



**LINCOLNWOOD  
P U B L I C  
L I B R A R Y  
D I S T R I C T**

## **Employee Handbook and Personnel Policy**

Adopted by the Board of Trustees June 23, 2011  
Revision approved by the Board of Trustees May 21, 2015

## Contents

100 INTRODUCTION.....	3
101 WELCOME LETTER.....	3
102 EMPLOYMENT-AT-WILL .....	4
103 ORGANIZATION OVERVIEW .....	4
104 EMPLOYEE CLASSIFICATIONS.....	4
200 WORKPLACE GUIDELINES.....	4
201 EQUAL EMPLOYMENT OPPORTUNITY .....	4
202 SEXUAL AND OTHER FORMS OF HARASSMENT .....	5
203 REASONABLE ACCOMMODATIONS.....	6
204 BUSINESS ETHICS .....	7
205 NOTICE OF RESIGNATION .....	7
206 COMPUTER, EMAIL, AND INTERNET .....	7
207 SOCIAL MEDIA.....	10
208 PERSONNEL RECORDS.....	10
209 SAFETY AND HEALTH.....	11
DRUG FREE WORKPLACE.....	11
TOBACCO FREE WORKPLACE .....	14
BLOOD-BORNE PATHOGENS.....	14
AUTOMATED EXTERNAL DEFIBRILLATOR (AED).....	14
210 ATTENDANCE AND WORK HOURS .....	14
211 DRESS CODE .....	15
212 PARKING.....	16
213 STAFF ANNIVERSARY MILESTONES .....	16
214 USE OF CELLULAR PHONES .....	16
215 NO SOLICITATION/DISTRIBUTION.....	17
216 WORKPLACE SECURITY AND INSPECTIONS.....	17
217 NEPOTISM .....	17
300 COMPENSATION AND BENEFITS.....	18
301 PAY PERIODS AND PAYDAYS .....	18
302 PAY DEDUCTIONS.....	18
303 HOLIDAYS .....	18

304 VACATION .....	18
305 PERSONAL DAYS.....	20
306 EMERGENCY CLOSINGS.....	20
307 INSURANCE .....	20
308 PENSION AND RETIREMENT BENEFITS.....	20
309 LEAVES OF ABSENCE .....	21
SICK LEAVE .....	21
FAMILY AND MEDICAL LEAVE (FMLA).....	22
BEREAVEMENT LEAVE.....	26
JURY/WITNESS DUTY.....	26
MILITARY AND FAMILY MILITARY LEAVE .....	26
VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA) .....	27
OTHER UNPAID LEAVE OF ABSENCE .....	27
310 STAFF DEVELOPMENT .....	28
311 STAFF LIBRARY CARD .....	30
400 EMPLOYEE EVALUATION.....	30
401 PERFORMANCE APPRAISALS.....	30
402 UNACCEPTABLE BEHAVIORS .....	31
403 DISCIPLINE.....	31

## 100 INTRODUCTION

### 101 WELCOME LETTER

Welcome to the Lincolnwood Public Library District. We are happy that you have joined our staff and hope you find this an interesting, challenging, and fun place to work.

The library's mission is to enhance the quality of life in Lincolnwood by: creating and sustaining a sense of place for residents; bringing the community together in order to celebrate its diversity; offering individuals a welcoming gateway to knowledge and discovery; and fulfilling residents' desire for cultural and recreational activities. Implementing this mission requires having friendly, courteous, skilled, and responsive employees.

Core values define the culture and character of the library, and guide how we behave and make decisions. The Lincolnwood Public Library District values:

- Friendly, efficient, and knowledgeable customer service
- Initiatives that look to the future and improve the library for the community
- Staff interactions that are open-minded and team-oriented
- A welcoming environment for all members of the community
- Support of intellectual freedom
- Protection of privacy of its patrons

This handbook supersedes and/or modifies all previous employee handbooks, rules, benefits, policies, and procedures, whether written or otherwise. The Board of Library Trustees reserves the right to change, modify, add to or delete any information contained in this handbook at any time and without notice. The Board may also change, modify, alter or rescind any policy or practice, or adopt new policies or practices, at any time and without notice. The library will make an effort to notify you of such changes as they occur.

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

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

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the library, subject to federal, state, and local laws.

In the pages that follow, you will find helpful information regarding employment policies and benefits available to you. Please direct any questions to your supervisor or to the library's administration office. They are available to help you obtain any information you need.

## 102 EMPLOYMENT-AT-WILL

The contents of this handbook do not constitute an expressed or implied contract of employment. Rather, it is simply intended to describe the library's policies and procedures, employee benefits, and general guidelines. **Employment at the Lincolnwood Public Library District is employment-at-will and as such may be terminated at the will of either the employer or the employee at any time and for any reason, with or without cause or notice.**

## 103 ORGANIZATION OVERVIEW

The library is governed by an autonomous, seven-member board elected by community residents to serve four-year staggered terms of office. The board hires a Library Director to advise it, administer its policies and manage the library on a day-to-day basis.

## 104 EMPLOYEE CLASSIFICATIONS

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

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

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

**FULL-TIME** employees are those who are regularly scheduled to work a minimum of 37.5 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.

**PART-TIME** employees are those who are regularly scheduled to work less than 37.5 hours per week. 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.

## 200 WORKPLACE GUIDELINES

### 201 EQUAL EMPLOYMENT OPPORTUNITY

The library subscribes to a policy of equal employment opportunity and is committed to providing equal opportunity in all employment practices to all qualified applicants and employees, without regard to race, color, religion, sex, gender, pregnancy, national origin, age, disability, marital status, sexual orientation, gender identity, military or veteran status, genetic information, order of protection status, or any other category protected by federal, state and/or local laws. This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: initial consideration

for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to his/her supervisor or the Library Director. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the library's investigative procedures.

## **202 SEXUAL AND OTHER FORMS OF HARASSMENT**

The library is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the library will not tolerate harassment of library employees by anyone, including any supervisor, co-worker, vendor, customer, contractor, or other regular visitor of the library.

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

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

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is illegal and will not be tolerated. It can include, but is not limited to:

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

Keep in mind that an employee may complain about harassment if the employee is subjected to consensual behavior between two or more other employees.

Employees who believe they are being subjected to sexual or other harassment, or who believe they have witnessed sexual or other harassment, as defined above, should immediately submit a complaint to the Library Director or any member of the Management Team. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

All complaints of harassment will be investigated, and a response will be made to the complainant promptly, but no more than 30 days from the date upon which the written complaint was received.

