

## **No Solicitation/No Distribution**

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

Non-employees (Library patrons/customers) are likewise prohibited from distributing material or soliciting employees on the Library's premises at any time.

## **Workplace Security and Inspections**

To: 1) safeguard the property of employees, patrons, and the Library; 2) help prevent the possession, sale, and use of illegal drugs on the Library's premises and keep with the spirit and intent of the Library's substance abuse policy; and 3) help prevent the possession of illegal weapons on the Library's premises, the Library reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Library and are issued for the use of employees only during their employment with the Library. Inspections may be conducted at any time at the discretion of the Library.

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

The Administrator or in the Administrator's absence the Manager In Charge may conduct the inspection.

## **No Smoking**

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

No smoking of any kind (cigarettes, vapor, etc.) will be permitted in the Library's facilities, or within 15 feet of any Library entrance, exit, window that opens, or ventilation intake that serves an enclosed area where smoking is prohibited. This policy specifically applies to the use of smokeless tobacco and/or herbal products as well as e-cigarettes, vaporizers, and other electronic smoking devices.

Smoking is only allowed during authorized break times and in authorized areas. This policy applies equally to all employees, patrons, and visitors.

## Whistleblower Compliance

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

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing, including but not limited to theft or embezzlement. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Library Administrator or the Board. 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, poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Library Administrator or the Board immediately in writing if possible. 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 investigated, and corrective action will be taken.

## **Section 3: Compensation and Performance**

## Compensation

It is the policy of Messenger Public Library to fairly compensate employees according to the parameters below in compliance with all relevant wage and hour laws.

The Messenger Public Library salary classification schedule is designed upon a review of competitive market data, conducted by the Management Association of Illinois. The Library Board of Trustees will review the salary classification schedule every three years, in compliance with State Library Standards.

The Library Administrator shall hire employees at a set rate of compensation within the constraints of the Library salary classification schedule. Newly hired employees who meet the minimum qualifications of the job are generally brought in at the minimum of the salary range. Experienced newly hired employees are brought into the salary range based upon their level of experience and internal equity. No employee will be paid below the minimum of the salary range to which his/her job is assigned.

For non-exempt employees, a regularly scheduled number of hours per week shall be agreed upon on hire. This is what will be used to determine the employee's level of benefits. However, this schedule of hours is subject to change pursuant to the Library's needs and is in no way guaranteed for any set amount of time. A letter of hire explaining the starting compensation, the anticipated regularly scheduled number of hours per week, PTO allowance and/or benefits will be outlined. This letter will be signed by both the employee and the Library Administrator and placed in the employees personnel file. This letter is not a contract of employment, and does not guarantee employment or any benefit for any set amount of time.

Scheduling for a non-exempt employee's hours of work will be done by the Library Administrator and/or the employee's supervisor with consideration of the individual employee's preference, but with the needs of the Library as the primary consideration. If the needs of the Library change and hours are adjusted, the employee's supervisor and the Library Administrator will outline their revised hours.

All employees shall be paid bi-monthly. The pay periods for all Library employees shall extend from the 1<sup>st</sup> through the 15<sup>th</sup> and from the 16<sup>th</sup> through the last day of the month, with pay days on the 15<sup>th</sup> and the last day of the month. Should the scheduled pay day fall on a Holiday or coincide with a day that the Library is normally closed employees shall be paid on the prior working day or the last working day of the month.

## **Pay Deductions**

It is the policy of the Messenger Public 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 that their pay has been improperly deducted should report it to their supervisor immediately. The complaint will be promptly investigated by the administrative assistant, and the result of the investigation will be reported to the employee making the complaint. If the employee is dissatisfied with the findings of the investigation, the employee may appeal the decision to the Library Administrator.

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

## **Timekeeping**

The Messenger Public Library of North Aurora utilizes an automated time and attendance system to expedite payroll processing. Time Force is designed to increase accuracy, decrease payroll preparation time, and provide valuable reporting that keeps the Library operating efficiently.

### Time Force Procedures

All nonexempt employees will use Time Force to clock in and out at the beginning and the end of each shift, and when the employee leaves the premises for personal reasons.

Swiping in and out for another employee is prohibited. Violation of this policy is grounds for disciplinary action, up to and including termination.

Department Managers have been given access to enter manual corrections and non-clocked transactions for their employees only.

All employees will be trained to use the timekeeping system. They will sign a form when training has been completed and the form will be placed in the employee's personnel file.

