

McHenry Public Library District Staff/Internal Policy Manual

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PURPOSE

The purpose of this manual is to provide the staff with workplace guidelines for the McHenry Public Library District (hereafter referred to as MPLD or the Library) as well as outline some internal guidelines that provide direction in interpreting state and federal laws as they pertain to various aspects of employment, workplace behavior and records retention.

MISSION STATEMENT

The McHenry Public Library is a welcoming place that “enriches the quality of individual and community life through responsive library services that promote lifelong learning opportunities and recreational interests.”

VISION STATEMENT (MOTTO)

YESTERDAY’S WISDOM; TODAY’S KNOWLEDGE; TOMORROW’S DREAMS.

Basically, the motto means that staff strives to merge traditional public library services and collections with 21st century technology and services with the focus and drive towards meeting local demands, needs and using available resources

ATTENDANCE

POLICY

Employees of the MPLD are expected to be at work at all of their regularly scheduled times and good attendance is required and expected for continued employment and advancement consideration within the organization. However, the library recognizes that there are circumstances when an employee is unable to be at work. See the current ***Employee Benefits Summary*** for details on excused absences, types of leave provided to both part-time and full-time employment and guidelines/procedures for requesting those types of leave. Normally, these types of leave accrue on a pay period basis and accrual comes first before an employee can take advantage of these benefits. All types of leave accrue and should be used within a calendar year. Exceptions to this rule can be provided by the Executive Director. In certain instances of a staff member leaving the employ of the Library and taking more than their accrued leave, they may have to reimburse the library for time taken or have pay withheld.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

All leave normally should be taken in minimum increments of full hours unless a regular full or half-day consists of part-hour intervals (like 7.5 or 4.5 hours) and they cannot be used as compensation for job tardiness or lateness. Excused absences of less than 1 hour fall outside of this policy and can only be made up by consulting with the Dept. Manager and adjusting/adding to the work schedule for make-up time.

Normally, personal days cannot be 'butted together' with other types of leave to extend leave time. Exceptions include leave for blood donations and voting or other leave specifically authorized by law or by the employee's immediate supervisor.

Dept. Managers are responsible for maintaining employee attendance records during the current payroll period and are required to submit records of employee absences to the Executive Director or Business Manager at the end of each pay period. The employee's time sheet serves as the official notice of absences, vacation days, hours worked, holidays, etc. and, therefore, accommodates any changes in planned absences due to re-scheduled appointments or a change in plans. The administrative staff is responsible for maintaining permanent attendance records as well as keeping appropriate records relating to employee disability and IMRF.

Employees may carry-over up to 2 years' worth of pro-rated excused and unused absences (i.e. personal days: FT=180 hours, PT=32 hours) for use in the event of a pro-longed illness. Any employee with 5 years or more of service credit will be compensated for any unused excused absences upon retirement/resignation at their regular rate of pay.

Employees are required to notify their supervisor of a planned absence in advance, as soon as possible, before the absence occurs. If the supervisor is unavailable when the need for a planned absence arises, employees should notify either the Executive Director or the senior staff member in charge of the library. When an absence is unplanned, employees are expected to notify their supervisor or the Executive Director as soon as possible. Notification shall be made each day unless other arrangements have been made with the employee's supervisor. If an employee is absent due to illness for a period of more than 3 days or longer, they will be asked to bring a doctor's release prior to returning to work.

An employee is not eligible for holiday pay if they have an excused absence immediately before or after a paid holiday. The exception to this will be if the holiday falls within an employee's scheduled vacation. Except for emergency situations, no more than 2 people from any department may schedule simultaneous time off. Managers accept employee requests for scheduled time off beginning January 2nd of each calendar year. The requests are granted on a "first come" basis. The employee with seniority will be given the advantage when more than 2 people simultaneously request scheduled time off.

Unexcused absences and/or frequent tardiness shall be grounds for disciplinary action. An unexcused absence is defined as failure to notify one's supervisor within 15 minutes after the time an employee is expected to report to work. Tardiness is defined as failure to be at an assigned workstation at the beginning of the work period. An unexcused absence of three consecutive days is considered job abandonment and is grounds for formal disciplinary action including termination of employment.

ACCIDENTS – See Also “Workers Compensation”

POLICY

Employees are expected to report any accidents occurring on library premises, whether these accidents involve a library employee or a member of the public.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The Executive Director or senior staff member in charge of the building is expected to arrange for appropriate medical attention including calling the police, fire department, or ambulance and completing any accompanying paperwork. In addition, the Executive Director or senior staff member in charge of the building is expected to complete an accident report form and file the form with the Executive Director in a timely fashion. The Executive Director or senior staff member in charge of the building is also responsible for contacting the library's insurance company when it is appropriate to do so.

REASONABLE ACCOMMODATIONS

The Library supports the Americans with Disabilities Act (ADA) as amended and will attempt to provide reasonable accommodations for people with disabilities in the workplace unless such accommodations would present an undue hardship for the Library.

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

A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of himself /herself or other individuals in the workplace.

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

APPLICATIONS FOR EMPLOYMENT AND POSITION OPENINGS - See Also 'Recruitment'

POLICY

General applications for employment are available at the Circulation Services Desk. Applications for employment and accompanying documents are generally kept for a period of four years and are discarded (shredded) after that time. Applications may be received via mailed forms, FAXed, or e-mailed using a .pdf or Word document file. When the Library has a position opening, that position may be advertised in-house first (normally 2 weeks). If there are no qualified applicant pool/in-house applicants, (within the discretion of the management team), the position will be advertised using the best media possible depending upon the position, budget and media available at the time.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

All hiring of full-time and part-time employees will be governed by the following policy and procedures. Once a position is either newly created or opens-up by virtue of staffing leaving/firing, etc., the department manager in the 'open' department should meet with the Executive Director to consider the course of action, budget implications/salary and staffing needs. At that time, decisions will be made regarding advertising and hiring from with-in or going directly out to the public. The department head will consult with the Administrative Assistant and the Executive Director to write the job advertisement and job qualifications and select the pay grade/range and start date. If advertised publically, it will be done in the following hierarchical manner:

It is the policy of the Library to advertise all open and new staff positions within the library for a period of 2 weeks before advertising locally and/or nationally. This is done to encourage upward and lateral movement of staff while simultaneously fostering an environment of job growth and continuing education.

For all positions requiring a Master's degree (MLS, MLIS or other), the department manager will determine, via the job description, prevailing job market and additional qualifications needed, if the job postings should be placed locally first followed by a national listing:

The **Northwest Herald** (Sunday only)

The Illinois Library Association jobline (www.ila.org/jobline/index.htm) (\$100 for 30 days)

The University of Illinois LIS School

Dominican University LIS

The University of Wisconsin (Madison/Milwaukee) LIS School

(Various Illinois system websites)

The RAILS jobs list

Job Hunt (www.jobhunt.org/jobs/illinois.shtml)

Job Openings (www.jobopening.net)

Craigslist (www.craigslist.com)

If necessary - nationally

Library Hotline

The American Library Association and **American Libraries** (www.ala.org)

Library Journal

For all positions requiring a high school diploma and/or some college with some library experience:

The career center – McHenry Community College

The College of DuPage (Library Tech program)

The Northwest Herald (Sunday only)

The NSLS jobs list

The McHenry Chamber newsletter

The McHenry County Workforce Center (815-338-3990)

www.ides.state.il.us/ietc/mchenry

Craigslist (www.craigslist.com)

Jobs will normally be listed for a 2- week period (run in newspaper 2 times in 2 weeks) to a 1-month period. Advertisements will run only for jobs currently open. Applications will be retained for a period of four years after the job has been filled. No pool of job applicants will be retained. In various cases, dependent upon job qualifications, a temporary employment service may be retained to recruit and hire job applicants.

The Dept. Manager with the job opening will work with the Business Manager and PR Manager in wording the job ad and in placing/advertising. In this manner, all advertising/billing will be funneled through the Business Manager. If changes in hours, job description or rate of pay are needed, the Executive Director will need to be consulted before the position is advertised. In each individual case of advertising, the Dept. Manager of the advertised position will be the point/answer person referred to in the ad with all applications/resumes forwarded to him/her. The Dept. Manager will conduct all interviews (telephone and in-person) but will keep the Executive Director continually apprised of progress. A minimum of three candidates will normally be selected for interviews and the Executive Director will approve the interview process/schedule.

After a successful candidate is found, the Dept. Manager will convene a meeting with the Executive Director to expand hiring rationale and recommend a salary and start date. The Dept. Manager will then contact the candidate by telephone and offer the position. A letter will follow up the verbal agreement from the Executive Director outlining the verbal conversation but also providing additional information about benefits, the community, starting salary and other pertinent information. After the successful candidate verbally confirms acceptance of the position, the unsuccessful interviewed candidates will be contacted by telephone/letter (Dept. manager preference) followed by contacting all candidates.

After the Dept. Manager has filled the position, all applications for employment and accompanying documents should be returned to the Executive Director where they will be kept on file for two (2) years and then destroyed. Unsolicited applications for employment are also referred to the Executive Director. In the event of another open position, Dept. Managers may consult those applications and resumes.

AT-WILL EMPLOYMENT STATEMENT

POLICY

All employment through the MPLD is at-will and of indefinite duration. The Library may terminate employment at any time, with or without notice, and for any reason in accordance with applicable law. This at-will relationship can only be modified by an enforceable, executed agreement, in writing. All other agreements and/or oral agreements to the contrary will be considered null and void.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

This manual is only a general guide to the Library's current employment policies and to some of your benefits and responsibilities as an employee. It is informational only, and is not intended to be and should not be construed as a contract. From time to time, the MPLD reviews policies, procedures, and benefits and makes revisions based on the need for or desirability of changes. Thus, any policy, procedure or benefit outlined in this manual may be modified, decreased, or increased at any time without advance notice. The Board of Library Trustees must formally adopt all policies.

You are responsible for reading, understanding and complying with all provisions of the manual. It describes many of your responsibilities as an employee and outlines the programs developed by the Library to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The manual cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not addressed in the manual, the need may arise to change policies described in the manual. The Library therefore reserves the right to revise, supplement, deviate from or rescind any policies or portion of the handbook from time-to-time, as it deems appropriate, in its sole and absolute discretion. We will of course, make an effort to notify you of such changes as they occur.

The handbook is not intended to create a contract of employment. Rather, it is simply intended to describe the Library's present policies and procedures, employee benefits, and general guidelines. Your employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Library.

Federal, state or local laws or regulations shall supersede these stated policies, until

corrections can be published, in the following instances:

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

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

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

BEREAVEMENT LEAVE (see also types of leave such as FMLA, JURY DUTY/WITNESS, LEAVE OF ABSENCE); see also the Employee Benefits Summary (sick leave, personal leave, bereavement leave)

In the event of a death in an employee's immediate family, a bereavement leave of up to three (3) days, with regular pay, shall be granted. For part-time workers, such leave will be calculated on a prorated basis as a percent of 37.5 hours per week. Immediate family constitutes the following relationships: spouse, partner, parent, child, sister, brother, grandparent, grandchild, mother/father-in law, and sister/brother-in-law. Additionally, in compliance with the **Illinois Child Bereavement Act of 2016**, any staff member experiencing the death of a child may be allowed to take up to (7) seven additional unpaid work days; - note that 3 days bereavement is already included as standard bereavement. This policy applies to an employee's child who is biological, adopted, a foster child, step child or a child of a person standing "in loco parentis" inclusive of domestic partner relationships. ***Additional paid leave for the death of persons not covered in this policy as well as special exceptions/requests for extended leave due to special circumstances may be allowed at the discretion of the Executive Director.*** Additionally, all leave must be approved by the employee's immediate supervisor/manager before it is taken. See the ***Employee Benefits Summary*** for complete rules on requesting bereavement leave.

GUIDELINES and PRACTICES for IMPLEMENTATION

Note that, in the event of the death of a child, bereavement leave covers (3) three days with regular pay but an additional (7) seven days may be taken without pay (i.e. unpaid

leave). However, the employee has the option of using accrued sick, personal and/or vacation (as well as a combination of the 3) to cover those 7 days or used in addition to those 7 days. Also, FMLA (Family Leave and Medical Act) leave can simultaneously commence in situations such as this. Normally, the Illinois Child Bereavement Act is in effect for employees working 24 hours per week or more and having a minimum of 1 year service, but the MPLD recognizes this law in effect for **all** of its employees regardless of time of service/hours worked. (enacted 11/15/2016)

BICYCLES, SKATES, SCOOTERS, SKATEBOARDS, and other means of personal transportation

POLICY

The use of bicycles, skates, scooters, and skateboards is not permitted in the library or on library property. Scooters, skateboards, and similar modes of transportation may not generally be brought into the library building.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Bicycles and scooters belonging to library employees, volunteers and patrons must be parked in the bicycle rack located outside the library building. Skates must be removed and shoes worn inside the library building. The library is not responsible for bicycles and scooters parked in the bicycle rack. Bicycles, scooters, and similar means of transportation should be secured. In the event of a theft, the Executive Director or senior staff member in charge of the building will contact the police and provide a place for the victim and the police to meet. Bicycles and scooters left overnight will generally be turned over to the police. The library is not responsible for any damage caused to the bicycle or scooter in cutting the lock at the time that the bicycle or scooter is turned over to the police.

BODILY FLUIDS

POLICY

All library staff members are expected to be familiar with safety procedures for exposure to blood and other bodily fluids. Safety procedures can be found on the LAN as well as in the emergency procedures manual in each department.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The Executive Director is responsible for providing annual training on blood-borne pathogens and exposure to bodily fluids. Training may take a variety of formal and informal formats including formal presentations, audio presentations, video presentations, electronic instruction, and/or distributing the written guidelines to each staff member and allowing time for each staff member to read the instructions, pose appropriate questions, and certify that they understand the safety procedures.

Staff will receive a written reminder in January of each year that they are required to review these safety procedures. Staff members who have not certified that they understand the procedures by March 1st will be placed on unpaid leave until such time as they complete the review. Staff members who have not observed these procedures will be required to immediately review them and pass a short written test. Failure to do so will result in an immediate unpaid disciplinary probation and may result in termination of employment.

BORROWING PRIVILEGES - STAFF – See “Library Cards and Borrowing Privileges”

BREAKS

POLICY

Employees are provided a 30 minute unpaid meal break when working 6 or more consecutive hours.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Meal breaks are scheduled by the department or division supervisor and are scheduled to meet departmental and library scheduling requirements. Any request for a longer unpaid meal break is subject to approval by the employee's supervisor. Employees may leave the building during unpaid meal breaks. In addition, employees are entitled to a paid 15-minute rest break for every 4 consecutive hours of employment. The department or division supervisor schedules rest breaks. Since employees are "on call" during a paid rest break, they are expected to remain in the building during rest breaks. Neither rest breaks nor meal breaks may be used to lengthen or shorten a workday. In an unusual circumstance, the employee's immediate supervisor may approve an exception to this policy so long as there is no disruption to normal library service. An employee may not request nor may a supervisor grant this permission on a regular basis or as a normal employment or scheduling practice.