The library may take immediate actions to eliminate further harassment. A finding that an employee has engaged in harassment will result in disciplinary action, up to and including dismissal. Direct contact to the board of trustees may be made should the complaint involve actions or inactions by the Library Director.

No employee making a complaint in good faith will be retaliated against even if the complaint is not substantiated. In addition, any witness will be protected from retaliation. Victims and witnesses are encouraged to come forward. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including discharge.

### **203 REASONABLE ACCOMMODATIONS**

The library supports the Illinois Human Rights Act and Americans with Disabilities Act as amended and will attempt to provide reasonable accommodations for pregnant employees and employees with disabilities in the workplace unless such accommodations would present an undue hardship for the library.

Reasonable accommodations apply to all covered employees and include, but are not limited to, hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures.

A pregnant employee includes any woman affected by and undergoing pregnancy, childbirth, or medical or common condition related to pregnancy or childbirth. A qualified person with a disability is any individual with a medically recognized disability. In both cases, the individual must, with or without reasonable accommodation, perform the essential functions of the job the individual has or wants, and not pose a direct threat to the health or safety of himself/herself or other individuals in the workplace.

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

## 204 BUSINESS ETHICS

Employees of the library shall not engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of their duties or that may tend to impair their judgment. Library employees are expected to deal with suppliers, customers, contractors, and others doing business with the library on the sole basis of the library's best interest, without favor or preference based on personal considerations.

Except as provided for in the Illinois State Officials and Employees Ethics Act, employees may not accept any payment, loan, or excessive entertainment from any source or person doing or seeking to do business with the library.

Library staff shall not accept cash gifts from library users or others who wish to make such a gift either as a token of appreciation for services the employee provided in her/his capacity as a library employee or for any other reason. If any such gift is "forced" upon an employee and the giver refuses to accept it back, the employee must immediately report this to the Library Director. The gift will then be accepted as a donation to the library itself, recorded and deposited as such, and the donor shall be given appropriate recognition as stipulated in the library's statement of *Policies Governing the Acceptance and Recognition of Gifts to the Library*. Staff may accept modest gifts of baked goods, candy, and other foodstuff (e.g., during the holiday season) provided any such gift can be and is shared equally with the staff as a whole or with the employee's departmental co-workers, if the latter is more appropriate.

Any gift to an employee that does not fall into either of the categories covered above must be immediately reported to the Library Director who, with the advice and consent of the library's attorney, will determine whether or not the gift can be accepted and, if not, how best to dispose of it.

## 205 NOTICE OF RESIGNATION

Employees are requested to give written notice of resignation, at least four weeks for full-time employees and two weeks for part-time employees.

## 206 COMPUTER, EMAIL, AND INTERNET

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"). However, it does not govern employees' use of any Communication Systems available to the public used by employees during non-working hours. 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 purpose of this policy is to insure that the library's Communication Systems are protected, properly managed, used for appropriate and acceptable purposes, and utilized in cost effective ways.

### **Equipment and Resources**

Library Communication Systems are made available for staff to conduct library related business. Except for emergencies, use of library equipment for personal reasons is limited to breaks and/or other times that fall outside work schedules. Conducting personal or other non-work related business when at a



public service desk and the library is open to the public, whether such action involves the use of library equipment/resources or not, is strictly prohibited. Doing so may subject an employee to disciplinary action, up to and including dismissal. When on breaks, personal use is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of library business, consume significant resources, give rise to more than nominal additional costs or interfere with the activities of other employees.

All equipment, including individual computers, tablets, and laptops, as well as all data entered into the computer network or any component thereof (such as individual computers, tablets, and laptops), is the property of the library. Staff may not store personal or other non-work related information and or documents on library equipment. The hardware, software and accounts are given to employees to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on library equipment, network, or software. At the discretion of the Library Director and/or the library board, any and all data stored on library equipment, network, or software may be accessed and reviewed. This may happen at any time and without notice to those who use or have used the equipment. Such data is subject to Illinois Freedom of Information Act (FOIA) requests submitted by the general public.

Equipment and software is installed and maintained by the library's Information Technology (IT) department. Use of other software or equipment without prior approval by the IT department is strictly prohibited. Staff may not download and install programs on library equipment without authorization from the IT department.

Accounts and passwords are set up and issued by the IT department. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned or by the IT department for the purpose of computer network maintenance.

### **File Sharing**

Staff must exercise caution when downloading or forwarding/sharing files. If such files are copyrighted, downloading or sharing them without licensing permissions is illegal and may subject the library and the individual employee to legal sanctions. Willful file sharing of any copyrighted material is prohibited.

### **Software License Abuse**

The library requires strict adherence to software vendors' license agreements. Using library equipment and/or resources to copy licensed software contrary to vendor agreements or installing unlicensed and/or pirated software is strictly prohibited. Questions regarding software licenses should be referred to the IT coordinator.

### **Unacceptable Practices**

The following list provides examples of unacceptable practices for which employees will be held accountable. This list is not exhaustive and should not be interpreted as such.

- Excessive use of library equipment and/or resources to conduct non-library related business. This includes phone calls and saving non-business related documents to the library network.

- Sending/forwarding chain letters or participating in the creation or transmission of unsolicited commercial e-mail ("spam").
- Accessing unauthorized networks, servers, drives, folders, files, or information.
- Making unauthorized copies of library files or documents.
- Destroying, deleting, erasing, altering or otherwise tampering with library files or other library data needed by or potentially useful to other staff members and/or the library in general.
- Disabling, defeating, or circumventing any library security mechanisms such as Windows policies, internet screening programs, security programs, or firewalls. Any employee who does so shall be subject to disciplinary action up to and including dismissal.
- Deliberately or habitually propagating any virus or other code or file designed to disrupt, disable, impair, or otherwise harm either the library's networks or systems or those of any other individual or entity.
- Willfully creating congestion, disruption, disablement, alteration, or impairment of library networks or systems. (e.g. adversely impacting internet speed by streaming videos or unplugging computer equipment.)
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages when using library resources.
- Infringing, attempting to infringe, or aiding in any way in the infringement or attempted infringement on another person or entity's intellectual property rights or copyrights.
- Browsing, retrieving, displaying, or disseminating any offensive, inflammatory, pornographic or inappropriate communications, including sexually and racially explicit or negative material.
- Composing, sending or forwarding communications which reasonably could cause another employee to feel offended, embarrassed, or harassed including any material relating to race, color, sex, pregnancy, religion, national origin, disability, age, marital status, sexual orientation, gender identity, military status, order of protection status, or any other characteristic protected by law.
- Sending or forwarding any communications which mask or misrepresent their identity as the sender, or which are encrypted.
- Engaging in activities for personal financial gain or for commercial use or profit.
- Using library equipment or other resources to promote or oppose a political issue or candidate or a religious belief.
- Failing to properly log off or lock any secure, controlled-access computer or other form of electronic data system that you use if and when you leave such computer or system unattended.
- Posting passwords on or near a computer, especially in a public area.
- Sharing or distributing passwords to unauthorized persons.