If it is necessary to have a manual entry made to the employee's time record, the employee should first report it to their immediate supervisor who should enter the correction. If the supervisor cannot make the correction then the error should be reported to the Administrative Assistant or the Library Administrator. However, manual corrections and adjustments to time records are discouraged and should be kept at a minimum.

Repeated failure to swipe in and out of the timekeeping system may be grounds for discipline, up to and including termination.

## **Evaluations**

All Library employees shall generally be evaluated on an annual basis. Evaluations shall be in writing and are intended as a means to evaluate competence, encourage self-improvement, provide an opportunity to discuss job satisfaction and problems, and to improve the operations and services of the Library.

The evaluation report shall be made a part of each employee's personnel file. This evaluation will normally be held in the spring prior to the budget cycle.

A salary merit increase, where applicable, will become effective the first pay period of the new fiscal year (June 1). Completion of evaluations does not automatically result in merit increase.

A newly hired employee shall be reviewed according to their letter of hire, but will generally receive a performance evaluation after six months of employment.

A supervisor or the Library Administrator may conduct a formal performance evaluation at any time circumstances warrant one.

The Library Administrator is evaluated by the Board of Trustees. All other employees are evaluated by the Library Administrator or their immediate supervisor.

## **Promotions**

Messenger Public Library of North Aurora encourages all employees to apply for any posted positions for which they are qualified. When a position vacancy occurs at the Library, it will be posted internally and externally as warranted.

Promotions are based upon educational and technical qualifications, evidence of satisfactory performance, promise of future development, as well as other relevant criteria.

When an employee is promoted from a salary schedule level to a higher salary schedule level their pay will not be less than what they were earning from the lower salary schedule level from which they were being promoted.

The Library Administrator shall follow the same procedure for promotions as with appointments.

## **Emergency Closing Compensation**

The Library Administrator has the authority to adjust the hours of operation during weather or other emergencies to insure the safety of the employee and patrons.

In the event of an emergency closing, all employees scheduled to work will be paid for the hours they were scheduled to work. Those employees shall remain available to come in if called.

If an employee was scheduled to use paid time off (PTO), vacation, personal time or sick time and the Library was closed due to an emergency, the employee will be paid the PTO, sick time, personal time or vacation time they were scheduled to use during the time the Library was closed.

## **Section 4: Benefits and Services**

## **Benefits in General**

Eligible employees of the Library are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent upon a variety of factors, including employee classification.

A summary plan description (SPD) which explains coverage of many of the benefits in greater detail is available. The actual plan documents, which are available by making a written request to the Library Administrator, are the final authority in all matters relating to benefits described in this Manual or in the SPD and will govern in the event of any conflict. Additionally, the Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

## **Holidays**

The Messenger Public Library of North Aurora recognizes the following days as Holidays:

New Year's Day  
Easter  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day  
New Year's Eve Day

In observance of these holidays, Messenger Public Library provides holiday time off for full-time exempt and full-time non-exempt employees.

All full-time employees will be compensated for the holidays even if not normally scheduled to work on that day.

All part-time employees will not be paid for regularly scheduled hours that fall on the above designated holidays. Messenger Public Library encourages part-time employees to use their PTO (Paid Time Off) allowance for this time.

## **Vacation Policy Full-Time Employees**

The Messenger Public Library of North Aurora recognizes the importance of vacation time in providing the opportunity for rest, relaxation, recreation and personal activities. The Library grants paid vacation time to its regular full-time employees (both exempt and non-exempt).

With the exception of an employee's first calendar year (which will be discussed below), vacation time is earned over the course of a calendar year and then provided to employees in a lump sum on the following January 1. Employees will earn two weeks (or ten 7.5-hour days) of vacation each year through their first five full calendar years of employment. After five full calendar years of employment, employees will earn three weeks of vacation through ten full calendar years of employment. Employees who have been employed more than ten full calendar years will earn four weeks of vacation.

During an employee's first calendar year, the employee will earn a (potentially) reduced amount of vacation depending upon the time of year the employee starts, according to the following schedule:

Employee Start Date	Number of Vacation Days
Jan, Feb, Mar	10
Apr, May, Jun	8
Jul, Aug, Sept	5
Oct, Nov, Dec	3

However, rather than receiving the above-listed number of vacation days on the following January 1, the employee will receive them (and therefore be entitled to use them) on the employee's one-year anniversary of employment. Then, on the following January 1, the employee will receive a full two weeks of vacation (which had been earned in the previous calendar year).

