENDIX 15.50.2 ORGANIZATION CHART

South Holland Public Library Organization Chart | 2017



1.10 Organization Chart; revised 2016-04-25, 2017-01-23, 2017-10-23

South Holland Public Library

15.0 Personnel Policy



APPENDIX 15.50.3

PERMITTED TRAVEL EXPENSES

The South Holland Public Library shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library's mission.

The maximum reimbursable amounts are as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (Coach)
Auto	IRS standard mileage rate at time of reimbursement, parking fees and tolls
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable cost

Maximum Reimbursable Rates for Meals	
Meals included with conference, workshop or seminar	Actual reasonable cost
Meals not included with conference, workshop or seminar	Actual cost not to exceed the per diem rates as determined by the GSA website*
Breakfast	\$20.00*
Lunch	\$25.00*
Dinner	\$50.00*

Maximum Reimbursable Rates for Lodging	
Convention Hotel	Actual reasonable rate/night
Non-convention Hotel	Lowest reasonable rate/night
General Lodging	Lowest reasonable rate/night not to exceed the per diem rate as determined by the GSA website*
All other lodging	\$150.00/night*

*Maximum meals and lodging will be reimbursed at the level provided in the annually updated U.S. General Services Administration's Per Diem Rates chart found at www.gsa.gov/portal/content/104877. Rates listed above are for occasions where there is not a chart.

South Holland Public Library

15.0 Personnel Policy



APPENDIX 15.50.4 REIMBURSEMENT REQUEST FORM

- (1) Name and title of the person who is requesting reimbursement of travel, meal, or lodging expense:

Employee/Officer Name

Job Title/Office

- (2) Date or dates and nature of the Library business in which the travel, meal, or lodging expense was expended.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

- (3) Attachments:

- (a) Documentation describing the Library business event or program;
- (b) *Detailed Reimbursement Form*; and
- (c) Receipts of the expenses incurred.

- (4) At the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Employee/Officer Signature

Date

South Holland Public Library 15.0 Personnel Policy



APPENDIX 15.50.5 DETAILED REIMBURSEMENT REQUEST FORM

Name: _____

Job Title/Office: _____

Event/Program: _____

Date	Description	Expense/Mileage	Fund	Total
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	

Total Reimbursement amount requested: \$ _____

Employee/Officer Signature: _____
Date

Supervisor Signature: _____
Date

Director Signature: _____
Date