Willful and/or recurring use of library equipment and resources for purposes, or in ways, that are inconsistent with the policies, guidelines, or best practices stipulated therein will subject an employee to disciplinary action, up to and including termination.

## 207 SOCIAL MEDIA

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

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

- Employees are prohibited from discussing confidential library matters through the use of social media such as the library's customer account information or non-confidential library matters such as patron behavior.
- Employees cannot use social media to harass, threaten, bully, or discriminate against co-workers, managers, vendors or suppliers, or any members of the public, including website visitors who post comments. The library's anti-harassment and EEO policies apply to use of social media in the workplace.
- Pre-approval must be received from the Library Director before any employee establishes a library presence on any social media site.
- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

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

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

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

## 208 PERSONNEL RECORDS

The library shall maintain a separate confidential file containing the employee's job application and related material, performance appraisals, a summary of salary and job history and other materials

applicable to evaluation of performance and potential. Employees have the right to review their respective personnel files in the presence of the Library Director at a mutually convenient time. Trustees and supervisors will have access to an employee's personnel file only with the consent of, and in the presence of, the Library Director.

Each employee is responsible for notifying the library administration office about any changes in important personal data, including: address, telephone number, and spouse, domestic partner or emergency contact.

## 209 SAFETY AND HEALTH

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

There are a few guidelines that all employees should follow to fulfill that responsibility: keep work areas clean and obstacle-free; report any accidents or illnesses immediately; report all unsafe conditions or work procedures immediately; and always be mindful of doing their jobs in a safe manner.

In cases of serious injury or illness, staff should immediately call 911.

### DRUG FREE WORKPLACE

To eliminate unacceptable safety risks, and to enhance the library's ability to operate effectively and efficiently, the library maintains strict standards regarding alcohol and illegal drugs in the workplace.

#### Definitions

- "Legal drugs" are: (1) drugs that are permitted under state and federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using legal drugs must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. If such effects could adversely affect the employee's ability to safely perform his/her job, the employee must report such use and potential effect to his/her supervisor prior to reporting to work. In the event an employee fails to report such use and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy.
- "Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal and state law, or (2) legally obtainable, but not obtained in a lawful manner. Examples include marijuana (including medical marijuana), cocaine, mind-altering chemicals, depressants, stimulants, inhalants, and prescription drugs that were not lawfully obtained. The unlawful manufacture, distribution, dispensation, possession, sale, use, being under the influence, or the presence in one's system of a detectable amount of an illegal drug is prohibited: (1) on the library's premises or (2) where the employee is performing the library's business off the premises, and will be reported to the appropriate local, state, and federal authorities. Any violation of this prohibition will result in disciplinary action, up to

and including termination. Employees must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

- "Library premises" includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by the library.
- "Refuse to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.
- "Under the Influence of Alcohol" means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- "Under the Influence of Drugs" means a confirmed positive test result for illegal drug use.

The distribution, consumption, or possession of alcohol, or being under the influence of alcohol, while on library premises is strictly prohibited. Any violation of this prohibition will result in disciplinary action, up to and including termination. (This prohibition does not apply to functions for which the board expressly authorizes the use of alcoholic beverages by patrons and/or staff. In such situations, a moderate amount of alcohol may be consumed at approved library events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle).

### **Employee Assistance**

The library will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this or other library policies. 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, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and may be required to take and pass follow-up tests.

### **Required Testing**

1. Reasonable Suspicion: Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are on library premises, working, or operating library vehicles.
2. Post-Accident: Employees are subject to testing when they cause or contribute to accidents which seriously damage library property or result in an injury requiring emergency medical treatment away from the scene of the accident.
3. Return to Duty and Follow-Up: Employees who have tested positive or violated this Policy, and who are not terminated or are reinstated, are subject to testing prior to being returned to duty. Follow-up testing at times and frequencies determined by the library may also be required for up to three (3) years.

### **Collection and Testing Procedures**

1. Employees subject to alcohol testing shall be sent or driven to a library-designated clinic and directed to provide breath specimens. Specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee.
2. Employees subject to drug testing shall be sent or driven to a library-designated clinic and directed to provide urine specimens. Employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiate, amphetamine, and PCP use. There shall be a chain of custody from the time specimens are collected through testing and storage.
3. The laboratory shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

### **Consequences**

1. Employees who refuse to cooperate in required tests, test positive for illegal drugs or use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this Policy will be terminated.
2. Unless aggravating circumstances are present, the first time employees test positive for alcohol or possess, consume or are under the influence of alcohol or drugs, they will be suspended and may be required to meet certain conditions prior to reinstatement (such as successful completion of counseling or treatment, passing follow up tests, or other appropriate conditions).
3. Employees who test positive for alcohol or drugs or violate this Policy's alcohol rules more than once will be terminated.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

## TOBACCO FREE WORKPLACE

No smoking or other use of tobacco will be permitted in any area of the library or within 15 feet of any entrance, exit (including emergency exits), windows that open, or ventilation intakes that serve an enclosed area where smoking is prohibited.

## BLOOD-BORNE PATHOGENS

The Lincolnwood Public Library complies with state and federal regulations relating to occupational exposures to blood-borne pathogens. When blood or other blood-borne pathogens create a risk to staff or other library users the following protocols will be followed:

- Affected individual or area of the library will be quarantined.
- All blood will be cleaned up and disposed of safely and effectively. (Blood-borne pathogen disposal kits, with instructions, are kept in each public service department and in the library administration office.)
- If necessary, staff will seek advice and assistance from the Lincolnwood Fire Department.

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The library shall maintain an AED in a labeled cabinet in a publicly accessible area of the library. The AED has voice activated instructions which will guide an individual through the process of using it to assist someone.

## 210 ATTENDANCE AND WORK HOURS

The library considers regular attendance and punctuality to be critical both to acceptable job performance and to the employment relationship. Employees are expected to begin work on time and to work their scheduled hours. Excessive absenteeism or tardiness in connection with scheduled work times, breaks or meal periods will result in disciplinary action, up to and including dismissal.