CHANGE IN EMPLOYMENT STATUS

POLICY

Dept. Managers are expected to report all changes in employment status to the Executive Director for approval prior to the implementation of the change.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Examples of changes in employment status include, but are not limited to:

- Hiring a new employee
- Increase in hours (permanent or temporary)

- Reduction in hours (permanent or temporary)
- Change of job title
- Request for an increase or decrease in salary
- Significant changes in an employee's responsibilities
- Transfer from one department to another
- Termination of an employee

The Executive Director must approve all changes in employment status and all report forms become part of an employee's personnel record.

CHILDREN IN THE WORKPLACE

POLICY

Employees are expected to make arrangements for childcare and are generally not permitted to bring children to work during their scheduled shifts. Children of library employees are governed by the "Unattended Children" public policy.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

A child who is at least 10 years old and able to use the library unsupervised may be at the library during an employee's regularly scheduled hours of employment. However, the child must remain in public space and is not permitted in staff work areas or behind public service desks. Staff will not provide direct supervision of the employee's child. The Executive Director is charged with implementing this policy as well as imposing any disciplinary measures for staff violating this policy.

CLOSING THE LIBRARY - Emergencies & Inclement Weather

POLICY

The Library maintains regular hours of operation dependent upon customer needs. These hours, posted on the exterior doors and the library website, are determined by the library board of trustees and evaluated on an annual basis. However, from time to time, inclement weather dictates that the library close in the interest of both staff and public safety. There may also be times where other non-weather related conditions dictate closure in the best interest of public safety.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The decision to close the library is made by the Executive Director or other appropriate staff in conjunction with the approval of the Library Board President or other Board Member. The Executive Director or the senior staff member in charge of the building will contact Dept. Managers or another contact from each department if the library will close. Department managers are then responsible for contacting the staff they supervise - either directly or using a calling-tree.

Whenever possible, the Executive Director or other designated staff will contact Star 105.5 Radio (815-459-7000) and place an announcement that the library is closed. An announcement should also be placed on the library's voice mail system, the emergency closings website (www.emergencyclosings.com) and the library website (www.mchenrylibrary.org). The Executive Director is responsible for evaluating and revising procedures for informing staff and the public about emergency closings.

All staff regularly scheduled to work at the time of an emergency closing are considered "on call" and will be paid for the hours they would normally work, scheduled to the constraints of the budget. Since these staff members are "on call," they must be available to report to work if the library is re-opened. Staff needing to report to work during the closing for repairs, snow removal, etc. will be paid their normal rate, dependent upon hours worked plus receive overtime (nonexempt employees) for their hours worked. When possible, staff will be given a minimum of one hour's notice that the library will re-open after an emergency closing.

COMPENSATORY TIME AND OVERTIME

POLICY

The MPLD generally does not require or permit employees to work overtime. Overtime hours are defined as those hours in excess of 40 [note that 37.5 hrs. is considered full-time at MPLD] hours per week worked by a nonexempt employee. Non-exempt employees are entitled to overtime compensation for any hours worked in excess of 40 hours per week. Overtime compensation is defined as one and one-half times the employee's regular hourly salary or one and one-half compensatory hours off for each hour of overtime worked. The MPLD conforms to all laws and legislation dictated by the Fair Labor Standards Act though federal and state laws.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Since budget constraints do not generally allow for employees to work any additional hours, employees must receive permission from the Dept. Manager, the Executive Director or the Assistant Director to work additional hours. Nonexempt employees who work unauthorized overtime may be disciplined up to and including termination of employment.

It is the Dept. Manager's responsibility to schedule adequate staff coverage at all public service points without the need for any employee to work more than the regularly scheduled hours of employment. However, the Library does recognize that there may be extenuating circumstances when an employee may be asked to work additional hours to provide adequate staffing at public service desks. Dept. Managers are generally expected to balance an employee's work schedule by the end of the work week during which the additional hours are worked. The following example serves as an illustration of this practice:

An employee is regularly scheduled to work 20 hours each week. S/he generally works from 1 until 5 p.m. each weekday. Because the employee was nearly finished with a project, she asked if she could work an additional hour on Wednesday. The supervisor balanced this by allowing the employee to leave one hour earlier the next day.

The library's budget does not support overtime pay for business related trips and conferences during which the employee is away from the Library. A non-exempt employee and the employee's supervisor are expected to review the requirements of conference attendance and make reasonable adjustments to the conference attendee's work schedule to ensure that the non-exempt employee's schedule does not exceed 40 hours per week.

CONDUCT AND WORK RULES see also ORGANIZATIONAL CULTURE

POLICY

As integral members of the Library team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

This not only involves sincere respect for the rights and feelings of others but also demands that both in a business and personal setting, employees should refrain from any behavior that might be harmful to the employee, coworkers, and/or the Library or that might be viewed unfavorably by patrons or by the public at large.

Employee conduct reflects on the Library not only when an employee is at work, but also when an employee is away from the Library. Employees are consequently encouraged to observe the highest standards of professionalism at all times. The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at the Library's discretion, also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their Dept. Manager, the Assistant Director or the Executive Director on issues related to conduct. In some instances a Grievance procedure/form may be completed.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

- Falsifying employment application, time sheet, expense report, personnel or other documents or records of the Library.
- Unauthorized possession of Library, patron or employee property.
- Possession, distribution or use of weapons or explosives, or violating criminal laws on the premises of the Library.

- Fighting and/or other disorderly conduct.
- Dishonesty, fraud, theft or sabotage against the Library or its employees.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of the Library or its patrons.
- Insubordination or failure to perform reasonable duties that are assigned.
- Unauthorized use of material, time, equipment or property of the Library or a patron.
- Damaging or destroying Library or customer property through careless or willful acts.
- Conduct that the administration of the Library feels reflects adversely on the employee or the Library.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of our security or confidential materials.
- Installing unauthorized or illegal copies of software on a Library-owned computer.
- Revealing any confidential information to any person who isn't authorized to receive it, and who does not need to know it.
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
- Violation of the Library's drug/alcohol policy.
- Any behavior that results in an employee not performing his/her job.
- Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its employees or patrons.

CONFERENCES – See “Travel and Training Expenses” and “Compensatory Time and Overtime”

CONFLICT OF INTERESTS

POLICY

Employees of the MPLD are expected to maintain the integrity of the Library and to focus on the quality of service provided to residents of the library district. A conflict of interest occurs when the interests of the staff, an individual staff member, or an outside party actually or potentially adversely affect the library or its programs of service.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Examples include, but are not limited to the following:

- **Outside Business Interests**

A staff member may have an outside business interest and outside employment as long as those obligations do not interfere with the employee's job performance. A staff member may not profit from an outside business or business interest that directly results from the employee's affiliation with the Library.

- **Gifts, Gratuities**

A staff member may not accept a gift or gratuity from a vendor, individual, or organization when the purpose of such a gift may actually or potentially be perceived as an attempt to influence service. Examples include, but are not limited to monetary gifts, personal property, professional services, or travel opportunities. Staff will observe all local, state and federal regulations governing the acceptance of gifts from vendors.

- **Personal Beliefs**

While the Library recognizes that staff members hold a broad range of beliefs, values, and opinions, these beliefs can present a conflict of interest if they interfere with a staff member's ability to fulfill job responsibilities and provide quality library service to a diverse public. Staff members are prohibited from using library time and/or resources to promote their personal beliefs. In addition, staff members are not allowed to attempt to convince others of their personal beliefs during the hours they are employed by the library. Examples of such behavior include but are not limited to wearing political buttons while at work, distributing religious tracts while at work, and commenting on a patron's request for information or choice of materials that is judgmental and falls outside of comments traditionally associated with providing effective readers' advisory services.

CONTINUING EDUCATION – See “Travel and Training Expenses”

CREDIT CARD USE

POLICY

The MPLD provides management staff with a company credit card for business use.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Employees may use this for library-approved travel, conference and meal expenses as well as for appropriate purchases of library materials and equipment. The library credit card may not be used for personal purchases. The Executive Director is responsible for supervising use of these credit cards and enacting the appropriate sanctions for employee abuse of the cards. A report of staff use of these credit cards will be presented at each regular meeting of the Board of Library Trustees

CRIMINAL ACTS AGAINST PROPERTY

POLICY

The MPLD expects employees to act in accordance with all local, state and federal laws and regulations. Criminal acts shall also be defined to mean behaviors that, while technically not criminal, may impair the safety and security of library employees and patrons.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

These acts include, but are not limited to, breaking and entry, theft of library property, use of alcohol, use of illegal substances, sexual and other harassment, and behaviors that may endanger the safety of the employee, other staff, and/or library patrons. The library will invoke the services of the McHenry Police Department as well as the advice of the library's attorney to take appropriate legal action.

Any staff member observing a criminal act or a suspected criminal act should take the following action:

- Leave the scene as soon as it is safe to do so, while observing the situation and noting details
- Be careful not to touch anything that may provide evidence or information for the police
- Call the police as soon as possible and then notify the Executive Director, Assistant Director or the senior staff member in charge of the building
- The Executive Director, Assistant Director, or manager on duty shall assist the police with any investigation and contact the Board President or other member of the Board of Library Trustees.

- The Executive Director, Assistant Director, or senior staff member in charge shall complete an Accident/Incident report that includes a full description of the damage to library property. Whenever possible, staff should take photographs of the scene, taking care not to disturb any evidence.
- The Executive Director, Assistant Director, or designated senior staff member shall contact the library's insurance agent and complete appropriate paperwork
- The Executive Director shall inform the President of the Board of Library Trustees of any criminal action. The President shall determine appropriate legal action.
- If the Executive Director is unable to contact the President of the Board of Library Trustees, he or she will consult with another officer or member of the Board of Library Trustees to determine appropriate legal action

DEPARTMENT CARDS – See “Library Cards and Borrowing Privileges”

DISCIPLINARY PHILOSOPHY -- See also “Termination”

POLICY

In an effort to ensure consistent approaches to matters of employee discipline, the MPLD uses a progressive discipline structure. It is recognized that small infractions of rules may require only an oral warning; however in this litigious society it is beneficial to document in writing all infractions and remedies for all instances of employee behavior change. Therefore, all disciplinary interactions should be documented using the **Employee Counseling Session** form.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Supervisors are encouraged to first pursue a more informal approach to solving performance or behavioral problems. However, if these attempts fail, the model outlined below is an attempt to provide a fair approach to formal disciplinary action. Although it is the intent to use this progressive discipline model whenever possible, the library also recognizes that there may be occasions where it is in the library's best interest to pursue action on an advanced level without sequentially following each step outlined below.

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

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face discharge. In this case, the Library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if the

Library decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

Progressive Discipline Model

The following progressive discipline model should guide the actions of Library supervisory and administrative staff:

- Formal discussion of the problem with the supervisor forwarding notice of the discussion for inclusion in the employee's personnel file. (See **Employee Discipline Record/Counseling Sessions** below.)
- An oral warning can be given by the supervisor but a written record of the consequences of the problem remaining unresolved should be included in the employee's personnel file (not a written warning is preferred).
- A written warning of the consequences of the problem remaining unresolved with a copy of the warning for inclusion in the employee's personnel file
- Suspension with pay and notice of this in the employee's personnel file
- Suspension without pay and notice of this in the employee's personnel file
- Termination of employment

Employee Discipline Record/Counseling Sessions

When a supervisor counsels an employee about performance or behavioral problems in the workplace, the supervisor is responsible for documenting the counseling session. Supervisors will use the Employee Discipline Record/Counseling Form. When the form is completed, it should be signed by both the supervisor and the employee. A copy will be given to the employee and the original will be placed in the employee's personnel file.

Warnings

Written warnings should always be preferred over oral warnings because they can be tracked. Both the employee and the supervisor sign the documentation of both oral and written warnings. The employee's signature indicates that he or she has received the warning or notice but does not necessarily mean that he or she agrees with the content. The document should include the date of the warning, the nature of the violation, the requirements for improvement, and the consequences for the employee of no noticeable improvement. These documents become part of the employee's personnel file.

If a staff member refuses to sign the warnings, the supervisor should ask another staff member to witness the supervisor handing a copy of the notice or warning to the employee. The witness will then be asked to sign that a copy was given to the disciplined employee.

Disciplinary Trial Period

An employee may be placed on disciplinary trial period. This provides the employee with the opportunity to show improvement in specific areas of their job performance, or workplace behaviors during the trial period. At the beginning of

a disciplinary trial period, the supervisor should normally provide the employee with written and signed documentation that includes the following information: (see Discipline/Counseling form in shared drive and staff Intranet)

- Identification of the problem(s)
- The specific necessary improvement(s)
- The length of the trial period
- The nature of additional disciplinary measure(s) that could result from the employee's failure to show satisfactory improvement within the trial period.

Suspension

The Executive Director may suspend a staff member for disciplinary reasons. The suspension may be with or without pay. At the time of suspension, an employee will receive written notice of the reasons for the action. A copy of the notice of suspension becomes part of the employee's personnel file.

A staff member can be suspended for an incident that merits termination if the employee's participation is suspected, but unclear. Under these circumstances, the Executive Director may exercise the option to suspend the staff member with or without pay pending an investigation.

When an employee returns to work after suspension, the employee will be required to meet with appropriate supervisory/administrative staff. This meeting must take place at the start of the employee's first day back at work. Appropriate supervisory and administrative staff members are required to review the reason for the suspension with the employee and to discuss the specific improvements in job-related behaviors required as a condition of the staff member's continued employment. The meeting needs to be documented and a signed copy of the documentation must be given to the Executive Director for review and inclusion in the employee's personnel file.

Cause for Termination

The frequency and/or severity of the personnel problem will determine the level of disciplinary action taken in any situation. Although a progressive disciplinary model is the preferred course of action, the MPLD reserves the right to immediately terminate a staff member for serious infractions.

DISCIPLINARY PROBATION -- See "Disciplinary Philosophy"

DRESS CODE

POLICY

All library staff members are expected to maintain a clean, neat appearance.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The MPLD is an important public organization in the community and believes its staff members should dress in a manner that is appropriate to the public's view of the library and its staff.

Staff members need to remember that individual dress and appearance reflects on the library. While every organization has its own culture and standards of dress, there are a few universal guidelines. First, dress appropriately for the type of organization, your department, your position, and yourself. Next, always think about the impressions you may be presenting and decide if they fit with the library's objectives. Moderation in dress, grooming, hairstyles and body accessories and decoration is expected of all staff members. Lastly, dress attire and piercings that interfere with job tasks or that represent a danger to the staff member and the public will not be tolerated. On a case-by-case basis in instances as described above, a supervisor will ask the staff member to go home to change before coming back to work.

The Library maintains a casual dress policy. This does not mean that staff members should look sloppy. The library expects staff members to maintain a clean, neat appearance appropriate to the type of work they do. Grooming and hygiene are just as important as dress. Staff should exhibit personal cleanliness. Odors, including those from perfumes/colognes/aftershaves/lotions, can be strong enough to cause sensitivity and allergic reactions in some people, so staff is asked to be considerate of others. While staff should be comfortable while at work, following are some examples of what is and isn't appropriate.

As a general rule, clothing should be clean and not wrinkled, faded, patched, excessively worn, should not have holes, and should fit correctly. Clothing shouldn't be see-through or too revealing and shouldn't expose the midriff area or undergarments. Torsos should be fully covered. For specific types of clothing, the following guidelines apply. Remember that the examples below are just that -- examples.

Pants

- Jeans and capri-length (below knee) pants are fine, but should follow the general rule above.
- Sweatpants, bib overalls, spandex/leggings, pajama/lounge pants and exercise pants are not appropriate.