For example, an employee who starts on July 15, 2015, will earn 5 vacation days between her start date and December 31, 2015, but will not be entitled to use those vacation days until July 15, 2016. The employee will earn an additional two weeks of vacation between January 1, 2016, and December 31, 2016, which she will be entitled to use beginning on January 1, 2017.

Vacation time may be taken in hourly or in full day increments. A full day is considered 7.5 hours. No vacation time may be borrowed in advance unless negotiated at the time of hire.

Holidays falling within a vacation period shall not be counted against an employee's vacation allowance.

Staffing needs may be a factor in approving or denying an employee vacation requests.

Vacation time must be approved by an employee's immediate supervisor and the Library Administrator.

At the completion of the calendar year (December 31) if all vacation time is not used, a maximum of five (5) days maybe carried over from the previous calendar year. All remaining days will be forfeited.

Vacation benefits will not accrue during layoff or any leave of more than four (4) weeks, including but not limited to, personal, medical, Family/Medical leave, workers' compensation, or military leave. Thus, on the January 1 following a calendar year in which an employee took a leave of absence longer than four (4) weeks, the amount of leave provided to the employee will be reduced on a pro rata basis.

A full-time employee, whose employment is terminated for any reason, shall be paid for their accrued, unused vacation earned up to the date of their employment termination. This compensation shall be paid to the employee when they receive their final pay from the Library.

**Paid Time Off  
Part Time Employees**

The Messenger Public Library provides all part-time employees with an allowance of Paid Time Off (PTO).

With the exception of an employee's first calendar year (which will be discussed below), PTO is earned over the course of a calendar year and then provided to employees in a lump sum on the following January 1. The amount of PTO earned by a part-time employee is based upon the average number of hours worked per week pursuant to Chart A:

Chart A

Hours Worked Per Week	Yearly PTO Allowance
10 or less	24
11 to 15	39
16 to 20	56
21 to 25	75
26 to 34	96
More than 34	119

During an employee's first calendar year, the employee will earn a (potentially) reduced amount of PTO depending upon the time of year the employee starts, according to Chart B:

Chart B

Hours Worked Per Week	Employee Start Month			
	Jan, Feb, Mar	April, May, June	July, Aug, Sept	Oct, Nov, Dec
	PTO Allowance			
10 or less	24	18	12	6
11 to 15	39	29	19	10
16 to 20	56	42	28	14
21 to 25	75	56	37	19
26 to 34	96	72	48	24
More than 34	119	89	59	30

However, rather than receiving the above-listed number of PTO hours on the following January 1, the employee will receive them (and therefore be entitled to use them) on the employee's one-year anniversary of employment. Then, on the following January 1, the employee will receive the full amount of PTO time listed in Chart A corresponding with the employee's average hours per week worked (which had been earned in the previous calendar year).

For example, an employee who starts on July 15, 2015, and averages 35 hours per week will earn 59 PTO hours between her start date and December 31, 2015, but will not be entitled to use those PTO hours until July 15, 2016. The employee will earn an additional 119 hours of PTO between January 1, 2016, and December 31, 2016, which she will be entitled to use beginning on January 1, 2017.

If PTO is not used by the end of the calendar year, the employee will forfeit it at the time. PTO may be approved or denied based upon the staffing needs of the Library. An employee's PTO must be approved by his or her supervisor and/or the Library Administrator.

PTO must be taken based on an employee's regularly structured work schedule in full day or hourly increments.

Part-time employees may use PTO in the case of illness. PTO time in the case of an illness shall not be considered a benefit to be used at the employee's discretion. It may be used only in the following situations:

- 1) Actual sickness, injury, disability, or hospitalization of the employee.
- 2) Medical or dental appointments which cannot be reasonably scheduled outside of working hours.
- 3) Absence required by illness or disability of the employee's immediate family, defined for the purposes of this section of policy to be parent, spouse or child and all "half" and "step" relationships.

The employee must notify their immediate supervisor or designated person in charge no later than 30 minutes prior to the employee's regularly scheduled starting time each day that the employee will be absent and shall furnish their supervisor with the reason for absence from work in all cases. If voice mail is reached the employee must call back and speak directly to their supervisor.

In the event an employee is out more than three (3) consecutively days, due to illness, a written notice from the employee's physician is required.

As with all absences, when taking off due to illness, part-time employees must follow the requirements of the Library's Attendance policy, listed above.