The library recognizes that circumstances beyond employees' control may occasionally cause them to be late or to miss a workday. Employees who find they are unable to report to work as scheduled on a given day must notify their supervisor at least 30 minutes before the employee's normal starting time. If you cannot reach your immediate supervisor, contact the Library Director or any member of the Management Team. Be prepared to explain the reason for the absence or tardiness and give an expected date of return to work. At the Library Director's discretion, employees may be required to provide written documentation explaining the cause of their absence or tardiness. Ordinarily, any absence due to illness over three consecutive days requires a report from the attending doctor.

Employees who are absent from work for two consecutive days without providing proper notice will be considered to have voluntarily resigned their employment with the library.

## HOURS

Full-time employees are generally scheduled for 37.5 hours per week. The weekly hours of part-time employees are determined by the Library Director within the guidelines of the budget. Individual work schedules are determined by the Library Director and are so arranged as to best serve the needs of the library patrons and operations. Hours of work may vary depending on the needs of the library as determined by the Library Director.

## **EXTRA HOURS AND COMPENSATORY TIME**

On occasion, employees will be expected to extend their normal workdays or workweeks in order to meet library scheduling needs. As much notice as possible will be given when situations requiring extra hours occur. No nonexempt employee may work more than 8 hours per day or 40 hours per week without the explicit prior approval of their supervisor and the Library Director.

In accordance with the federal Fair Labor Standards Act (FLSA), nonexempt employees will be paid for overtime work on the basis of time and one-half for all hours worked in excess of 40 in a given week.

The following employees are exempt from this FLSA requirement by virtue of their executive, administrative or professional positions at the library: the Library Director, all department heads, and all permanent members of the management team.

For the purpose of determining compliance with FLSA overtime provisions, the library's work week is defined as extending from Sunday through Saturday.

## **BREAKS**

Staff working a full day must take a non-compensated 30 minute meal break within the first five hours of their shift. Employees may not work through meal breaks to compress the workday.

In addition to a meal break, staff who works a full day will be given the opportunity to take a 15-minute paid relief break for each half day of work. Staff who works less than a full day will be given the opportunity to take one such work break for each consecutive four-hour work period. Employees may not skip or shorten a work break in order to compress their workday. Staff who works a full day may combine one or both of their fifteen minute relief breaks with their meal break provided (1) their total break time does not exceed 60 minutes, and (2) they do not work more than four hours at a time without a break. Supervisors will schedule meal and work breaks for their employees at times that best meet the needs of their department and the library.

## **211 DRESS CODE**

The library is a public entity serving and representing the residents of Lincolnwood. Employees are expected to dress in a manner that reflects the library's position within the community. Each and every employee is a representative of the library and is expected to show a neat, professional appearance. All clothing must be clean, neat, and in good repair. Business casual is preferred.

The items listed below are not representative of the professional image the library wishes to project.

- Tank tops or strapless tops as the only top
- Shorts
- Sweat pants
- Open-toed shoes or sandals (for safety reasons)
- Very casual, threadbare, or torn t-shirts or sweatshirts
- Exposed underclothing, such as underwear or bra straps
- Jeans are acceptable for custodial staff as long as they are not ragged or torn. Other staff may occasionally wear clean and neat jeans, especially if they are working on a project or program that is messy.



- While at work, employees shall not wear clothing that displays obscene, pornographic, or other pictures, slogans, symbols or logos that that would violate the library's anti-harassment policy.

## **212 PARKING**

Staff may leave their vehicles in the library parking lot while at work. Staff may not leave their vehicles in the lot while off duty or overnight without the explicit permission of the Library Director.

## **213 STAFF ANNIVERSARY MILESTONES**

Staff who celebrates 10, 20, and 30 year employment anniversaries will receive the following:

- Recognition in the Director's Report to the board
- An invitation to attend that board meeting to be recognized in person
- A cash bonus in the pay period immediately following the anniversary. The cash bonuses are subject to all applicable taxes and the availability of the budget, and are not guaranteed.
  - 10 years = \$100; 20 years = \$200; 30 years = \$300

## **214 USE OF CELLULAR PHONES**

Personal cell phones (including personal digital assistants, text messaging devices and other similar wireless devices) must be turned off or put away 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/lunch time); however, these calls must be received and placed away from working and patron areas. Employees may make and receive local personal calls on the library's telephone during working hours if an emergency arises.

The library promotes cell phone safety when operating a motor vehicle. If the employee finds that it is absolutely necessary to utilize a cellular phone while away from work, the following must be observed:

- Employees must place calls while stopped or have someone place the call for you. Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.
- 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 your 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.

Failure to adhere to this policy, including the safety rules, can result in severe discipline, up to and including termination of employment.

## **215 NO SOLICITATION/DISTRIBUTION**

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

## **216 WORKPLACE SECURITY AND INSPECTIONS**

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

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

## **217 NEPOTISM**

Generally, no employee should be related by blood or marriage to a member of the library board. A trustee is required to promptly disclose when any such relationship exists or is anticipated. However, the board may choose to evaluate the situation and can authorize the employment by means of a formal resolution approved at a duly convened meeting.

No regularly scheduled employee may be related by blood or marriage to her/his direct supervisor or department head.

## **300 COMPENSATION AND BENEFITS**

Eligible library employees are provided a wide range of benefits. A number of the programs such as Social Security, workers' compensation, and unemployment insurance cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

## **301 PAY PERIODS AND PAYDAYS**

Employees are paid on a bi-weekly basis. Employees are encouraged to have their paychecks directly deposited into their bank accounts. Individuals who terminate their employment in the middle of a pay period shall be paid for the actual time worked during that pay period. Terminated employees shall receive their final paycheck on the first regularly scheduled payday following their date of termination, or as soon as possible thereafter if deadlines imposed by the library's payroll service eliminate this payday as an option.

Department heads shall maintain and certify time sheets which provide a record of the hours worked during each time period by all employees under their supervision.

## **302 PAY DEDUCTIONS**

It is the library's policy 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 library board.

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.

## **303 HOLIDAYS**

The library will be closed and regular full-time employees will be paid for the holidays listed in the General Policies Governing Library Use, with the exception of Easter Sunday, which is not considered to be a paid holiday. If the holiday falls on an employee's regularly scheduled day off, an alternate day off will be scheduled for the employee during the week preceding or the week following the holiday. Part-time employees and temporary/ seasonal full-time employees do not receive paid holidays.

## **304 VACATION**

Employees who are regularly scheduled to work 20 hours per week or more receive paid vacation leave. Temporary and seasonal employees do not receive paid vacation even if they work more than 20 hours per week for the library. Eligible employees earn vacation in accordance with the schedule provided

below. For part-time employees, a “day” is defined as the total number of regularly scheduled weekly work hours divided by five.