Shorts

- The *only* time shorts are acceptable are if they're worn *outside* the building during hot weather at an *outside* program (like Summer Reading kickoff or Stories in the Park) or if walking in the annual Fiesta Days parade, and they should be nice, longer shorts; not denim cutoffs.

Dresses/Skirts

- Skirts should be kept to knee-length or below. Be careful of flowing garments, as

these can get caught in book carts and other equipment.

- Strapless dresses or dresses with spaghetti straps are not appropriate.

Shirts

- Most shirts are fine, but halters, tank-tops, muscle shirts, strapless, spaghetti straps and tube tops are not.
- When it comes to T-shirts, use common sense – those with slogans & logos (other than work-related), political symbols, large graphics, and sports jerseys are not appropriate.

Footwear

- Footwear must be worn, but beach sandals (flip-flops, water shoes) and slippers are not appropriate.
- Athletic shoes are fine if they're clean.
- Circulation and Building Services staff should not wear open-toed shoes or sandals for safety reasons.

Piercings and Tattoos

- All visible jewelry and tattoos should be tasteful and suitable to your work environment. Again, use common sense – if you deal with the public, facial piercings (other than ears) should not contain jewelry while at work, and tattoos should be covered if possible. Piercings and clothing should not interfere with the work task - talking, range of motion, balance, etc.

The Library is confident staff members will use their best judgment in following the above guidelines. Since the examples above are not all-inclusive, supervisors/managers, and ultimately, the Executive Director, reserves the right to determine appropriateness. Supervisors/managers will discuss inappropriate dress/appearance with individual staff members, and have the authority to send the staff member home to change into appropriate attire. The staff member will be docked time while away from work. On occasion, there may be exceptions to the dress policy; i.e. holidays (like costumes on Halloween), Sports Days (celebrating your favorite team), or clean-up days.

DRUG-FREE WORK PLACE

POLICY

The Library has a strong commitment to its employees to provide a safe and healthy work environment. The Library expects all employees to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. The Library's policy with respect to drugs and alcohol is as follows:

GUIDELINES and PRACTICES FOR IMPLEMENTATION

1. The illegal use, sale, or possession of narcotics, drugs or controlled substances; including, but not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates while on the job or on the Library's property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The possession, distribution or use of alcoholic beverages by any Library employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action up to and including discharge.
2. Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty will be relieved from duty and may be requested to take a physical examination at a designated medical facility. Refusal to comply with a physical examination or failure to pass the examination may result in disciplinary action, up to and including discharge.
3. Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or the Library's facilities, or where such usage adversely affects the public trust in the ability of the Library to carry out its responsibilities, is also cause for disciplinary action, up to and including discharge.
4. Employees who are arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, the Library will take into consideration the nature of the charges, the employee's present assignment and record with the Library, and the impact of the employee's arrest on the conduct of the Library's business.
5. Employees are encouraged to request assistance through reputable sources in the community in dealing with a personal alcohol or drug-related problem. Their employment will not be jeopardized so long as an approved treatment program is successfully completed, and they continue to observe the Library's policy regarding drugs and alcohol.
6. Employees who wish to report drug and alcohol use in violation of this policy should contact the Executive Director or, in the event the matter concerns the Executive Director, the Board of Trustees. The Library will make every effort to protect anonymity, and such information will be treated in confidence.
7. Employees are required to notify a member of management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

ELECTIONS – See “Voters Leave”

EMERGENCY CLOSINGS – See “Closing the Library...”

EMERGENCY CONTACT and MEDICAL INFORMATION

POLICY

Each employee will be asked to provide the library with emergency contact and information.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

From time to time, the Executive Director may also request that this information be updated. Current contact information will be kept in a secured file in the Executive Director’s office. Any out-dated contact information will be deleted from the file and shredded. Emergency contact information will be held in the strictest confidence. The Executive Director is charged with maintaining the confidentiality and privacy of these records.

EMPLOYEE COUNSELING SESSIONS – See “Disciplinary Philosophy”

EMPLOYEE GRIEVANCE POLICY AND PROCEDURE

The object of this policy is to promptly and efficiently respond to employee grievances, and establish a method whereby they are fairly, harmoniously and effectively resolved and to facilitate communication among all employees. This policy applies to all employees with the exception of the Executive Director who reports directly to the Library Board of Trustees. (see Employee Grievance form on Shared Drive and staff Intranet)

POLICY

The definition of a grievance is: "A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions." Usually, a grievance takes place between two people and cannot be resolved through normal interpretation of a policy or the outcome of a policy decision is challenged. These grievances may also involve workplace harassment/violence, sexual harassment, safety and health issues or actual violations of the law that ultimately may be dealt with in other ways - i.e. court hearings, etc. Employees who have not completed six (6) months of employment with the Library and temporary employees may not grieve termination from their positions. Please refer to the Employee Grievance Form appended to this policy.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The employee grievance process will follow the steps described below in sequence; however, at the request of the employee and/or the supervisor, the grievance procedure may proceed to Step 3 at any time within the process. The entire procedure is designed to expedite a fair and rational decision:

Step 1: The employee will present the grievance in writing to their immediate Department Head within five (5) working days of the alleged violation or the date that the employee becomes aware of the alleged violation, whichever is later. The Department Head receiving the complaint will attempt to resolve and implement the resolution and respond to the employee in writing no later than five (5) days from the date the employee brought the complaint. If any supervisor is named in the grievance, other supervisors may be asked to adjudicate the issue by the Assistant Director OR the process will immediately proceed to Step 2.

Step 2: If the grievance is not resolved in step 1, the employee may submit a written grievance to the Assistant Director within five (5) working days from the date the response from step 1 (received by the grievant). The Assistant Director will investigate and attempt to resolve the grievance and respond in writing to both the grievant party and the Department Head initially involved in the grievance as to the outcome.

Step 3: If the grievance is still not resolved to the satisfaction of either the grievant or the Dept. Head in question (Step 2), either party may submit a written grievance to the Executive Director within five (5) working days from the date the received response from step 2. The Executive Director or their designee will investigate and respond in writing within ten (10) working days from receipt of the request to both the grievant and the Department Head initially involved in the grievance as well as to the Assistant Director.

In all cases where a grievance has been resolved using the 3-step method described above, the board will be informed of the results at the next regular board meeting, following the action/decision. In instances that may involve the Executive Director's behavior, etc., an employee may ask that an item be placed on the agenda (OMA) at an upcoming board meeting, leaving the board to render a decision. Also, employees may contact the IL Dept. of Human Rights and/or the Equal Employment Opportunity Commission (EEOC).

EMPLOYEE AND BOARD MEMBER RECOGNITION AND SERVICE AWARDS

POLICY

Employees at the MPLD are valuable assets to the successful operation of the Library. It is the practice of the library to recognize employees and board members for longevity of service as well as excellence in the course of providing that service. Revenue from the employee vending machine and the hospitality budget is used to fund these awards/gift certificates. The vending machine funds are entirely employee-funded and no public funds are used. The Library recognizes the IRS “De Minimis Fringe Benefits” definition.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Employees are honored for length of service to the library in two ways: first, through a “Years of Service – Employee and Board Recognition” display board with employee names, photos and respective years of service. This display is displayed near the administrative offices. Secondly, individuals with 5,10, 15 consecutive years of service (and thereafter in increments of 5 years of service) receive a gift card, which is presented at the time of the employee’s anniversary. Employees are also recognized at the annual staff recognition dinner. Valued service should be rewarded in a consistent, equitable fashion for all employees. Therefore, employees are recognized for their length of service in the following fashion:

- 5-year people -- \$25 gift card
- 10-year people -- \$50 gift card
- 15-year people -- \$75 gift card
- 20-year people -- \$100 gift card
- 25+ years - \$100 gift card

These awards are capped at \$100 regardless of how long the employee has been with the library. Upon their service anniversary, employees are presented with a personalized, framed certificate from Library administration. The gift cards may be VISA, Amazon, McHenry Chamber of Commerce ‘gift bucks’ or other suitable gift certificates from local and/or national merchants.

Additionally, the Library recognizes employees who retire or leave voluntarily for their years of service. A gift card from a local store is selected by the Dept. Head of the retiring/severed employee, chosen in accordance with the employee’s interests and presented before their last day.

- 1-5 consecutive years -- \$25 gift certificate
- 6-10 consecutive years -- \$50 gift certificate
- 11+ consecutive years -- \$75 gift certificate

Meritorious and exemplary service awards may be presented to any employee or board member as a result of outstanding service provided as determined by either the Executive Director or the Board President. In all cases, the award will not exceed \$75 in value and no employee/board member can receive more than 3 awards in one calendar year.

EMPLOYEE BENEFITS – See also names of specific Benefits – ABSENCES, HEALTH INSURANCE, HOLIDAYS, VACATION, etc.

POLICY

The Library recognizes the importance of providing benefits to employees in addition to compensation. Benefits provide a value-added package for employees and a number of benefits are provided to both full-time and part-time employees. The benefits currently provided include the following: health insurance; dental and vision insurance, life insurance, time off (vacation, sick, personal leave), retirement (IMRF), and some professional/educational benefits including paid conference attendance, etc. Additionally, through IMRF various long-term and short term disability periods are covered. Please note that benefits are not guaranteed to any employee and can change annually throughout employment. Each year, the Library produces an *Employee Benefits Summary* that details all of the benefits for employees.

EMPLOYMENT REFERENCES – See “References”

EQUAL EMPLOYMENT OPPORTUNITIES

POLICY

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information and sexual orientation all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

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

Any employee who believes this policy has been violated should report the situation to the Executive Director or the Library Board of Trustees. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please

refer to the policy governing sexual and other types of harassment for more detailed information concerning the Library's investigative procedures.

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

In addition to a nepotism policy, the Library subscribes to a policy of one position per employee. This policy precludes any employee from working more than one paid position within the library. The policy has been enacted in order to reduce inter-departmental scheduling conflicts as well as eliminate potential problems with IMRF, part-time vs. full time hours and benefits, and pay differentials for different positions.

ETHICS GUIDELINES

American Library Association Librarian's Code of Ethics

The MPLD supports and adopts the Librarian's Code of Ethics developed by the American Library Association and all library staff members are expected to adhere to the ethical principles outlined in this code. The code states:

- I. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for information.
- II. Librarians must resist efforts by groups or individuals to censor library material.
- III. Librarians must protect each user's right to privacy with respect to information sought or received and materials consulted, borrowed or acquired.
- IV. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personal actions.
- V. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
- VI. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

McHenry Public Library District Ethics Ordinance, Ordinance 2003/04-4 (5/18/2004)

**ARTICLE 1
DEFINITIONS**

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by the McHenry Public Library District, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means The McHenry Public Library District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office, or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source," means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES Section

5-1 Prohibited political activities

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall

intentionally use any property or resources of the McHenry Public Library District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10 GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as:

- (i) The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
- (ii) Whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
- (iii) Whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15

ETHICS ADVISOR

Section 15-1. The Executive Director, with the advice and consent of the Board of Library Trustees shall serve as the Ethics Advisor for the MPLD. However, the Board of Library Trustees may elect to delegate the duties of the Ethics Advisor to a trustee, officer or employee of the McHenry Public Library District.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the MPLD concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Library Trustees.

ARTICLE 20

ETHICS COMMISSION

Section 20-1. There is hereby created a commission to be known as the Ethics Commission of The MPLD. The Commission shall be comprised of three members appointed by the Board of Library Trustees at the first meeting of each fiscal year. *If the committee's investigation involves a relative, either by blood or by marriage, up to the degree of first cousin, of a committee member, the committee member shall request that a substitute be appointed to serve on the ethics committee during that investigation.*

Section 20-2. The initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one- year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 20-3. The President of the Board of Library Trustees, with the advice and consent of the Board of Library Trustees, may remove a commissioner in case of incompetence, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 20-4. The Commission shall have the following powers and duties:

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

(2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.

(3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.

(4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the MPLD to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

(5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance. Section 20-5.

(a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.

(b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint. If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public. If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the Executive Director or other officer having the authority to discipline the officer or employee or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Executive Director or other officer having the authority to discipline the officer or employee or impose a fine upon the violator, or both.

(g) If a complaint is filed during the 60 days preceding the date of any election at

which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding the election, the Commission shall render such decision before the date of that election, if possible.

(h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

ARTICLE 25 PENALTIES

Section 25-1. Penalties.

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the MPLD by filing in the circuit court an information or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the McHenry Public Library District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and posting as provided by law.

EXIT INTERVIEW

POLICY

Before an employee receives a final paycheck, the employee will be asked to complete an oral/written exit interview to determine the exact reasons for termination and to learn more about the employee's work experience at the library. Depending upon the employee's preference, the interview will be conducted by the appropriate dept. manager and/or the Executive Director or Assistant Director (hereafter called the interviewer).

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The exit interview form will be complete by that interviewer and made part of the employee's personnel file. When appropriate, two interviewers may be used. The exit interview provides a method to discover and resolve problem areas within the organization. It also provides an opportunity for the employee to learn about any continuation of benefits and to facilitate the return of library keys, nametags, and equipment. (see Exit Interview form on Shared Drive and on Staff Intranet)

FAMILY MEDICAL LEAVE ACT (FMLA)

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

Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months AND worked at least 1250 hours in the last 12 months. The "12 month period" is measured **[insert measurement period—calendar, other fixed 12 month period, rolling 12 month period, either forward or backward]**.

Reasons for Leave: If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent ("covered family member") with a serious health condition; or (4) because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position. Leave because of reasons one and two above must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for an ill parent

may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FML entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; and (7) attending post-deployment briefings.

An employee may also be eligible for up to 26 weeks of leave to care for a covered 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 service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a 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.

Employees may not be granted a FML leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

Notice of Leave: If the FML is foreseeable, the employee must give the Library at least 30 days notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures. Employees should notify their supervisor no later than 15 minutes after their scheduled start time.

Medical Certification—Leave for Employee's Own or a Covered Family Member's

Serious Health Condition: If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider

designated by the Library, if it reasonably doubts the medical certification 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 service member with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the Library may also request additional information pertaining to the leave.

Substitution of Paid Leave: FML is unpaid leave. If you request leave for any FML covered reason, you may be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FML (where appropriate) and will 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.

Benefits During Leave: During an approved FML leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed.

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

duties.

Job Restoration: If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

Medical Certification

The USDL fill-in form for medical certification is located on the shared drive and on the staff Intranet) <F:\forms\general\FMLA> USDL Medical certification.pdf

FAX MACHINE - STAFF

POLICY

The fax machine is intended for use by library staff to perform job-related tasks. Access to the fax machine number should be restricted to prevent unsolicited transmissions. All faxed transmissions must comply with Copyright law.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The fax machine is not available for public use to either receive or transmit information for personal or professional use. Unauthorized use of the library fax machine is expressly prohibited. Continued disregard for this policy may result in a fee of \$5 per page received. The library will not charge patrons for faxed copies of periodical articles or other information that is received or transmitted in response to an interlibrary loan or reference request unless a charge is assessed by the lending institution.

If a patron has a fax machine at home or work the library staff will honor a request to have requested information transmitted to their personal fax machine. However, such requests are limited to transmission of 10 pages or fewer. Reference staff should be aware of the confidential nature of any reference transaction and should not fax information without the patron's permission.