**Library Director, Department Heads, & Full Time Professional Librarian Level Employees**

- 20 days per year from the first through twentieth years of full time service at this level
- 25 days per year during each year of full time service at this level beyond twenty years

**Full-time Library Associate and Library Assistant Level Employees**

- 10 days per year during the first year of full time service at this level
- 15 days per year during the second through fifth years of full time service at this level
- 20 days per year during each year of full time service at this level beyond five years

**Eligible Part-time Employees**

- 5 days per year during the first year of service working a regular schedule of at least 20 hours per week
- 10 days per year during the second through twentieth years of service working a regular schedule of at least 20 hours per week
- 15 days per year during each year of service working a regular schedule of at least 20 hours per week beyond 20 years.

Vacation time is earned and accrued on a monthly basis. Employees may accrue and carry—on a rolling basis—no more than their respective annual allocation of paid vacation. If a paid holiday occurs during a full-time employee’s scheduled vacation, the day will be considered a holiday rather than a vacation day. Employees do not earn vacation during an unpaid leave of absence. Vacation will continue to accrue, however, while an employee is on paid leave of absence—including vacation leave—and during time lost because of an on-the-job injury.

Vacation may be used as earned but must be approved in advance by an employee’s supervisor and the Library Director. Although the employee’s wishes will be considered, library scheduling needs will be the primary factor in determining whether or not vacation leave may be taken on a given day or at a given time.

Employees who resign, retire, or otherwise leave library employment will be paid for unused earned vacation time they have accrued, up to their respective maximum annual allotment of vacation days.

The employment anniversary of part-time employees who are given a full-time appointment will change to the date that they assume a full-time schedule.

The maximum annual allotment of vacation days for employees who reduce their weekly hours from full-time to part-time with library approval will be reduced to the appropriate maximum allotment. Any vacation time above the maximum part-time allotment may either be: 1) used by the employee prior to reducing his or her schedule to part-time; or 2) paid to the employee by the library when the employee's part-time schedule takes effect.

### **305 PERSONAL DAYS**

All regularly scheduled full-time employees and regularly scheduled part time employees working 20 hours per week or more receive three paid personal days after their first year of employment. Newly hired eligible employees receive one (1) paid personal day during their first year of employment. For part-time employees a “day” is defined as the total number of regularly scheduled weekly work hours divided by five. Personal days are to be used for personal business that cannot be accomplished outside of the employee’s regular working hours, such as banking and legal transactions, home repairs, etc. They are not extra vacation days and should not be used as such.

Personal days will be credited to employees on January 1 of each year. The use of personal days must be approved in advance by an employee’s supervisor and the Library Director. Unused personal days may not be carried into the next calendar year. Employees are not paid for unused personal leave.

### **306 EMERGENCY CLOSINGS**

In emergency situations when the Library Director determines that it is necessary to keep the library closed to staff as well as to the public for a period of time, scheduled staff will be given as much advance notice as possible. All employees that were scheduled to work will be paid for their scheduled hours.

### **307 INSURANCE**

The library adheres to all applicable laws and regulations relating to health and other insurance benefits.

#### **GROUP HEALTH INSURANCE**

Regularly scheduled full-time employees are eligible to participate in the library’s group health insurance program. New full-time employees become eligible to participate on the first day of the calendar month after one month of employment. Up-to-date information about the program, including current coverage and benefit levels, is available from the Library Administration Office.

#### **GROUP INSURANCE PROGRAM: ADDITIONAL COMPONENTS**

Regularly scheduled full-time employees also receive Term Life and Accidental Death and Dismemberment insurance and Long Term Disability insurance. New full-time employees receive these insurance benefits on the first day of the calendar month after one month of employment. Up-to-date information about additional group insurance components, including coverage and benefit levels, is available from the Library Administration Office.

#### **WORKERS' COMPENSATION**

All employees shall be covered by Workers' Compensation, the cost of which is borne by the Library.

### **308 PENSION AND RETIREMENT BENEFITS**

The Library District provides retirement benefits through a “Deferred Compensation” program. Full-time employees become eligible to receive additional compensation, over and above their salaries, in the form of contributions to individual deferred compensation accounts. Additionally, and within legal limits, all employees may establish, and contribute a portion of his or her own salary to, individual deferred compensation accounts through payroll deductions. Within 90 days of termination, employees are required to roll over or cash out the full balance of his/her deferred compensation program.

### **ELIGIBILITY – EMPLOYER CONTRIBUTIONS**

In general, full-time employees, age twenty-one (21) or over, become eligible for full participation in the Library District group pension program on the first day of the calendar year quarter following, or coinciding with, one year of continuous service in a full time capacity.

Full-time Department Heads, who successfully complete a six-month period become eligible for reduced participation in the program on the first day of the calendar year quarter following, or coinciding with, their six-month employment anniversary as a full time Department Head. They progress to full participation on the first day of the calendar year quarter following, or coinciding with, their first year of continuous service in a full time capacity.

The Library Director becomes eligible for full participation in the program on the first of the month following, or coinciding with, his or her starting date.

### **ELIGIBILITY – EMPLOYEE DEFERRAL CONTRIBUTION**

Full-time and part-time employees age twenty-one (21) or over, become eligible to contribute a portion of their own salaries to individual deferred compensation accounts on the first day of the calendar year quarter following, or coinciding with, six months of continuous service.

### **EMPLOYER CONTRIBUTION AMOUNT**

The rate of the employer contribution to eligible full-time employees is subject to change. The current contribution rate is available from the Library Director.

## **309 LEAVES OF ABSENCE**

Each and every person plays a valuable role in the library's operation, and days off should be kept to a minimum. This section covers absences other than holidays, vacations and personal days.

### **SICK LEAVE**

Generally, sick leave refers to absence from library duties for brief periods due to illness or injury. Employees are expected to use sick leave only in the event of personal illness; however, up to five sick days per year may be used to care for an ill or injured immediate family member. For the purposes of sick leave, immediate family members include an employee's spouse or domestic partner, parents, and children. Accrual of sick leave begins on the first day of employment.

Paid sick leave is accrued as follows:

- Full-time Employees accrue sick leave at the rate of one work day per month and may accumulate this leave up to a maximum of 120 days.
- Regularly Scheduled Part-time Employees working 20 hours per week or more accrue sick leave at the rate of one work day per month and may accumulate this leave up to a maximum of 12 days. For part-time employees, a "work day" is defined as the total number of regularly scheduled hours per week divided by five.
- Part-time Employees working less than 20 hours per week on a regularly scheduled basis, along with temporary or seasonal employees, do not earn sick leave. At the discretion of the Library Director, work hours lost due to illness may be rescheduled.