From time to time library staff may need to send or receive a personal document. Employees may occasionally send and receive personal faxes of 10 pages or less. However, library employees may not use the library fax machine on a regular basis for business or entrepreneurial purposes. The Executive Director may revoke this privilege on a case-by-case basis in the event it is abused.

FINAL PAY

POLICY

When an employee leaves the library staff, the Executive Director will prepare the employee's final paycheck during the appropriate pay period. Generally, the MPLD will mail an employee's final paycheck but will provide the option for an employee to come to the Library to pick up their final paycheck.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The MPLD will observe all state and federal regulations governing final pay as well as to provide the employee and all dependents with C.O.B.R.A. information. The final paycheck will also include pay for any accrued vacation.

The Executive Director is responsible for informing the employee in writing of any outstanding bills, fees and fines and is also responsible for informing the employee of any unreturned keys or equipment. Generally, these items are taken care of during the required Exit Interview which is conducted with the HR Generalist and Dept. Manager.

FOOD AND BEVERAGES - STAFF

POLICY

Staff is strongly encouraged to use the second floor break room for all meals and snacks. A refrigerator and coffee maker are provided in the staff kitchen. Vending machines and a microwave oven are provided in the staff room for additional convenience.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

While use of the staff lounge is strongly recommended, it is sometimes more convenient for departments to have light snacks in staff workrooms. Since these rooms are adjacent to public areas of the building, any snacks provided in workrooms or private offices must not be disruptive to staff in other departments or to the public using the building. For example, a box of candy or a plate of cookies is not intrusive. A pizza or other warm foods can be disruptive to staff and public alike. Departmental coffeemakers or other appliances are not permitted.

Staff who have private offices are expected to follow the same guidelines as those outlined for staff workrooms. Personal coffeemakers or other appliances are not permitted in private offices. Food or beverages of any kind, including water, are not permitted at public service desks. Public service desks are in public areas of the building and staff is required to model the behavior outlined in policies affecting the public.

Since the MPLD is a drug free workplace, the use of alcoholic beverages and any non-prescribed controlled substance is not permitted. Smoking is not permitted

inside the library building.

HARASSMENT – See “Sexual and Other Harassment”

HEALTH INSURANCE – See “Insurance”

HIRING POLICY - See “Applications for Employment & Position Openings”

HOLIDAYS

POLICY

The library maintains policies governing paid and unpaid holidays (please see current Benefits brochure). From time to time, the Executive Director and Board of Library Trustees review these policies.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Paid Holidays

The MPLD is closed for the following paid holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day (July 4 th)	Christmas Day
Labor Day	New Year's Eve

Holiday pay procedures and interpretation: For non-exempt, hourly paid employees. The intent of this policy is to ‘reward’ employees for working the day before and day after a holiday. Holiday pay is pro-rated for part-time employees (basically 1/5th of regular pay). **An employee is not eligible for holiday pay if they have an excused absence (personal, non-scheduled vacation) on the workdays scheduled immediately before and after a paid holiday.** If the library is closing early for weather-related reasons on the day before a scheduled holiday, the Executive Director may excuse an absence to avoid making a staff member travel in dangerous conditions. The exception to this will be if the holiday falls within an employee’s scheduled vacation (received confirmation of vacation 14 days before the first date of vacation). No more than 2 people from any department may schedule simultaneous time off. Department Managers accept employee requests for scheduled time off beginning January 2nd of each calendar year. The requests are granted on a “first come” basis. The employee with seniority will be given the advantage when more than 2 people simultaneously request scheduled time off. (for specific, please see current Benefits pamphlet)

Unpaid Holidays

Although these are not paid holidays, the library may be closed to the public on the following days:

Easter Sunday

Independence Day

- When July 4th falls on a Saturday, the library will also close on Sunday as an unpaid holiday.
- When July 4th falls on Sunday, the library will also close on Monday as an unpaid holiday.

Fiesta Days Parade Sunday

Thanksgiving Eve (Wednesday before Thanksgiving) beginning at 5 p.m.

December holidays

- When the December holidays fall on a Friday and Saturday, the library will also close on Sunday as an unpaid holiday.
- When the December holidays fall on Saturday and Sunday the library shall also close on Monday as an unpaid holiday.
- When the December holidays fall on Sunday and Monday the library shall also close on Saturday as an unpaid holiday.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

POLICY

Any employee of the McHenry Public Library District who is regularly scheduled to work more than 1000 hours annually is required to participate in the Illinois Municipal Retirement Fund (IMRF).

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The library and the employee share the cost of this retirement plan. The employee's share (currently set by Illinois Statute at 4.5%) is acquired through a payroll deduction. The library's share is calculated annually by IMRF.

IMRF includes retirement, disability and death benefits. Non-vested employees may make application to IMRF for a refund of their contributions upon termination of employment if they are not leaving to work for another IMRF employer. The library's contributions remain invested with IMRF. Further details about IMRF are available to eligible employees at the time they are hired or become eligible for this benefit. It is the responsibility of the Administrative Staff to determine which employees are eligible for IMRF benefits, to maintain the appropriate records and forms, and inform employees of any statutory changes to IMRF. The library administrative staff maintains information about IMRF and IMRF benefits. Employees can also access the IMRF web site directly.

INCIDENTS

POLICY

Employees are expected to report any unusual incidents occurring on library premises, whether these incidents involve a library employee or a member of the public.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The Executive Director, Assistant Director, or senior staff member in charge of the building is responsible for ensuring that the appropriate incident form is completed and filed with the Executive Director in a timely fashion. In addition, the Executive Director, Assistant Director, or senior staff member in charge of the building is expected to arrange for appropriate action including calling the police, fire department, or ambulance and completing any accompanying paperwork. The Executive Director, Assistant Director, or senior staff member in charge is responsible for contacting the library's insurance company when it is appropriate to do so. (Incident form available on shared Drive and Staff Intranet)

INCLEMENT WEATHER – See “Closing the Library...”

INSURANCE INFORMATION

POLICY

Members of the staff who are eligible for medical and/or life insurance coverage may, from time to time, be asked to provide the insurance provider with appropriate health information.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The MPLD observes all regulations that protect the privacy of employee health information. The library does not normally retain copies of employee health information but gathers the information for submission to the library's insurance carrier. However, the library may choose to retain health information in the event of a work place injury. In these cases, every effort will be made to observe all legal obligations and privacy guidelines.

INSURANCE

POLICY

The Library provides a program for risk management. Components of this program include, but are not limited to tort and liability insurance, worker's compensation, directors and officer's liability insurance, and employee medical and life insurance. It is the Library Board of Trustee's intent to offer quality health care to full-time

employees within budgetary limitations and long-range goals. The insurance program is reviewed at the beginning of each budget year on a 3-year evaluation cycle (or when needed due to budgetary concerns/or changes in coverage/rates/federal or state laws). (Please see current benefits pamphlet).

HEALTH INSURANCE INCLUSION FOR RETIREES

Retirees who are at least 55 years-of-age and have been full-time employees for 10 (ten) or more consecutive years may choose to remain part of the library's group insurance plan. The eligible retiree is responsible for 100% of the insurance premiums. Monthly payment for a retiree's insurance premium is due by the 1st of the month. The Library will not charge an administrative fee for retiree's insurance premiums. It is the responsibility of the retiree to forward any change of address, phone numbers(s) or e-mail information to the Administrative Assistant or other staff member responsible for coordinating insurance premiums. *passed 2/20/2007 with clarification 12/20/2011. The Board of Trustee's intent was to provide access to any health insurance provided by the library, including medical, dental and vision.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Medical and Life Insurance

Currently, the MPLD offers group health and life insurance to full time library employees. The health care insurance offerings vary according to the library's insurability, economy/budget and healthcare costs. Employees are eligible to enroll in these programs at the time of employment or during "open enrollment" periods generally provided annually [usually Nov. 1 – Dec. of each year, effective January 1]. Currently, the library pays a portion of the health and life insurance premiums for full time employees with the employee picking up the remainder. Full time employees may add coverage for dependents through payroll deductions at the employee's expense. Enrollment forms and specific information about the library's insurance plans are available from the Executive Director at the time an employee is hired or becomes eligible for insurance coverage. Full benefit package information is available from the Business Manager.

Worker's Compensation

The MPLD provides worker's compensation insurance. All regularly paid employees are covered under worker's compensation. Additional information is found in the Worker's Compensation section of this policy manual.

Tort and Liability Insurance

Tort liability insurance shall be provided for all trustees and employees. This coverage is only applicable to incidents related to the individual's work on behalf of the MPLD.

COMMUNICATIONS SYSTEMS, INTERNET/INTRANET ACCESS, EMAIL - STAFF

POLICY

To describe the Library's policy regarding the use of communications devices and systems including electronic, cellular and telephone communications systems, tablets, laptops and notebook devices, e-readers using wireless, 3-4G LTE connectivity or wired systems such as desktop computers. The policy also covers the creation/use of various staff communication elements such as a staff newsletter, staff Intranet, email, telephone system, voice mail, facsimiles (FAX), video security system, computer networks, the internet, and computer directories and files. See also SOCIAL MEDIA ACCESS POLICY.

Guidelines and Practices for Implementation

It is the policy of the Library to provide or contract for the communication services and equipment necessary to promote the efficient/cost-effective conduct of business. All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the Library's information systems are the Library's property and are to be used solely for job-related purposes. To ensure the proper use of communications systems and business equipment, the Library may monitor the use of these systems and equipment from time to time.

The Library permits limited non-job-related (i.e. personal) uses of its software/hardware and business equipment, including, but not limited to: facsimiles, computers, and copy machines provided such use does not interfere with the conduct of business or an employee's work performance. Employees will not store personal information on library-owned communication devices including computers. Employees are given access to files based on management level and an expressed need to access based on job description/duties. Employees who violate/abuse this policy are subject to disciplinary action, up to and including termination.

1. Electronic systems are owned/leased and maintained by the Library, and electronic communications are the sole property of the Library. Personal use of electronic systems and the distribution of personal messages by are permitted on a limited basis as described above. Personal software or data shall not be installed or stored on Library electronic equipment unless approved by the Executive Director.

Certain library owned personal computing/communication devices are provided to select staff on an as-needed basis (with the approval of the Executive Director). These devices are for work-only instances and should not be used for personal use. However, employee-owned personal communication devices such as cellular phones, tablets and e-readers can be brought to work by employees and used in conjunction with work. Two-exceptions exist to this rule: Library trustees cannot use their personal devices and library employees cannot connect to the consortium circulation/bibliographic data software system. Also, any use of a personal/library device is subject to FOIA laws, when applicable.

2. The Library will, or reserves the right to, monitor the use of electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
3. The use of personal passwords, assigned to the employee, is not grounds for an employee to claim privacy rights in the electronic or communications systems. The Library reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to the Library to allow access to the systems.
4. The Library's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic and telecommunications systems. Offensive, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Communications that may defame the Library, employees, patrons, or vendors, are also prohibited from general publication on any electronic systems. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor.
5. Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly by e-mail, facsimiles, etc.
6. Employees are prohibited from disseminating, printing, electronically posting, or copying copyrighted materials in any way that violates copyright laws.
7. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Library. Therefore, employees should be cautious and use the systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated from the system.
9. Employees should exercise care so that no personal correspondence appears to be an official communication of the Library. Personalized Library stationery and business cards may only be issued by the Library. Employees may not use the Library's address for receiving personal mail or utilize Library stationery or postage for personal letters.

EMPLOYMENT CLASSIFICATIONS

POLICY

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. (Please see library organizational chart, job descriptions and salary schedule, located on shared drive and staff Intranet).

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Each employee is designated as either NONEXEMPT or EXEMPT according to federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

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

REGULAR FULL-TIME employees are those who are not in a temporary, introductory or part-time status and 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.

REGULAR PART-TIME employees are those who work an average of less than 25 hours per week on a regular, authorized pre-arranged basis. Generally they may be eligible for some of the Library's benefit package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

TEMPORARY employees are those who work a 6-10 hour week or less over a designated, predetermined period of time, usually not to exceed six months. Temporary employees are not eligible for any of the Library's benefit package except those required by law.

INTRODUCTORY employees are those employees working within their first 180 days of employment with the Library. The introductory period is an opportunity for the employee and the Library to evaluate whether the employee is suitable for a position with the Library. An employee's introductory status may affect eligibility for some benefits — please see the Executive Director for more information. Once the employee successfully completes the introductory period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Library's employment at will policy. The Library reserves the right to extend or shorten the introductory period within its discretion.

IT (TECHNOLOGY DEPT.) REQUEST FORMS

POLICY

Library employees shall use IT request forms when the services of the IT Dept. staff are needed. This includes all standard, non-emergency requests for repair, replacement,

addition of equipment , reassignment of equipment from another Dept., re-positioning equipment, equipment malfunction or other problems. The request form is currently accessible through the Staff Intranet – Spiceworks ticket system. However, written requests from Dept. Managers will also be accepted.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

This procedure is designed to minimize conflicting priorities for the IT staff. IT request forms generally must come from the Dept. Manager and approved by the Executive Director or the Assistant Director. In the event of a bona fide emergency, the Executive Director or senior staff member in charge of the building shall ask the building services staff on duty to provide emergency assistance. The Executive Director or senior staff member in charge of the building shall then notify IT Staff/ Executive Director in writing of the nature of the emergency.

JOB DESCRIPTIONS AND TITLES

POLICY

The Library provides all employees with a written job description. When a new position is created, the Executive Director is responsible for submitting a draft job description to the Board of Library Trustees for their review and approval prior to advertising and filling the position.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Job descriptions will normally contain the following elements: job title, position classification, summary of responsibilities, qualifications for the position, distinguishing characteristics of the job or classification, desirable attributes for the position, examples of the work to be performed, a description of supervision exercised, and received, and performance expectations. Although job descriptions are designed to provide a reasonably accurate assessment of the position, they do not create or guarantee contractual rights with respect to the terms and conditions of the staff member's employment. It is the responsibility of the Executive Director to annually review this list as part of the budgeting process and to recommend changes to the Board of Library Trustees. It is possible for a job title to exist without any employees currently assigned that classification. Furthermore, not all job descriptions/positions are filled at any one time. (Please see job descriptions on staff shared drive and staff Intranet).

(see also specific job descriptions, current pay plan and ranges, evaluation/performance review process in Job Description Handbook)

JURY DUTY/WITNESS DUTY

POLICY

The Library supports employees in fulfilling the obligations of jury duty or serving as a

witness. Leave for jury duty will be granted to all employees. A staff member is expected to immediately notify their supervisor if they are called to serve on jury duty or are subpoenaed as a witness in a court proceeding.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

If a staff member is paid for jury duty, then he or she must either accept that as pay for those days excused for jury duty or sign the payment check over to the library and receive regular pay for the days excused. Payment for mileage received from the court belongs to the staff member. A copy of the jury summons must be furnished in order for a staff member to be paid for jury duty.

In the event that a library employee is served a subpoena requiring him or her to serve as a witness, the staff member will be granted time off to attend the trial or hearing. Subpoenaed employees must either accept any amount received as a witness fee as payment for days excused or sign the payment check over to the library and receive regular pay for the days excused. Payment for mileage received from the court belongs to the staff member. Employees are expected to provide documentation of witness times and/or witness fees. Employees with other personal legal commitments or court/trial/hearing dates may use vacation time or excused absences to accommodate these commitments.