Employees who have been absent from work for three or more consecutive work days because of illness or injury may be required to provide a medical statement from a licensed health care provider which affirms their ability to resume assigned job responsibilities.

Employees who reduce their weekly hours from full-time to part-time (over 20 hours per week) with Library Director approval will have their accumulated sick leave reduced proportionately to the appropriate maximum allotment. Such employees will not earn additional sick time until their accrued total drops below the appropriate maximum allotment. Employees who reduce their work schedule to below 20 hours per week will not be entitled to use any previously earned sick time.

Employees are not paid for unused sick leave.

### **FAMILY AND MEDICAL LEAVE (FMLA)**

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

#### **Basic Leave Entitlement:**

Eligible employees may take up to a total of 12 work weeks of unpaid leave within a 12-month period and be restored to the same or an equivalent position upon return if the following requirements are met:

- The employee has been employed by the Lincolnwood Public Library for at least 12 months, which need not be consecutive; and
- The employee has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The 12-month period in which the 12-week leave entitlement occurs shall be a rolling 12-month period measured backward from the date an employee uses any leave under FMLA. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

#### **Reasons for Leave Covered by the FMLA:**

Any employee who meets the above eligibility requirements may be entitled to take family/medical leave for the following reasons:

- the birth of the employee’s son or daughter, and to care for the newborn child;
- the placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
- to care for the employee’s spouse, son, daughter, or parent with a serious health condition; or
- a serious health condition, whether work related or not, that prohibits the employee from performing one or more of the essential functions of his/her job.

Leaves due the birth or placement of a child must be completed within the 12-month period beginning on the date of birth or placement.

Any employee who, while on a leave of absence, accepts employment elsewhere in a manner that conflicts with the employee's need for a leave from the library may be terminated as of the last day worked. In addition, if an employee uses a leave of absence for any reason other than what has been requested, the employee may be terminated as of the last day worked.

**Military Family Leave Entitlement:**

If an employee is eligible, the employee may use the 12-week family/medical leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty). 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 military service member during a single 12-month period. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment recuperation or therapy.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.



**Notice of Leave:**

A request for family or medical leave should be made 30 days in advance when the need for the leave is foreseeable. Such requests should be made to the employee's department head who will submit the request to the Library Director for approval. (In the case of the Library Director, the request would be made to the library board president.) When unforeseen emergencies or events occur that require employees to take FMLA leaves without submitting a request 30 days in advance, the request must be submitted as soon as is practicable, but should generally be no later than two days after the employee either learns of the need for leave or is physically able to provide such notice.

FMLA leaves must be formally approved in writing by the Library Director. If the Library Director is for some reason unable to act on the matter, in the absence of a Library Director, or if the leave is for the Library Director, approval of the FMLA leave must come from the library board president.

**Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition**

The library may require medical certification that the leave is needed due to the employee's own serious health condition or that of a family member. 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.

**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.

**Certification for Servicemember Family Leave**

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

**Intermittent Leave:**

Leave because of a serious health condition, to care for a servicemember 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. Leave may not be taken in increments of less than one hour. Employees needing intermittent leave or leave on a reduced work schedule must attempt to schedule the leave for times that are as minimally disruptive to the operations of the library as possible. Certification of the medical necessity for intermittent leave or leave on a reduced schedule shall be required.

**Substitution of Paid Leave:**

Leave under FMLA is unpaid. However, if you request leave for any FMLA-covered reason, you will be required to exhaust any remaining sick, vacation, and/or personal days available to use. The exhaustion of this paid leave does not extend the leave period. When using paid leave in conjunction with FML, employees must comply with the requirements of the applicable paid leave policy. When the FMLA leave is occasioned by an eligible employee's own serious health condition, the employee must, to the extent it is available, use accrued paid sick days, for this leave. To the extent available, paid vacation and/or personal days must be used for an FMLA leave after the employee's accrued sick leave has been exhausted.

When the FMLA leave is occasioned by any other reason permitted under the FMLA, the employee must use all available accrued paid vacation and personal days before the unpaid portion of the leave takes effect. Paid sick leave may only be used as provided for in section 309 above.

In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently with FML (where appropriate) and will not extend the leave period.

**Benefits During Leave:**

Employees who are eligible to accrue sick, vacation, and/or personal leave will continue to do so during that portion of a FMLA leave for which earned sick, vacation, and/or personal leave is being used. Sick, vacation, and personal leave shall not accrue during any unpaid portion of the FMLA leave (i.e., after all available sick, vacation, and/or personal leave has been drawn upon and used). An employee will receive holiday pay while on FMLA leave provided the employee is eligible to receive holiday pay and the holiday falls during that portion of the leave when earned sick, vacation, and/or personal leave is being used.

All appropriate employee and employer contributions to an employee's library retirement plan account will continue during a FMLA leave while the employee is drawing upon available sick, vacation, and/or personal leave and is thereby being paid. Such contributions will cease during any unpaid portion of the FMLA leave (i.e., after all available sick, vacation, and/or personal leave has been drawn upon and used).

Health insurance shall be maintained for the duration of the leave for those employees with coverage under the library's plan. The terms and conditions of health insurance coverage, including any applicable

premium contribution by the employee, shall remain the same during family or medical leave. Employees on leave must make timely payment of any employee portion of the medical insurance premium. If an employee's premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee.

**Job Restoration:**

Employees on family and medical leave shall regularly report their status and intent to return to work to their immediate supervisor, generally at least once every two weeks.

An employee returning from a FMLA leave shall be restored to her/his previous position or to an equivalent position (i.e., one with equivalent pay, benefits, and conditions of employment) at the library. In instances when medical leave was granted to employees because of their own serious health condition, they 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.

**Non-Retaliation:**

The library will not discriminate or retaliate against employees as a result of or interfere with the approved use of FMLA leave or a proper request for such leave. Employees should report any conduct that they believe violates the policy to the Library Director or any member of the Management Team.

**BEREAVEMENT LEAVE**

The Library Director may grant up to five days paid leave to employees who experience a death in their immediate family. For purposes of bereavement leave eligibility, "immediate family" is defined as:

- Spouse or domestic partner
- Son or daughter or son-in-law or daughter-in-law
- Sister or brother or sister-in-law or brother-in-law
- Mother or father or mother-in-law or father-in-law
- Grandson or granddaughter or grandson-in-law or granddaughter-in-law
- Grandfather or grandmother or grandfather-in-law or grandmother-in-law
- Any other permanent member of the employee's household

**JURY/WITNESS DUTY**

Employees who are called for jury duty or subpoenaed to testify as a witness will be given the necessary time off to perform such duty. The employee will be paid for all scheduled hours up to a maximum of 5 work days. It is the employee's responsibility to notify their manager as soon as possible after receiving the summons for jury duty or to appear as a witness. Employees requesting and/or returning from jury duty leave may be required to provide verification of jury duty service.