LAPTOP COMPUTERS + OTHER PORTABLE DEVICES – STAFF, LIBRARY TRUSTEES

POLICY

Portable laptop computers, Chromebooks, Nooks and other portable electronic computing devices owned by the Library are available to staff and to Trustees for business or educational purposes.

GUIDELINES and PROCEDURES FOR IMPLEMENTATION

The IT Dept. maintains these devices and they are issued to staff members on a requested, as-needed basis. The request can be for a short-term, instance related situation or longer-term project. A written request from the staff member should be funneled through their Dept. Manager and given to the IT Dept. The employee is responsible for the library-owned computing device while it is in the employee's possession. Although the library recognizes that normal wear and tear on the device may affect its performance, any damage that is caused by misuse or abuse of the equipment is an expense chargeable to the employee. Any/all staff equipment is available for FOIA requests so it is highly recommended that no personal (only work-related) information be kept/saved on these devices.

An employee may not install software on the laptop without the permission of the IT Dept./Executive Director. Any data files must be stored on portable USB drives, CDs, or other external/cloud storage.

LEAVE OF ABSENCE (unpaid)

Occasionally, for personal or other reasons, a staff member may need to apply for an unpaid personal leave of absence when they do not qualify for a leave under another of the Library's policies. Under these circumstances, the employee may qualify for a leave of absence. This leave of absence may be granted for a maximum of up to three months with an option to renew the absence for another term relative to circumstances.

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

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

Requests or an extension of a general leave of absence should be submitted in writing to the Executive Director for re-evaluation.

LIABILITY INSURANCE -- See "Insurance"

LIBRARY CARDS - STAFF – See "Library Cards and Borrowing Privileges"

LIBRARY CARDS and BORROWING PRIVILEGES - STAFF

POLICY

Employees who are residents of the MPLD shall generally use their personal library card for borrowing most materials. Employees who are residents of another library service area are generally required to use the card from their home library for most materials. Employees who do not reside in a library service area may request a temporary personal card for use as long as they remain an employee of the library.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Temporary cards for staff residing in an area without library service must be returned to the department manager or Executive Director when an individual terminates employment. The same loan policies that govern the public shall govern the staff. All fines and fees are also generally paid when an individual terminates employment. An

employee may opt to have any fines and fees deducted from their final paycheck.

Staff Cards/Departmental Cards

POLICY

From time to time, a work-related project might require that an employee check out library materials for an extended period of time. These materials may be checked out on a departmental staff card.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Examples include gathering materials for an upcoming display, preparing bibliographies and presenting book talks. In these instances, the employee should generally use a staff card or a departmental card. All materials used for work related projects must be checked out and are generally kept at the library for the employee's use in carrying out the responsibilities of their jobs. Department Managers are responsible for scheduling these projects and should take into account the popularity of the items used and any potential disruption to patron use of library materials when scheduling these projects. All staff cards and/or departmental cards should be requested in writing by the department manager and are to be returned to the department manager or Executive Director when an individual terminates employment. The employee's supervisor needs to approve extended loan periods for items checked out to a staff or departmental card.

Borrowing Privileges - Staff

POLICY

The borrowing and fine rules that bind members of the public bind library employees.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Staff must not use their knowledge of the library's operations to circumvent restrictions on normal borrowing privileges. Examples of such abuse include, but are not limited to: extending loan periods, shuffling hold queues, exceeding limits on renewals, taking materials without checking them out, or taking unprocessed materials from the Technical Services shelves.

Materials for personal use should be taken to the Circulation Services Desk and checked out to the employee by a member of the Circulation Services staff. A staff member working in Circulation Services should generally ask another department member to check out their materials.

Any abuse of borrowing privileges will result in a written reprimand. Subsequent abuse may result in further disciplinary action including unpaid disciplinary leave and termination of employment.

Fines and Fees - Staff “No Fines Privilege”

Overdue fines will be waived for all actively employed staff of the MPLD. However, all staff will still receive overdue notices. When a staff member has an overdue that is two (2) months or more overdue, action will be taken to recover the materials plus possible loss of the “No Fines Privilege” as determined by the Executive Director on a case-by-case basis. Lost/damaged materials fees will still be assessed as per current policy.

Employee Reserves

POLICY

Employees may place reserves on library materials but may not use their position to give themselves priority in the hold queue unless the priority has been approved by the department manager in conjunction with a work related project. Holds for work related projects approved by the employee’s supervisor must be placed with a staff card or departmental card. All reserves for personal use or interest must be made using the employee’s personal library card. Holds for staff members are kept in an area separate from holds for the public. Staff is expected to pick up holds promptly.

MAINTENANCE REQUEST FORMS

POLICY

Library employees shall use maintenance request forms when the services of the building services staff are needed. (currently accessible through the Staff Intranet – Spiceworks ticket). However, written requests from Dept. Managers will also be accepted.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

This procedure is designed to minimize conflicting priorities for the building services staff. Maintenance request forms generally must come from the Dept. Manager and approved by the Executive Director or the Assistant Director. In the event of a bona fide emergency, the Executive Director or senior staff member in charge of the building shall ask the building services staff on duty to provide emergency assistance. The Executive Director or senior staff member in charge of the building shall then notify the Building Manager in writing of the nature of the emergency.

MEDIA AND PRESS INQUIRIES

POLICY

Generally speaking, the President of the Board of Library Trustees, the Executive Director, Assistant Director, and the Public Relations Manager are the official library spokespersons with regard to matters relating to Library business. Inquiries from the

media related to Library business should be directed to these individuals. Staff members may not serve as official or unofficial media spokespersons on matters related to Library business without the approval of the Executive Director.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

In the event that a staff member receives an inquiry from the media concerning Library business, an appropriate response is, "I think it would be more appropriate to refer your question to the Executive Director or the President of the Board of Trustees." If the Executive Director, Assistant Director, Board President, or Public Relations Manager is not immediately available to respond to the question, staff members are expected to take the reporter's name and phone number and explain that someone will return the phone call as soon as possible. The staff member should then attempt to reach the Executive Director or Board President in a timely fashion, leaving messages for them at home or at work, if necessary. The Executive Director may designate staff to prepare routine press releases and to answer questions regarding specific areas of library service.

MEDIA INQUIRIES -- See "Media and Press Inquiries"

MEDICAL INSURANCE -- See "Insurance"

MEETINGS -- See "Travel and Training Expenses"

MILITARY LEAVE

POLICY

MPLD staff members who are deployed into active military service are entitled to military leave.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Leaves of absence for military or reserve duty are granted to all employees of the Library. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and training benefit continuation/eligibility issues are determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation entitlement for the absence in the event that the leave is unpaid. (Eligibility for pay is determined in accordance with applicable federal and state

laws). Training leaves will not normally exceed two weeks per year, plus reasonable travel time.

NEPOTISM

POLICY

The MPLD is committed to fair hiring practices.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

From time to time, more than one family member may work for the Library. In order to minimize the impact of family relationships on the workplace, the Library and its employees are governed by the following guidelines:

1. No one may hire a family member or relative
2. When two or more relatives are Library employees, one relative may not supervise another relative
3. One family member may not be involved in evaluating the job performance of another family member nor make recommendations for promotions, salary adjustments, demotions, disciplinary measures or termination.

NEWSPAPER INQUIRIES – See “Media and Press Inquiries”

OPEN DOOR COMMUNICATIONS/PROBLEM SOLVING PROCEDURE see also ORGANIZATIONAL CHART

POLICY

The MPLD encourages all staff to provide feedback and suggestions on library operations, programs of service and policies, using appropriate channels of communication. The library uses a number of methods for communication including, but not limited to meetings, e-mail, suggestion box, staff in-service days, and staff newsletter plus having an open door policy in Dept. Managers' and Executive Director's offices. Problem solving is a bit more methodical involving identifying the problem as well as a number of alternative solutions and then tying those solutions to budget, personnel and other resources. Normally, this procedure involves management and possibly Board of Trustee meetings but some problems can be solved through the Dept. Managers or by the Executive Director or by following the Grievance procedure. Staff should initially bring their comments to their immediate supervisor. If this is inappropriate then the staff member is encouraged to approach

the appropriate department manager or the Executive Director. In order to ensure that all staff comments can be presented in an effective and efficient manner, the Library maintains an "open door" environment. Staff comments are valued and can be presented without fear of personal recrimination or adverse effect on the employee's position. If an employee has a complaint, problem or situation that needs to be addressed, the following procedure should be utilized:

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Step 1: The employee should informally discuss the situation with the employee's supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee.

Step 2: If the employee is not satisfied with the supervisor's response or feels the problem is not resolved, the employee can present the problem in writing to the Executive Director and, again, as soon as possible. The employee should give the Executive Director an opportunity to consider the situation and get back to the employee in writing.

Step 3: If the employee is still not satisfied that the problem is resolved, the employee can present the problem jointly to the supervisor and Executive Director. As before, this should be done in writing as soon as possible. The supervisor and Executive Director will review the issue and schedule a meeting with the employee as soon as possible. After the meeting the Executive Director will reach a decision on the matter that will be considered final.

ORGANIZATIONAL CHART and COMMUNICATION PROTOCOL

POLICY

The MPLD Board of Library Trustees is responsible for the development and adoption of all library policies. The Executive Director is hired by the Board of Trustees and has delegated the responsibility for the daily administration of the library's policies and programs of service. The Executive Director is expected to manage the library staff and programs through effective use of the policies approved by the Board of Library Trustees. All library staff members are accountable to the Executive Director and all staff communication with the Board of Library Trustees normally proceeds through the Executive Director. In addition, the Executive Director may set up appropriate internal channels of communication (see job descriptions for MPLD Organizational Chart). The Library maintains a relatively 'flat and straight line' organizational chart with Dept. Heads reporting to the Executive Director/Assistant Director and Dept. employees reporting to their respective Dept. Manager. While the Executive Director uses e-mail, staff newsletter and memos to correspond with employees, most of the communication/directives will come from the Executive Director down through the Dept. Managers and should also, conversely, be delivered that way. While the

Director is approachable (having an open door policy), the Dept. Manager should always be consulted through the Dept. hierarchy. (see Organizational Chart on shared drive and staff Intranet) The Library also has several suggestion boxes and staff in-service programs where employees can ask questions and receive feedback and answers + the formal Grievance procedure (if necessary).

ORGANIZATIONAL CULTURE see also CONDUCT & WORK RULES, JOB DESCRIPTIONS and PERFORMANCE APPRAISALS

POLICY

The Library utilizes a 'code of conduct' to dictate how employees treat other employees and how employees treat customers/patrons. Furthermore, employees are evaluated on a continuous basis (formal annual evaluations) regarding their adherence to these expectations. These behaviors are listed on every job description.

GUIDELINES AND PRACTICES

Our overall library mission is to be "a welcoming place that 'enriches the quality of individual and community life through responsive library services which promote lifelong learning opportunities and recreational interests.'" Furthermore, the Youth Dept. has developed a mission of "fostering the well-rounded child by serving the educational, information and recreational needs of children from birth to age-20 by providing age-appropriate programs, resources, collections and facilities in a welcoming and accepting environment." These values are represented by wording in every job description.

Staff Values Translate into Service Excellence and Initiatives

Our library staff operates under a set of values that dictate our actions, reflected in everything that we do and say. We want to create a culture of positivity using five (5) principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust (establishing excellence in stewardship of public funds).

Key Beliefs

An organizational culture is a set of values expressed as overt actions and measurable behaviors that guide how employees treat each other in daily interaction and how they treat and serve customers. The culture is a small society in which individuals agree to a set of shared rules and beliefs expressed as "That's how we do things around here." It gives direction and purpose to all activities and helps employees make daily decisions plus help prospective employees discover if they want to work in that kind of environment. These rules can impede or facilitate change, unite or divide staff and cause the library to achieve or fail at its' mission of service. Culture shapes the beliefs of organizational members and creates bonds that unite them. It is a force that acts upon individuals, obligating them to make choices based on cultural norms and expectations.

A culture both causes and predicts member behavior and gives meaning and value to organizational life. Organizational culture is created over a period of time, and while it is durable and long-lasting, it can also change, albeit slowly over time. The MPLD Board wants the Library to be “the front porch of the community.” To that end, we as staff must display those attributes and characteristics of service that encompass that friendly vision of service to provide an uncompromising, personal level of service to every customer relevant to their needs:

- 1) Every patron is a CUSTOMER because, in this area, they do have a choice as to the library/services they use.
- 2) Get the customer what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
- 3) Display a positive, friendly, open and communicative attitude to all staff and customers.
- 4) Follow the Golden Rule, always. “Treat staff and customers as you would wish to be treated – with respect and courtesy”
- 5) Everything you do in front of customers means something (whether you mean it or not).
- 6) Be solution oriented – don't use the rules of the organization as artificial barriers to service; go the extra mile in assisting customers – give equitable service proportional to individual circumstances.
- 7) Use cooperation and teamwork, both inter- and intra-departmentally, when assisting customers or accomplishing tasks and follow-through on all activities.
- 8) Be responsible and proactive for your own training, understanding your job, understand your place in the organization.

Embodying Our Mission, Values and Beliefs

The staff and Board of Trustees of MPLD believe that we must live our mission, values and beliefs every day, providing the highest quality of service to all users and, that a free public library is essential in our modern world. While freedom of information and free access to that information is paramount to our beliefs, we also believe that all library users have the right to privacy, confidentiality and intellectual freedom within the library as it relates to access to our resources and activities.

OVERTIME – See “Compensatory Time and Overtime”

PAID TIME OFF

POLICY

The Library has many types of paid leave for staff including sick time. These benefits are provided for both full and part-time employees; although part-time employees receive pro-rated benefits relative to their work week. Some of these benefit days can be carried over from year-to-year; other days can be paid out at retirement/end-of-service or carried over calendar years. Please see the current ***Employee Benefits Summary*** for a complete listing and description of all benefits.

PARKING (and PARKING PERMITS) - STAFF

POLICY

Staff parking is located on both the North and South sides of the library. Staff should not use the front lots during normal hours of operation so that these spaces will be available for the public. Special temporary parking permits for staff with mobility problems are issued by the Building Supervisor, signed by staff Dept. Heads that permit staff parking in designated spots on either the North or South sides of the building. Permits are issued for 6 months or less and reviewed by Dept. Heads and re-issued if necessary. (Form available under Forms, General, Staff Parking Permit, - Special Permit, Temporary Use; shared drive and staff Intranet)

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Generally, the most convenient parking spots on the North or South sides should be reserved for customers. However, there are times when staff may occupy customer parking spaces such as picking up/dropping off other staff, especially staff with special needs; picking up/dropping off supplies or equipment; or coming into the library for a short duration. Maintenance staff leaving before the library opens for normal business hours may also use the more conveniently located parking spaces.

PAYROLL

POLICY

The MPLD has a bi-weekly payroll.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

At the beginning of each calendar year, the administrative staff is responsible for publishing a list of payroll dates as well as the dates when timesheets are due. Timesheets are due at noon on the day indicated. Timesheets are approved by the employee's supervisor and signed by the employee's supervisor as well as by the Executive Director or Assistant Director. Paychecks are generally distributed every other Tuesday. In the event that a holiday coincides with a payroll Tuesday, checks will usually be distributed the last working day prior to the holiday. A direct deposit option

is available and employees are encouraged to take advantage of this benefit.