**MILITARY AND FAMILY MILITARY LEAVE**

Unpaid military and family military leave of absence, and subsequent reinstatement, will be provided to employees in accordance with all applicable federal and state laws. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor or the Library Director as soon as practicable.

### **VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)**

The Library complies with the Victims' Economic Security and Safety Act. Any part or full-time employee who is a victim of domestic violence, or who has an immediate family member defined as a spouse, parent, child, or a person residing in the same household who is a victim of domestic violence, may take up to 12 work weeks during any 12 month period VESSA leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries;
- Obtain victim services;
- Obtain psychological or other counseling;
- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Upon return from VESSA leave, the employee shall be reinstated to his original job or a job of like status and pay.

An employee requesting VESSA leave is required to give 48 hours' notice in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide written notice at the earliest possible time. The employee may be required to submit a certification demonstrating the need for leave. The certification must be provided by the employee as soon as reasonably possible and within 15 days after leave is requested. Information of this nature and the request for leave is confidential. The library will require the employee to report periodically on their status and intent to return to work.

VESSA leave will be counted on a 12-month period rolling forward from the date of the first day of VESSA leave. VESSA leave may be taken intermittently or on a reduced work schedule. If elected by the employee, VESSA leave will run concurrently with other eligible paid leaves of absence (for example, sick leave, paid vacation, personal day). When the employee's need for leave also qualifies as FMLA leave, or for long-time disability, these leaves will run concurrently.

The Library will attempt to provide reasonable accommodations for VESSA, unless such accommodations would present undue hardship. Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement. To request a reasonable accommodation, the employee should give a written request to the Library Director at the earliest possible time.

### **OTHER UNPAID LEAVE OF ABSENCE**

Leave of absence, not otherwise provided for above, without pay for non-medical causes shall be authorized at the discretion of the Library Director provided such leave will not adversely affect library operations and services.

Employees must take all available vacation and personal days prior to the effective date of the unpaid leave of absence.

Benefit accruals (e.g., vacation and sick leave) will not be continued during the leave. Holiday benefits occurring during unpaid leave will not be paid. Insurance coverage may be continued during an authorized unpaid leave as long as the employee pays the premiums.

To the extent possible, employees returning from personal leave will be returned to their former position or will be offered the first available comparable position for which they are qualified.

Abuse of unpaid leave will constitute grounds for dismissal. Abuse includes but is not necessarily limited to:

- Overstaying the leave without the approval of the Library Director;
- Filing for unemployment compensation while on the leave; and/or
- If a full-time employee, accepting other employment while on leave

### **310 STAFF DEVELOPMENT**

The library benefits from the collective skills and knowledge of its employees. All full-time and regularly scheduled part-time employees are encouraged to further develop skills appropriate to their current—or potential future—position at the library.

The library maintains several programs that aim to continue a high level of staff development. Four staff development programs, In-Service Days, Professional Memberships, Attendance at Workshops and Conferences, and Tuition Reimbursement, are described below.

Suggestions regarding staff development, programs, and activities should be forwarded your supervisor or the Library Director.

#### **IN-SERVICE DAYS**

The library closes at least one day (or two half days) per year in order to provide a series of workshops directed towards current library service. All staff members are expected to attend these important training days.

#### **PROFESSIONAL MEMBERSHIPS**

Membership in the American Library Association (ALA), the Public Library Association (PLA), and the Illinois Library Association (ILA) for full time staff members at the librarian level and above are paid for by the library. Individual memberships in other work related professional associations may be paid for by the library if recommended by the Library Director.

#### **ATTENDANCE AT WORKSHOPS AND CONFERENCES**

Employees are encouraged, and at times required, to attend job-related workshops, meetings and conferences, and to participate in professional activities. The library's budget provides funds for this each year. The extent of such attendance and participation may be limited, however, by library or department scheduling needs as well as by the annual budget allocation.

Employees who wish to attend a workshop, meeting, conference, or other job-related activity that will involve the use of work time or reimbursement for travel or other expenses must receive prior approval from their supervisor.

Any activity that (1) will involve travel outside the Chicago metropolitan area, (2) will cause an employee to be away from the library for more than one workday, or (3) is likely to require expense reimbursement of \$100 or more must be approved in advance by the Library Director.

When travel by private auto is the most economical or convenient means of transportation to a meeting, workshop or conference, reimbursement will be at the prevailing mileage rate recognized by the Internal Revenue Service. Employees will also be reimbursed for tolls and parking charges incurred while traveling on authorized library business. Employees are encouraged to car pool with co-workers or colleagues whenever possible and practical in order to share, and thereby reduce, the costs.

Attendance at out-of-the-area professional conferences will generally be limited to full-time employees at the Librarian level or higher. Prior approval from the Library Director is required for attendance at these conferences. Approval will depend, among other factors, on the amount specifically allocated by the library board for staff attendance at such conferences in a given year's budget.

The library will pay for all reasonable expenses incurred by conference attendees, including registration fees, transportation costs, hotel accommodations, and meals, although a cap may be placed on the total per-employee reimbursement that will be permitted for a given conference. Employees will be given ample advance notice if any such cap has been imposed.

In addition to providing a financial report summarizing and documenting with receipts all reimbursable expenses incurred, conference attendees will be expected to submit, and, if asked, verbally present, a written report to share with co-workers and/or the library board. This report should include the highlights of their conference experience, including what was learned that might help them do their jobs, and the library serve the community, more effectively.

### **TUITION REIMBURSEMENT**

The library offers a tuition reimbursement program to encourage employees to acquire additional job related knowledge and skills. All full-time and regularly scheduled part-time employees working 20 hours a week or more are eligible for tuition reimbursement subject to the following requirements and constraints:

- The course or training program must be related to the employee's present position at the library or be beneficial in a position at the library to which the employee might advance in the future.
- An eligible employee must be employed at the library for at least 6 months in order to qualify for this benefit.
- The request for tuition reimbursement must be approved in advance by the Library Director.
- A request must be submitted to the Library Director in writing at least 30 days before the registration deadline for the course or training program.
- In order to be reimbursed, the employee must provide acceptable documentation (e.g., receipts and grade) verifying that the course or training program was paid for, completed, and passed.
- The library will reimburse 50% of the cost of tuition, fees, and required textbooks—up to a maximum of \$700.00 per course.