The Library takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the Library will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

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

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

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

PERFORMANCE APPRAISALS see also JOB DESCRIPTIONS

POLICY

All employees normally receive a performance appraisal after their initial 6 months of employment. Thereafter, all staff normally receive performance appraisals at least once each year using SMART goals, analyzing job performance relative to job description duties and essential competencies for each job along with adherence to organizational beliefs and attitudes (observable behavior) within a continuous evaluation environment with employee/manager meeting at least 2X times per year. Managers should generally schedule a performance appraisal within 2 weeks of a staff member's anniversary of employment. The entire purpose of the performance appraisal is to allow staff members to grow and flourish in their job and to make sure that their jobs/performance align with the Library's and Dept's long-range plans. As a normal practice, Managers and Assistant Managers are evaluated on their work anniversary date and other line staff are evaluated a couple of months before the start

of a new fiscal year (July). Performance appraisals may be tied to annual raises, COLA or merit.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Performance appraisal forms are standardized and, as of 2015, done via electronic means. Managers do performance appraisals based on a calendar of employee work anniversary dates, within a 2 week period. If an employee reports to more than one supervisor/Manager, each supervisor shall participate in the appraisal process but the supervisor who works most directly with the employee normally conducts the appraisal interview. Appraisal forms should be signed and dated by the employee and all participating supervisors. Appraisal forms are also reviewed and signed by the Executive Director. (Forms are available on shared drive and staff Intranet)

Although the original appraisal form does not leave an employee's personnel folder, employees may request a copy of the completed performance appraisal form. Employees are given an opportunity to write comments on the appraisal form and meet with their supervisors/managers at least 2X times per year to ask questions, adjust goals and receive/give feedback about performance. A staff member who disagrees with a supervisor's assessment of their performance may also request to discuss the disputed portion of the appraisal form with their supervisor and, when appropriate, with the Executive Director.

Performance appraisals become a permanent part of the employee's personnel file. Administrative and supervisory staff will use them when determining salary adjustments, advancements, layoffs, or other personnel decisions. All performance appraisals remain confidential and may not be released to a third party without the written consent of the employee.

PERSONNEL RECORDS

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

An employee must also provide a written release in order for the Library to release information to outside parties. Requests for references should be directed to the Executive Director. Only the Executive Director has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number

and names of dependents*, marital status*, insurance beneficiary*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

The Library cannot be held responsible for situations resulting from employees withholding correct and accurate information.

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

PETTY CASH FUND

POLICY

The MPLD maintains a petty cash fund to reimburse employees for incidental out of pocket expenses related to an employee's job.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Employees should request a copy of the library's tax-exempt letter prior to making any purchases. Requests for reimbursement must be made in writing using the petty cash reimbursement form. A receipt documenting the purchase must be attached to the request for reimbursement. Petty cash expenses must be pre-approved by the employee's supervisor and the employee, the employee's supervisor and the Executive Director must sign the reimbursement form. The Administrative Assistant generally pays out the reimbursements. The petty cash fund may not be used for personal cash advances or to cash a personal check.

POLITICAL ACTIVITY

POLICY

The MPLD is a tax-supported institution. As such, it is not affiliated with any political party.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

While employees are at work, they officially represent the library. During the time that employees are in the building or officially representing the library outside of the building, they must refrain from wearing political buttons or other clothing or symbols advocating a candidate for office, supporting a political or ethical position, or encouraging alliance with a political party.

PRESS INQUIRIES -- See "Media and Press Inquiries"

PURCHASE REQUESTS - STAFF

POLICY

Staff, including those who do not reside within the boundaries of the McHenry Public Library District, are encouraged to suggest titles for the library's collection.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Staff suggestions should be forwarded to the Assistant Director, the Adult Services or Youth Services Managers. Staff purchase requests will be given the same consideration as purchase requests made by the public.

RADIO INQUIRIES – See “Media and Press Inquiries”

RAISES - (See also “Performance Appraisals” and “Salary Ranges”)

POLICY

The MPLD maintains a comprehensive salary schedule that outlines salary ranges for each position and classification. All salaries cited are gross salaries. As such, they are subject to mandatory and voluntary payroll deductions. Salary increases are based solely on merit as indicated in written performance/review appraisals conducted by an employee's supervisor or the Executive Director. Longevity itself does not guarantee nor justify a salary increase. One of the tasks of the Executive Director is to track library salaries nationwide and specifically within the RAILS (system) area so that the library maintains a competitive hiring and staff retention policy. As part of the regular budget cycle, the Executive Director may make recommendations for overall raises based on cost-of-living (COLA), inflation, budgetary health and cash flow, and changes in hiring practices as well as providing Merit-based increases, relative to positive annual evaluations.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Salary ranges are established by the Board of Library Trustees and are adjusted periodically taking into account the cost of living; wages paid for comparable positions in other governmental, not for profit, and commercial agencies, the LACONI Salary Survey and other salary management tools (such as the library salary survey for the Illinois Management Association). Salary ranges are also subject to the constraints of the library budget. When the library board of trustees determines that salary adjustments are justified for one or more positions or classifications, bringing salaries into compliance with the new salary schedule will be the primary focus of salary adjustments. Every effort will be made to make the appropriate adjustments in a timely fashion. However, significant adjustments may need to be done over two or more fiscal years. During such times, merit increases may be temporarily discontinued until all positions have been appropriately adjusted to comply with the new salary schedule.

RECORDS RETENTION, DISPOSITION AND DESTRUCTION

POLICY

(note: This policy is not necessarily a personnel policy but does dictate how all records, including personnel records are stored and retained)

Introduction: As part of day-to-day business, the McHenry Public Library District (MPLD, 88:103 MPLD's application #) must create, copy, organize, distribute and retain various records and documents. For purposes of this policy, the records mentioned in this policy statement are separate from library materials collected for public use, even though it is recognized that some of these records may be available to the public under the Freedom of Information Act (USC 5/552, FOIA) and Patriot Act. Many of these records are only available to the public under court ordered subpoena. (see http://www.sos.state.il.us/depositories/archives/records_management/recman.html)

Oversight and Review: A library records committee shall be created, consisting of the Board of Trustees Secretary, Executive Director, Assistant Director and a member of the IT Dept. This standing committee shall meet at least once (1) per year. The committee shall review applications for one-time disposal of records as well as record retention schedules and the process of records retention and disposition. Revision of such schedules and processes will be brought to the full board for policy changes and additions on an annual basis.

Purpose: This policy will delineate retention periods for various documents plus provide their format changes throughout the retention life span. The policy follows all of the prescribed mandates of records retention and disposition within the USC, ILCS, Illinois State Library and Archives, Records Management Section and local county/city ordinances. It also follows the prescribed recommendations of the Management Association of Illinois. Failure to retain records for minimum time periods required may subject the library to Class 4 felony charges (Criminal Code of 1961 (5 ILCS 160/8 and 720 ILCS 5/32.8) and potential litigation. Records retention, retention and destruction as well as transfer to electronic formats is governed by 50 ILCS Act 205. Public law 107-56 "USA Patriot Act" also contains a number of provisions related to the access of records by law enforcement which may have a bearing on the manner and methods that libraries use for records retention. Retention of outdated records may also subject the library to undue liability issues. The MPLD board of trustees and administration recognizes that not all records are usefully forever and, even in an electronic/virtual environment, space is a consideration.

For the purposes of this policy, a '**record**' is any document created by or for the library within the course of daily business. Records have administrative, fiscal, legal or historical value and are not limited by a physical format. They may also be produced solely in magnetic or virtual formats and transferred through an electronic process to one or more of these formats. Furthermore, records may be produced/retained in

multiple formats. The process of records retention and disposition is dynamic. The retention and disposition schedule below reflects current business practices, standards and codified laws and provides a systematic methodology and timetable for records retention and destruction. The library also recognizes a duty to keep an historic record or 'company memory' but must concurrently minimize legal liability and consider space needs. This policy cannot cover all foreseeable documents nor do all documents have legal retention requirements. Any documents not specifically having any statutory retention requirements will be retained for (6) six years.

Staff selecting library records to be destroyed will need to complete a **Records Disposal Certificate** that lists all selected records (signed by the Executive Director). A copy of the certificate will be retained by the library until destruction of said documents with the original certificate sent to the Illinois State Archives. All retention/destruction will be performed on an on-going basis rather than as an annual event.

Special Circumstances

Library records occur in various forms, paper, virtual storage and computer generated physical storage (magnetic, CDs, DVDs, etc.). This policy also dictates the movement of records through a retention cycle inclusive of various forms. Work e-mail located on the library's server is considered to be the library's property and as such can be regulated depending upon available space. The library is also part of a consortium (CCS) which has its own set of retention conditions/regulations for patron data (inclusive of personal/circulation/holds/fines and fees data. Additionally, besides dictating the physical format retention cycle, the policy also dictates off-site storage/duration. Generally speaking, the library conforms to all retention recommendations made by the Management Association of Illinois.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Record Categories

Administrative

Board/governing body

Buildings, grounds, supplies, equipment and inventory records

Departmental and interoffice (correspondence/e-mails)

Financial and budget

Human resources - personnel, employment

Legal files

Library patron records related to bibliographic/circulation

Library patron records related to computer/internet and program use

Marketing/Press releases

Miscellaneous

'Retention' refers to the length of time any document remains in existence within the library's control in any format or form (physical/virtual/computer readable). Various

records are also stored off-site in case of disaster/emergency. '**Cycle**' to the form and the duration and/or extent of records (in years) retained in a specific form.

'**Disposition**' refers to the method of disposal of records after the respective retention period has been reached per the schedule contained within this policy. Retention periods differ depending upon the Record Categories. Magnetic/virtual records will be erased/deleted. Records contained on physical CDs, will be incinerated (word processing formats, Adobe .pdf files, etc.). Paper records will be either cross-shredded or incinerated. Some records may be retained as part of library/local history and become part of the main library browseable collection.

Key: Permanent (P); Years (xxY); Until Superseded (US)

Permanent

Retention Period

Accounts receivable/payable	P
Actuarial reports (GASB)	P
Administrative policy/procedures manual	P until SUP
Annual financial reports (audits)	P
Annual report to state library	P
Blueprints	P - as long as current
Board Audio recordings of executive sessions	P or destruction after conversion to print
Board of Trustees meeting minutes	P (paper 5Y, computer +)
Board of Trustee bylaws	P until SUP
Board of Trustee personnel files (active)	P
Board ordinances, resolutions separate	P (paper 5Y, computer +) - kept from packet material/minutes
Developer fees	P or until audit complete
Building specifications and plans	P
Employee policy handbook	P until SUP
Employee W-2 forms	P
IMRF (pension/retirement)	P
Injury/Incident reports (employee)	P
Inventories - equipment/furniture	P or SUP
Job descriptions	P or SUP
Library materials inventory	P or SUP
Payroll records	P
Payroll tax records	P
Personnel file (employees) – current	P
McHenry Public Library District history files	P
Public policy handbook	P or until SUP
Mortgages/Notes	P or 3Y after fin. Pay.
Tax levy documents – county generated	P or until audit complete

Non-Permanent

Retention Period

Accident reports (patron)	4Y
Account records not specified	5Y
Accounts payable ledger	5Y, audited
Affidavits	10Y
Audit reports	10Y
Building permits	10Y
Budget ordinances and resolutions ordinances/resolutions)	(see board
Estimated revenues - resolution	10Y
Expenditures by source - resolution	10Y
Prevailing wage - resolution	10Y
Employment applications (not hired)	1Y
Employee e-mail workstation	1Y server; employee choice on
Employees – certification of age (under 19Y)	3Y
Automated system backups – circulation system	1Y
Automated system backups – staff e-mail	1Y
Automated system backups – server documents	1Y
Bank deposit receipts	4Y, audited
Bank statements	8Y
Bids – Successful	15Y after project completion
Bids – Unsuccessful	4Y after letting contract
Blog, staff	1Y
Board Agenda Packets storage.	Current 5Y print; 5Y in magnetic
Board Audio recordings of regular minutes Board	3Y/destruction after print conversion
Budgets – Annual	10Y
Building & Maintenance repair requests	1Y
Cancelled checks	4Y, audited
Cash journals	4Y, audited
Cash register tapes	until audited
Check registers	4Y, audited
Computer equipment repair requests	1Y
Contracts and leases (agreements)	3Y or SUP
Correspondence, Personal	2Y (or as needed)
Donation letters/correspondence	7Y
Employee - work history	60Y
Employee - salary history	60Y
Employee – job performance/appraisal	length of employment + 5Y
Employee test results (aptitude/other)	length of employment + 5Y
Employee job interview notes	1Y or first job performance evaluation
Employee timecards/sheets	5Y
Employee FMLA documents	5Y
Employee complaint/remediation	length of employment + 5Y
Employment contracts	length of employment + 4Y

Encumbrance/expenditure journal	6Y, audited
Fire inspection/building inspection reports	4Y
Freedom of Information Act requests	2Y
Freight bills	1Y or until paid
General correspondence	2Y or needed by employee
Gift donor forms – completed	2Y
I-9 Immigration verification forms	3Y after hire or 1Y after termination whichever is greater
Insurance policies – current and expired	3Y
Interlibrary loan reports	1Y
Interview notes (not hired)	1Y
Investment reports	4Y, audited
Invoices – (supplies, assets)	4Y
Job applications (not hired)	4Y
Job postings/advertisements file, 60Y	1Y – placed in hired employee's file, 60Y
Market data and surveys	5Y
Medical information/exams/HIPPA	6Y
Medical insurance information	3Y
Medical insurance – employee deduction schedule	3Y
Personnel file (employees) – past hires	60Y
Salary charts by employee/part of budget	5Y
Tax Records	7Y
Unemployment compensation claims	4Y, audited
<i>(dependent upon CCS retention period, cycle of backup data)</i>	
<i>Patron circulation records – personal data</i>	<i>until expired (3Y)</i>
<i>Patron circulation records – materials on-loan</i>	<i>until items returned</i>
<i>Patron circulation history</i>	<i>?</i>
<i>Patron lost item/bills</i>	<i>deleted once paid</i>
Patron Internet log-in record	end of current month signed up
Patron program sign-ups	end of current month signed up
Patron interlibrary loan/holds	1Y
Petty cash vouchers	4Y
Purchase orders	2Y
Quarterly payroll reports/statistics	60Y; termin. Employee's 78 th birthday
Receipt books	until audited
Receipt journals	2Y, until audited
Records - committee/records disposal documents	5Y
Computer software	destroy when obsolete or SUP
Transient material (all informal and/or temporary messages and notes, including staff e-mail, voice mail and document drafts)	1Y or discretionary until no longer useful

(Note- library uses Quickbooks – all financial/payroll information in magnetic data files)

REFERENCES FOR EMPLOYMENT

POLICY

Requests for information about a current or former staff member are generally referred to the Executive Director or other administrative staff responsible for maintaining personnel records.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The Executive Director or designated staff member may only disclose the former staff member's dates of employment and final title or position and rate of pay. Evaluative information about an employee's performance may only be released with the permission of the employee.

Information requested by a law enforcement agency will be provided only when the Executive Director has been presented with a court order.