- The budget allocation for this benefit shall limit the Library Director’s ability to approve requests for tuition reimbursement in any given year.

The board reserves the right to require an employee (or former employee) to repay the library if it is determined that the employee received tuition reimbursement by virtue of falsely representing: (1) any facts relating to the reimbursement request or the reimbursement itself; or (2) her or his level of commitment to the library. The employee may be required to sign a repayment agreement concerning tuition reimbursement. The employee shall be responsible for any and all taxes related to the funds received.

### **311 STAFF LIBRARY CARD**

Employees may request a staff library card. Staff members are expected to use their special borrowing privileges responsibly and judiciously. Abuse of the staff library card will result in the withdrawal of the card and disciplinary action, up to and including dismissal. Some examples of how these privileges can be abused are provided below:

- Keeping materials out beyond their due date;
- Renewing materials the employee has already had out for their maximum loan periods;
- Keeping materials at the employee’s desk or in the employee’s locker without charging them out; and/or
- Taking advantage of their “insider” position as library employees to jump ahead of patrons on the waiting list for materials.

## **400 EMPLOYEE EVALUATION**

### **401 PERFORMANCE APPRAISALS**

The library maintains a formal program for evaluating the work performance of all permanent employees. This program uses an interactive appraisal process designed to enhance communication and cooperation between supervisors and their employees; to stimulate job development, job satisfaction, and work-related personal growth; and to help insure that job responsibilities and requirements remain dynamic and evolve to keep pace with the changing demands of the library as a workplace. The process also provides a method for the library to gauge, document, acknowledge, and strengthen the effectiveness of employee job performance.

The Library Director, with the assistance of the department heads, is responsible for administering the performance appraisal program. Individual supervisors shall complete an appraisal—using the prescribed process and forms—for each employee whom they directly supervise.

Formal appraisals will generally occur annually at the time of each employee’s employment anniversary, but may occur more frequently at the discretion of the Library Director. In addition, informal performance evaluation conferences will be held regularly. New employees will be evaluated after three months on the job.

Merit salary increases, if available, will be awarded by the Library Director in accordance with the annual employment compensation program that the library board approves along with the annual budget.

Merit increases, when earned, become effective the first day of the pay period immediately following or coinciding with a given individual's employment anniversary. Such increases shall be awarded based on the results of the formal written performance evaluations conducted at the time of employment anniversaries.

## **402 UNACCEPTABLE BEHAVIORS**

Examples of behavior that is subject to disciplinary action, up to and including dismissal are listed below. This is not meant to be a complete list but to illustrate the kinds of actions that are considered to be inappropriate and detrimental to safe and effective library operations.

- Insubordination or failure to carry out a supervisor's request or to comply with prescribed work rules, guidelines or procedures.
- Unexcused absence, excessive or chronic absenteeism or tardiness, refusal or failure to work scheduled or assigned hours, over-extending rest or lunch breaks or abuse of leave privileges.
- Theft, loss, destruction or unauthorized use of library property, including excessive use of library telephones or other equipment to conduct personal business.
- Willful and/or recurring use of library equipment or resources for purposes, or in ways, that are inconsistent with any of the provisions articulated in the library's policies.
- Any act of recklessness or poor judgment that endangers the safety, health or well-being of a library patron or another employee.
- Violence, threat of violence, disorderly conduct of a criminal nature or use of abusive or obscene language while on duty or on library property.
- Falsification of library information, reports or others documents, including work and payroll records.
- Failure to perform the duties of the position.
- Abuse of staff borrowing privileges.
- Any breach of other rules and regulations set forth within this handbook or within other library policies, or considered necessary for the orderly administration and operation of the library.
- Failure to comport oneself in a manner that reflects well on the library whenever representing the library at a conference or event, no matter the location.

## **403 DISCIPLINE**

Although the immediate purpose of disciplinary action is to correct unacceptable behavior, it is also intended that discipline be viewed as an opportunity to help employees strengthen their work performance and achieve personal growth in the work environment.

General guidelines as to the types of discipline that may be imposed are provided below. The discipline administered will depend on the circumstances in each case. A supervisor is not necessarily required to go through all the disciplinary steps described. Depending on the severity of the employee's behavior, discipline may begin at any step in the process, including immediate dismissal. The progressive



disciplinary steps and the failure to follow the steps in every situation does not in any way create a contractual right to continued employment.

**Verbal Warning:** In some situations, the supervisor may determine that the most appropriate first step is to discuss problem behavior with the employee. This discussion shall constitute a verbal warning, documentation of which will be placed in the employee's personnel file.

**Written Warning:** The next level of discipline is the written warning, which the supervisor may issue after a verbal warning has been given but the employee fails to correct the problem, or in lieu of an initial verbal warning if the employee's problem behavior is severe enough. A written warning constitutes a formal reprimand. The employee will be asked to acknowledge receipt of a written warning by signing the library's copy; refusal to sign will be noted. The employee may submit a formal response which will be kept on file with a copy of the reprimand.

**Final Warning:** With the advice and consent of the Library Director, a supervisor may issue a final warning, which is similar in nature to a written warning but clearly informs the employee that failure to take immediate action to correct a problem will result in dismissal. An employee may receive a final warning without any previous verbal or written warnings if the behavior in question is especially detrimental to the library.

**Suspension:** At the discretion of the Library Director, a final warning may include a suspension of up to five working days. A suspension, which is defined as specified time off without pay, is viewed as time away from the work environment for the employee to reflect upon the employment relationship in general, to consider the seriousness of the circumstances which led to disciplinary action and to formulate a plan to correct the problem.

**Dismissal:** The final step in the disciplinary process is dismissal. The Library Director may dismiss any employee whose behaviors or attitudes conflict with the policies, rules and practices of the library or who fails to respond acceptably to the disciplinary measures described above.

However, as noted above, employment at the library is employment-at-will and as such may be terminated at the will of either the employer or the employee at any time, and for any reason, with or without cause or notice.

## EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about Lincolnwood Public Library District, and I understand that I should consult my supervisor or the Library Director regarding any questions not answered in the handbook.

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

I have entered into my employment relationship with Lincolnwood Public Library District voluntarily and acknowledge that, unless covered by an employment agreement to the contrary, there is no specified length of employment and either **Lincolnwood Public Library District or I may terminate the relationship at will, with or without cause, at any time.**

**Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.** I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

---

DATE

---

EMPLOYEE'S NAME (TYPED OR PRINTED)

---

EMPLOYEE'S SIGNATURE