RESERVES - STAFF – See “Library Cards and Borrowing Privileges”

RESERVING LIBRARY MATERIALS - STAFF – See “Library Cards and Borrowing Privileges”

RESIGNATION

POLICY

Library staff is generally requested to provide written notice of their resignation.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Written notice of an employee's resignation is requested two weeks prior to the date of the employee's departure. Two weeks' notice will provide the Executive Director the opportunity to schedule an exit interview and gather appropriate information about applicable benefits.

SALARY INCREASES – See “Raises and Salary Ranges”

SALARY RANGES

POLICY

The MPLD maintains written salary ranges for each job classification that are regularly reviewed and revised relative to the local job market, cost-of-living in local area and various local area salary surveys relative to the library markets (IL Management Association and LACONI).

GUIDELINES and PRACTICES FOR IMPLEMENTATION

A copy of the current salary schedule is available for review in the policy folder on the library's local area network. Draft salary ranges are developed by the Executive Director with assistance from the Board Finance Committee and take into account salaries paid for similar work in comparable libraries and institutions as well as salaries paid for similar positions in the McHenry area. Draft salary ranges are subject to revision and final approval by the Board of Library Trustees. (see salary ranges in shared drive and staff Intranet)

The total compensation package is meant to include salaries and fringe benefits as well as any other appropriate form of compensation,

The following criteria are taken into consideration when developing job classifications and corresponding salary ranges:

- Complexity of duties routinely performed
- The level of supervision exercised in the position
- The level of responsibility and degree of autonomy required in the position
Fiscal responsibility and accountability of the position
- Level of education and experience required for the position
- Degree of interaction with the Board of Trustees and other community agencies
- The degree to which employees in the position are expected to represent the MPLD in local, regional and national organizations.

Additional factors include but are not limited to:

- Prevailing wages for similar work in comparable governmental, not for profit and commercial settings
- Local and regional salary patterns
- Legal requirements applicable to the position
- Standards established by local, regional and national library associations
LACONI Salary Survey, IL Management Association survey

Each staff member will receive an annual salary review that may or may not be simultaneously tied to a salary increase. The Board Finance Committee and the Executive Director will review salary schedules annually as part of the process for developing next year's operating budget. The Finance Committee

shall make recommendations for adjustments to the Board of Library Trustees, subject to the constraints of the library budget.

SECURITY AND INSPECTIONS see also “Security Cameras in Library”

POLICY

The Library intends to safeguard the property of employees, patrons, and the Library, and to help prevent the possession, sale, and use of illegal drugs on the Library's premises, and to keep with the spirit and intent of the Library's drug-free workplace policy.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

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 or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files 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, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be subject to disciplinary action up to and including discharge.

SECURITY CAMERAS IN LIBRARY”

(12/16/2014) – Note: this policy is duplicated in the Public Policy Manual. Security cameras are primarily for public protection/security – not for surveillance of any type.

“The McHenry Public Library is a welcoming place that enriches the quality of individual and community life through responsive library services...” To complete this mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

The Library employs a number of in building/on site security cameras in various locations needed to provide peace of mind to library users and staff by discouraging violations of the Library's Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the McHenry Public

Library.

Purpose, Use and Areas of Security

A number of cameras are installed at various indoor and outdoor library locations on an as needed basis. Cameras are positioned to provide security footage at optimum locations where potential property loss or security issues might occur. Each camera operates independently and starts recording on motion detect (without sound), so maximum DVR recording length may vary from position to position. Also color/BW footage varies as to light intensity. Some images can be focused, enlarged and/or enhanced and stills produced. Camera activity will not be randomly checked unless there are substantiated questions of illegal/objectionable activity by patrons or staff or in the case of camera maintenance/repair. Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Rules of Conduct is restricted to designated staff: Executive and Assistant Director or their designate, Board President and/or Library Attorney. Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law. Designated staff as described above may have access to real-time monitors. Images will be viewed on desktop monitors by designated staff only as well as on designated staff's portable devices, when applicable.

Retention, Disposal and Destruction of Recordings

Camera footage is stored digitally on secure DVRs. Normally, all security cameras initiate recording on motion-sense. Normal recording retention period is 30-days with automatic recording over themselves at the start of the 30-day period but individual camera recording time varies greatly depending upon motion/activity in the camera viewable area (See Additional Guidelines). Copies of recordings for specific instances may be made at the request of law enforcement or others (with the authorization of restricted staff) and placed on thumb drives or on recordable DVDs, to be supplied to the requesting party. In no instance will a video security file be emailed to any other party unless required to by law or court action. In situations involving banned-and-barred patrons, stored still images may be shared with staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are discarded/shredded.

Notice of Security

Clearly visible signs denoting "security cameras on premise" will be posted at Library entrances informing the public that digital security cameras (not surveillance cameras) are in use. The MPLD will maintain an accurate diagram of camera locations.

Access to Security Footage, Incident Reports and Charges for Access/Copies

Any/All requests to view or cut/edit footage by law enforcement, insurance companies or persons will be referred to the Executive Director. As a normal course of events, upon evidence of a crime and at the request of law enforcement, video footage/stills will be provided at no cost. All other requests will be reviewed for validity by the Executive Director and charges for access, staff time in location/editing/duplication will be charged to the inquiring entity according to their request. All requests for security camera footage will be documented/logged through completion of an MPLD incident report that will be filed and kept as an accurate record of use in accordance with the Illinois Archives accepted retention schedule. All incident reports are housed in the Executive Director's office.

Additional Guidelines

- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. The McHenry Public Library is not responsible for loss of property or personal injury.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas and parking lots.
- Cameras are purposely installed to only focus on library property – internal building and external property. Some portions of public roadways and sidewalks may be in partial view.
- *Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
- *Cameras have not and will not be installed for the purpose of monitoring staff performance.
- Images will typically be stored for an average period of 30 days. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera's memory, recording length and site activity.
- *Staff and patron safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.

**Note starred items specifically regarding cameras in staff areas.*

FOIA Requests Regarding Camera Footage/Stills/Enhanced Photos

Security camera footage, like most other administrative documents in the library, can be considered public materials and are therefore accessible through a specific incident FOIA request. However, the MPLD FOIA Officer can deny a specific request if it can be proven that the request violates a federal or Illinois state law or regulation such as under 7(1)a - unwarranted invasion of personal privacy 5 ILCS 140/7(1)(a) or the Family Educational Rights & Privacy Act (FERPA).

SEMINARS – See “Travel and Training Expenses”

SEXUAL and OTHER FORMS OF HARASSMENT

POLICY

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, patron, contractor, or other regular visitor of the Library.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as sex, color, race, ancestry, national origin, age, disability, sexual orientation or other legally protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that 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; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

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

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

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or

5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

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

All Library employees are responsible to help assure that the Library avoids harassment. An employee who believes that he or she has been subjected to sexual or other types of harassment or who has witnessed harassment should immediately submit a complaint in writing to their immediate supervisor or the Executive Director. The existing Grievance Form can be used although the Grievance procedure/timelines/process may not have to be followed, relative to the circumstances surrounding the incident. The Executive Director (or designee) will be responsible for the investigation and procedures contained herein. **(see Grievance Policy/Procedure)**

The Library shall promptly investigate all complaints. Reporting harassment or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge. 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. A substantiated charge against an employee will subject the employee to disciplinary action up to and including discharge. Note that sexual harassment is just one form of behavioral/physical harassment. Depending upon the specific situation, an employee may be required to use the grievance procedure and form to proceed with a harassment complaint.

SMOKE FREE ENVIRONMENT - STAFF

POLICY

The MPLD maintains a smoke free environment.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

The Library is committed to protecting the safety and welfare of its employees, patrons and visitors. No smoking of any kind will be permitted in the Library or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or classroom, break room or cafeteria and/or other common area. ***This policy includes all smoking devices such as e-cigarettes, pipes, and legalized medical marijuana/cannabis (included 11/18/2014).*** Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations. This policy applies equally to all employees, patrons, and visitors. Supervisors and managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. We encourage

you to report violations of our smoke-free facility policy to a supervisor/manager.

No smoking is allowed inside the library building. The designated smoking area is located on the south side of the building. Staff members who smoke are responsible for the appropriate disposal of smoking debris.

SOLICITATION - STAFF - See Also “Ethics”

POLICY

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 employees who are on working time for any cause or distribute literature or printed material of any kind in working areas at any time. There is to be no solicitation in patron-access areas where such activity is likely to disrupt patrons' use of the Library facilities.

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

STAFF CARDS – See “Library Cards and Borrowing Privileges”

TELEPHONE CALLS

POLICY

Employees are generally discouraged from making or receiving personal telephone calls while at work. Personal use of the library's telephone system for long distance calls is specifically prohibited.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Staff members are asked to use their personal cell phones for making phone calls. The library recognizes that, from time to time, staff may need to accept a personal phone call made to the library's phone number while at work. Personal calls should never take place at a public service desk. Staff members are asked to move into a workroom to take the call. If an employee needs a more private place to accept a short personal phone call, it is strongly suggested that the call be taken in the staff room or a private office.

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 the Library, the following must be observed:

- Ideally, place calls while stopped or have someone place the call for you. *It is imperative that employees 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 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.
- 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.

TELEVISION INQUIRIES -- See “Media and Press Inquiries”

TERMINATION-Voluntary -- See “Resignation”

TIME CLOCK USE

MPLD uses a web-based payroll/personnel management time clock system called ProData (instituted July 2013). Non-exempt employees must clock in, clock out regarding all time worked relative to their work schedule. All time worked must be paid relative to Illinois employment law/Fair Labor Standards Act so supervisors should keep watch over staff schedules and actual timesheets to assure that all staff is working prescribed/authorized and scheduled hours.

Meal Time - Each staff member must clock out/in for max 30 min. mealtime. Anything less than 20 min. MUST be paid and must be approved by your supervisor.

- 1) When you come to work and are scheduled, clock in immediately.
- 2) When you leave work, clock out after your scheduled shift is over, unless you are helping a patron (inform your supervisor that you are assisting a patron).
- 3) Try to not clock in/come to work before a supervisor is in the building or before you are

- scheduled to work. No earlier than 8:25am in morning, weekdays, Sat or 11:40 Sundays. If you do, the "waiting to be engaged policy" will take effect (exception - custodial staff)
- 4) You are entitled to a 15-minute break during a 4 hr. shift. Breaks are not mandatory and you cannot connect 2 breaks together for a longer break. **You do not have to i.e. should not) punch out for breaks.**
 - 5) You must punch in/out for a meal break - 30 min. One (1) break may be combined with a 30 min. meal but, if you leave the building for your meal, you must be back for the break time. If possible, you should punch in before your break
 - 6) It is the supervisor's job to schedule/supervise time cards. Unscheduled/unauthorized work (including overtime) must be paid under law, but will be regulated and disciplinary action will result if an employee works unauthorized overtime.

TORT and LIABILITY INSURANCE – See "Insurance"

TRAVEL and TRAINING EXPENSES

POLICY

From time to time employees, library trustees and officers must travel off-site to attend various seminars, conferences, workshops or other work related activities as they conduct normal business. This travel can encompass day trips, overnight or extended travel as it relates to in-state, out-of-state and possibly, international travel for the purpose of pre-authorized business. The MPLD will reimburse employees and trustees for approved travel expenses. While the MPLD has \$ limits for meals, it will pay for actual expenses as long as those expenses are reasonable and expected for the type/extent/nature of trip in that area AND all expenses are documented with actual receipts. All travel expenses should be pre-approved by appropriate Department Manager, Executive Director or the Board President and must be finalized by Board vote/payment of bills. The intent of this policy is to provide a flexible method for reimbursement of travel expenses for business while simultaneously devising rules for prudent Pre-approval of expenses is recommended when time permits. Approved travel expenses include:

Mileage (at the IRS mileage rate)	Registration fees
Tolls	Hotel
Parking, Taxis, car rental, other transportation	Airfare (economy class)
Meals, when the event includes meals or when meals revolve around the day's activities such as in a conference, workshop or are part of travel to/from the event.	

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Travel expenses, where and when applicable, should be must be pre-approved (before the travel date) by the Dept. Manager, Executive Director (in the case of employees) and by the Executive Director and the Board President (in the case of trustees). Generally, the least expensive form of safe and expeditious travel is recommended with defaults being auto/air travel, Economy airfare. Appropriate

documentation must accompany the travel reimbursement form (i.e. receipts, travel confirmation forms, etc.). Only documented expenses will be reimbursed. In cases where expenses exceed average rates, actual expenses will be paid/reimbursed only if/when accurate receipts are produced by the attendee. ***In these special cases, pre-approval of travel plans/expenses is mandatory.*** Library trustees are covered under this reimbursement policy relative to ILCS (PA 99-0604, effective 1/1/2017).

Note: When an exempt employee attends a seminar, conference or workshop, they are compensated for the hours usually worked that day (7.5). Neither overtime pay nor compensatory time will be paid or applied in this situation so the employee should make every effort to adjust travel and conference schedules or plan to use their free time. The Executive Director must approve any exceptions to this prior to the conference, meeting, workshop or continuing education event.

An employee's attendance at a conference, seminar or workshop should not result in any reduction of library service to the public. Requests for conference attendance shall be granted subject to the following guidelines (also refer to memo 7/28/2011, appendices):

1. No release time shall be authorized unless the library schedule is covered without staff overtime or hiring staff to work additional hours.
 2. First consideration shall be given to staff members who hold an office or serve as a committee chair for the convening professional organization.
 3. Second consideration shall be given to staff members who are program presenters or are committee members of the convening professional organization.
 4. Third consideration shall be given to staff members who are also members of the convening professional organization.
 5. If the budget and schedule permit, non-members of an association may also request to attend a professional conference. The Executive Director will evaluate these requests on an individual basis.
 6. Currently, the MPLD does not have a conference exclusion policy or priority list of who can attend what conference when nor does it employ any lottery techniques for attendance. Priority in attendance will be judged by the Executive Director relative to budgetary limitations and staffing needs. The Executive Director along with the Board of Trustees will be in charge of these decisions/policy changes.
- **Note: any time this policy changes, according to Public Act 99-0604 (covering library trustees), the MPLD must pass a new resolution/ordinance to establish regulations/rules for reimbursed travel expenses.**

Specific Expense Reimbursement Policy for Travel, Meal and Lodging Expenses

A. **Purpose.**

The MPLD will reimburse trustee, officer and employee travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Library during the normal course of doing business. Note that this policy reflects library procedures as well as IL PA 99-604 (i.e. the Local Government Travel Expense Control Act). All persons seeking travel reimbursement are expected to exercise the same prudent care in incurring expenses for official business as a prudent person would in spending personal funds. Actual expenses will be reimbursed; no per diem exists within MPLD policies; although mileage for car/rental car is optional (at the IRS rate) instead of actual expenses.

B. **Definitions.**

"Travel" means any expenditure directly incident to official travel by employees, trustees and officers of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. **Authorized Types of Official Business.**

Travel, meal and lodging expenses will be reimbursed for employees, trustees and officers of MPLD only for purposes of official business conducted on behalf of the MPLD. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. No reimbursement for entertainment expenses (see Section 25 of PA 99-604 for complete description) unless that entertainment is inexorably linked to a meal event (i.e. awards/honors dinner, dinner cruise, etc.). If you are unsure whether an expense is reimbursable, please contact the Executive Director or the Business Manager.

D. **Categories of Expenses.**

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. **Personal Automobiles** –Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid

based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. Actual expenses of gas will be an optional reimbursement technique as long as all receipts are included – minus sales tax. For airfare, travelers will only be reimbursed up to the price of a coach/economy airfare ticket if they drive to a location for which airfare would have been less expensive.

3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section and #2. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers.
4. **Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on actual form of transportations used (as a to/from) the point of departure (i.e. leaving from home vs. leaving from work; arriving at home vs. arriving at work), regardless of the transportation method chosen (bus, train, plane) . When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation** – The traveler should utilize hotel/motel shuttle service or other shuttle/bus services if/when available. If none are offered or are convenient, then the use of the most economic form of transportation is encouraged.
6. **Hotel/Motel Accommodations** - The traveler will be reimbursed for a standard single room at locations convenient to the conference/business activity. In the case of room sharing, the traveler will be reimbursed for their portion of the room shown as part of the total bill or a hotel-prepared divided bill. Entertainment such as mini-bar, pay-for-view movies, sports events, etc. will NOT be reimbursed. Cancellation charges will normally NOT be reimbursed unless approved by the Executive Director or Board President

(i.e. traveler is an employee or trustee/officer). **Meals - Meal expenses (even as reimbursed actual) will be limited to the following normal limits: \$20 (breakfast); \$30 lunch/dinner and (\$50) evening meal/supper.** Tips are not included in these limits and will NOT be reimbursed. Normally, purchase of alcoholic beverages will not be reimbursed unless they are part of a meal.

7. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel Expense Form so it can be easily distinguished/separated from reimbursed business expenses.
8. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
9. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
10. **Entertainment Expenses** - No employee or officer of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

E. Approval of Expenses.

1. **Expenses for Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any member of the MPLD Board. All travel reimbursement must be approved by roll call vote (as part of the regular bill paying procedures) at an open meeting of the MPLD Board.
2. **Expenses for Officials or Employees Other than Members of the MPLD Board.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the MPLD Board) in excess of the *[set guidelines of this policy]* must be previously approved in an open meeting by a majority roll-call vote of the MPLD Board.
3. **Advanced Expenses.** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Library must be approved by roll call vote at an open meeting of the MPLD Board prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

4. **Other Expenses.** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director/Dept. Manager on the MPLD Travel Expense form (see G):

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date(s) and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the (FOIA) Freedom of Information Act.

G. Travel, Meal, and Lodging Expense Report Form.

The Library hereby adopts a standardized Travel Expense Form for reimbursing approved travel expenses. (see Forms on Shared Drive and Staff Intranet) All receipts must be attached in order for reimbursement to occur. In certain circumstances, an MPLD authorized credit card may be used to pay for items – so the credit card statement and Credit Card Use Form (found on the shared drive/Intranet) – and any receipts should be included along with all forms as evidence of purchase. (adopted 11/15/2016)

TUITION REIMBURSEMENT

POLICY

The Library's support for staff continuing education includes a tuition reimbursement policy currently at 50% for tuition only. Request for tuition reimbursement must be made before the course(s) are taken and they must be approved by the supervising Dept. Hd. as being appropriate for the position. A letter requesting tuition reimbursement must be written to the Library Board of Trustees. Reimbursement will be provided upon successful completion (B or better) of the course - official college grade

record/completion required for reimbursement.

GUIDELINES and PROCEDURES FOR IMPLEMENTATION

Education assistance is available to assist any employee who works at least 20 hours per week and has been with the Library for at least one year and is considered by his/her supervisor to have a satisfactory performance rating. Courses must have the approval of the Board of Trustees prior to class enrollment in order to qualify for reimbursement.

Employees wishing to pursue an advanced degree program will be considered on a case-by-case basis taking into consideration alignment with individual objectives and Library need. The maximum reimbursement that will be made to an individual employee is \$_____per calendar year. The Library will reimburse employees for tuition only. Total reimbursement to be made, up to a maximum of \$_____per calendar year, is to employees who obtain a grade of at least a "B" or better.

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

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

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

In the event that the employee resigns or is terminated within twelve (12) months after reimbursement is received, the employee must agree to repay the Library in full. Employees may be required to sign individual agreements in order to receive reimbursement under this policy.

VACATIONS

POLICY

Vacation is taken during the calendar year in which it is accrued. Vacation is accrued on

a per pay period basis. Vacation is prorated for an employee's first calendar year of employment based on the date an employee begins working. Vacation is pro-rated for employees who are regularly scheduled to work twenty (20) or more hours per week.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Please see the current Employee Benefits Summary for vacation accrual method and guidelines for requesting and taking vacation for both part-time and full-time employees.

Note that Vacation Leave is subject to approval of the appropriate Dept. Head and each Dept. may have slightly different methods of giving leave based on need for desk coverage, future programs, etc. so the method of distributing leave may vary from Dept. to Dept. The Executive Director approves vacation requests from Dept. heads as well as making decisions on vacation requests of employees if they question the Departmental procedures. Employees are usually expected to request vacation time at least two weeks in advance of the dates requested. A vacation request may be denied if a request for the same days has already been approved for another employee within the same department. As a rule, no more than two employees may be granted the same vacation period. Vacation requests may be submitted as early as January 2nd of each calendar year. In the event that more than two employees simultaneously request the same vacation period the requests will generally be honored on a seniority basis.

An employee is generally not eligible for holiday pay if they have an excused or unexcused absence immediately before or after a paid holiday. The exception to this will be if the holiday falls within an employee's scheduled vacation. No more than 2 people from any department may schedule simultaneous time off. Managers accept employee requests for scheduled time off beginning January 2nd of each calendar year. The requests are granted on a "first come" basis. The employee with seniority will be given the advantage when more than 2 people simultaneously request scheduled time off. (see also HOLIDAYS)

Vacations are meant to provide the employee with an opportunity for refreshment and recreation by providing a break from their normal work schedule. The library will not grant additional wages in lieu of unused vacation. Vacation time shall be taken in half and full day increments, pro-rated for part-time employees. Vacation days do not normally carry over into a new calendar year except with the approval of the Executive Director. Failure to use vacation time without permission from the Executive Director may result in the loss of the unused vacation days.

VOTERS LEAVE

POLICY

The Library encourages employees to fulfill their civic responsibilities by participating in

elections. Employees are encouraged to vote before or after their regularly scheduled hours. In unusual circumstances, if employees are unable to vote during their nonworking hours, employees may use up to 2 hours of paid time off as determined by the library policy on absences.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Employees with working hours that begin less than two hours after the opening of the polls **AND** end less than two hours before the closing of the polls should generally request time off to vote from their immediate supervisor at least one week prior to Election Day. This advance notice is required so that the time off can be scheduled to provide the least disruption to library services. Employees requesting voter's leave will be required to present their voter's receipt when they return to work on election day or on their first regular shift after voting.

Employees who wish to serve as an election judge or poll watcher must provide the Library with at least 20 days' written notice and may use vacation time or paid time off as outlined in library policy. If all vacation and absences have been used, the employee may request, in writing, an unpaid leave of absence. No more than 10% of employees may serve as election judges/poll watchers during a single election.

WARNINGS, ORAL AND WRITTEN – See “Disciplinary Philosophy”

WHISTLEBLOWER POLICY

POLICY

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

GUIDELINES and PRACTICES FOR IMPLEMENTATION

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her supervisor or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough

investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the supervisor or Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director (or designee) who is responsible for investigating and coordinating corrective action, or her designee, in the event she is the accused.

Employees with any questions regarding this policy should contact the Executive Director.

WITNESS DUTY – See “Jury Duty”

WORK SCHEDULES - See Also “Time Clock Use”

POLICY

Employee work schedules are established to support the public service goals of the library. Although an initial work schedule is included in an employee's letter of appointment, work schedules may change in response to public service needs. As such, appointment letters and the information contained therein are not to be construed as contracts.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Library employees are provided with a 15-minute break for each consecutive 4 hours worked. Employees who work more the 6 consecutive hours are required by law to take a 30-minute meal break. Meal breaks are unpaid, and are arranged to accommodate continuous coverage at all public service desks. Since the library is often busiest during evening and weekend hours, all employees are expected to work up to two evenings each week and every other weekend.

From time to time, it may be necessary to change an employee's work schedule to provide adequate coverage at public service desks in response to library usage patterns. Supervisors and managers are generally expected to provide at least 5 days' notice prior to a schedule change and are expected to make every effort to provide employees with as much advanced notice as possible. However, there may be emergency situations that make such notice impossible.

All staff members are expected to report to work on time. If illness or an emergency

dictates that an employee is unable to work at a time when scheduled, an employee is expected to provide her supervisor or manager with at least 15 minutes notice of an illness or emergency absence. Employees are expected to provide as much advance notice as possible. Employees are expected to provide a general reason for an excused absence. Failure to provide notice or provide a reason for an absence may result in the absence being classified as an unexcused absence. An unexcused absence of three or more days is considered job abandonment and is grounds for immediate termination.

Notification for a planned absence or vacation should be given as early as possible. Generally, a request for a vacation should be given 2 full weeks before the requested time off. Requests for time off are honored on a first come, first served basis. If two or more employees simultaneously request the same period, requests will generally be honored on a seniority basis. Requests for time off may be submitted as early as January 2nd of each calendar year.

WORKWEEK

POLICY

The workweek generally runs from Sunday through Saturday.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

From time to time, it may become necessary for the library to change the definition of the workweek. Whenever possible, employees will usually be given at least two weeks' notice before any changes are put into effect. Employees will be notified of a change in the workweek by a written message placed in each employee message center or inserted into each employee's paycheck.

WORKER'S COMPENSATION

POLICY

The MPLD retains worker's compensation insurance and every employee is protected by Worker's Compensation against loss of income and related medical costs due to on-the-job injury or death. This protection is provided at no cost to the employee.

GUIDELINES and PRACTICES FOR IMPLEMENTATION

Any work related accident or injury must be immediately reported to the employee's supervisor. This applies to all injuries, no matter how serious or superficial.

Supervisors are expected to work with administrative staff to ensure that the injured employee is given prompt emergency medical attention and to complete a written

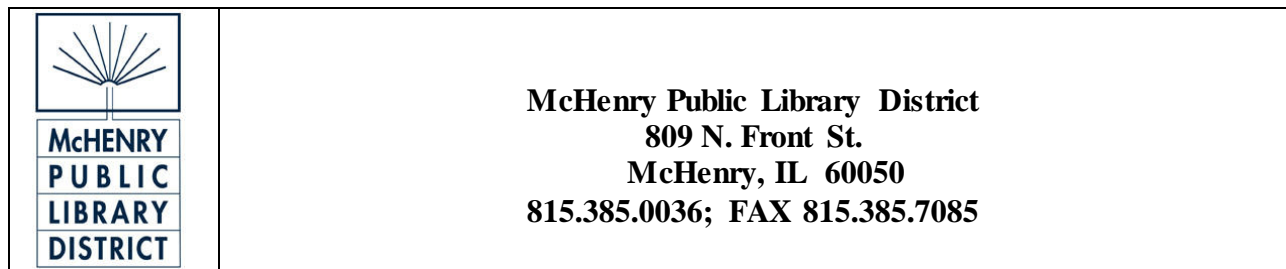
accident/injury report form. Failure to report a work related injury within 48 hours might delay medical and compensation payments. In addition, a staff member is required to report any symptoms that might be caused by a work related injury.

Administrative staff will notify the appropriate authorities of any worker's compensation claim. It is also the responsibility of administrative staff to maintain appropriate incident report files. The insurance company will determine what benefits, if any, are to be provided.

Failure to report or document a job-related injury may result in disciplinary action or termination. It is in the best interest of both the employee and the library to report on-the-job accidents or illness as soon as possible.

WORKSHOPS – See “Travel and Training Expenses”

APPENDICES



MEMO - Conference Attendance - policies and procedures

TO: Dept. Managers and All Staff
FROM: Jim Scholtz, Executive Director, MPLD
RE: Conference Attendance - policies and procedures
DATE: July 28, 2011

As per our discussion at the 7/27 Management meeting, this memo will outline the policies and procedures for requesting work time to attend various conferences and meetings. Please note that the current policy regulating personnel conference/meeting attendance is covered under "Travel and Training Expenses" in the Staff/Internal Policy Manual - especially the "Guidelines and Practices for Implementation". **Please have all staff read this section and discuss at your next Dept. meeting.** I'll also try to find some time to discuss it at our upcoming Final Friday, 8/26.

I will try to devise a more complete "Conference/Meeting Attendance" policy for board approval that will work in concert with the current policy but will also provide more direction for staff. In the meantime, here are the guidelines I'd like staff and Dept. Managers to follow:

We currently don't have a Dept./staff rotation attendance policy for the 'big' meetings - ALA annual, midwinter or PLA because, frankly, they don't work very well. Also, historically, we've not had problems with too many staff wanting to attend the same meeting. **As a Dept. Manager, one of your annual budgetary tasks in completing your budget request is to ask all of your staff what conferences/meetings they plan on attending that year and build that \$ amount into your budget.** The current policy has a personnel hierarchy for conference attendance that seems to work, covering not only Dept. Managers but Asst. Managers, professional librarians and the rest of the staff - so no one is left out. According to the current policy, you may request/plan to go to a meeting but the final approval rest with the Executive Director. **As a general rule, I would prefer that no more than two (2) staff members from the same Dept. attend any major conference/meeting at the same time due to problems encountered in staffing desks, programs, etc. Also, I need to have all requests on my desk before any travel plans/registrations have been made and the request must be pre-approved by the Dept. Manager.**

Recognize that you as an MPLD staff member/professional have a responsibility to keep track of the conferences you want to attend during any year as well as the lead-time in requesting that attendance. You also have the responsibility of notifying your Dept. Manager and working out the details/compromises of attendance. Attached, please find a sheet that lists the following conferences/dates for as far out as they are planned at this time: ALA annual; ALA midwinter, ILA. It is your responsibility to keep abreast of the library/Professional literature and track the other meetings and conferences that you wish to attend. No conference attendance request will be accepted more than one (1) year away, although Dept. Managers are encouraged to plan ahead on a Dept. level. Normal pre-planning is 3-4 months before the conference in terms of making travel/hotel reservations.

I am a big believer in providing CE and professional growth opportunities for the entire staff - it just helps us grow in our professionalism and public service and I want to give everyone an equal chance to attend something of interest to them. Conference attendance helps to invigorate and re-charge staff members as well as give them an outlet to explore other areas of librarianship. It helps MPLD, as they return to the library with new ideas and concepts. **As a Dept. Manager, you should be requiring a written and verbal report of any conference attendance and plan to use at least one (1) idea that the conference attendee provided within a 6 month time period - AND have that staff member be involved with making that idea come to life at MPLD.**

Year	ALA Annual	ALA Midwinter	PLA
2016	Orlando, 6/23-28	Boston, 1/22-26	Denver, 4/5-9
2017	Chicago, 6/22-27	Atlanta, 6/20-24	

2018	Denver, 2/9-13	New Orleans, 6/21-26	Philadelphia, 3/20-24
2019	Seattle, 1/25-29	Washington, DC 6/20-25	
2020	Philadelphia 1/17-21	Chicago 6/25-30	
2021	Indianapolis 1/22-26	San Francisco 6/21-29	

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about the Library and I understand that I should consult the Executive 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. Only the Board of Trustees has the right to approve and adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with the Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Library or I can terminate the relationship at will, with or without cause, at any time.

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