Part-time employees must use all PTO off before requesting unpaid time off. Unpaid time off will only be granted in extreme circumstances. If an employee takes excessive

amount of unpaid time off, it may result in disciplinary action by the employee's supervisor or the Library Administrator.

A part-time employee whose employment is terminated for any reason shall be paid for all earned but unused PTO. This compensation shall be paid to the employee at the time he or she receives final pay from the Library.

**Employees Hired (As of March 1, 2016):**

New employees hired beginning March 1, 2016 will only be hired to work a minimum of 20 hours per week.

The PTO time allocation for new hires will follow the above policy as explained above and use the following chart:

Hours Worked Per Week	Employee Start Month			
	Jan, Feb, Mar	April, May, June	July, Aug, Sept	Oct, Nov, Dec
	PTO Allowance			
20	56	42	28	14

## **Jury Duty**

All employees called for jury duty or required by subpoena to be a witness in a court proceeding shall be granted time off to meet these obligations. Employees will receive their normal straight time compensation for all usually scheduled hours of work while on jury duty for up to two weeks. After that, employees will receive unpaid time off, unless they choose to use earned vacation time or PTO.

All employees are expected to resume their normal work schedule when not actually engaged in court proceedings. Employees requesting and/or returning from jury duty leave may be required to provide verification of jury duty service.

## **Military Leave**

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 or the Library Administrator as soon as it can be done or 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 or training and 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 time or PTO for the absence.

## **Personal Days**

The Library recognizes that occasionally it may be necessary for an employee to miss work because of personal reasons.

Approved personal reasons include personal business that cannot be accomplished outside of the employee's regular working hours, such as banking and legal transactions, home repairs, etc. Personal days are not extra vacation days and should not be used as such. Taking personal leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including dismissal.

All full-time employees (exempt and non-exempt) are awarded two (2) paid personal days per calendar year. Personal days must be taken in full day increments only. They are not allowed to be carried over to the following calendar year. If they are not used, they will be forfeited.

## Sick Time

All full-time employees (exempt and non-exempt) shall earn one paid day of sick leave per month from the date of employment, cumulative to 240 days (or a total of 1,800 hours). Any accrued sick days over 240 will be forfeited.

Accumulated sick days will not be paid upon resignation, or termination.

### Use of Sick Days for Full-time Employees

Sick time in the case of an illness shall not be considered a benefit to be used at the employee's discretion. Sick time may be used in hourly increments. It may be used only in the following situations:

1. Actual sickness, injury, disability, or hospitalization of the employee.
2. Medical or dental appointments which cannot be reasonably scheduled outside of working hours.
3. Absence required by illness or disability of the employee's immediate family, defined for the purposes of this section of policy to be parent, spouse or child and all "half" and "step" relationships.

An employee who wishes to report an absence due to sickness, injury, or disability must follow all procedures for reporting an absence outlined in the Attendance policy.

If it has been determined by a physician that the employee will be unable to report to work for a definite period of time, documentation of such determination should be provided to the Library Administrator.

A written notice from the employee's physician is required if three (3) or more sick days are used consecutively.

Paid sick time will run concurrently with FMLA time taken due to the employee's own serious health condition.

## **Bereavement Leave**

Three regularly scheduled days of paid leave may be granted for a death in an employee's immediate family. A member of the immediate family is defined for the purposes of this policy only as: father, mother, husband, wife, child, brother, sister, grandparent, grandchild, father/mother/brother/sister-in-law, and step-father/mother/brother/sister/child, or comparable relationship. Additional paid leave for the death of persons not covered in this policy may be allowed at the discretion of the Library Administrator. If travel time is required, additional leave may be requested.

Furthermore, an employee who has been employed by the Library for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take up to two (2) weeks of time off for the death of the employee's child. Three days of this time will be paid pursuant to this bereavement policy, and employees may use available PTO hours or take unpaid time off for the remainder of the two-week period. Under the Illinois Child Bereavement Act a child is an employee's son or daughter who is biological, adopted, a foster child, step child or a child of a person standing in loco parentis.

*November 2016 Revised and Approved by Board due to Child Beareavment Act IL 2016*

## **General Leave of Absence Without Pay**

Occasionally, for personal or other reasons, employees may need to apply for an unpaid general leave of absence when an employee does not qualify for a leave under another of the Library's policies. Under these circumstances, employees who have been employed for at least a year may qualify for a leave of absence. This leave of absence is typically granted for a maximum of up to 30 calendar days.

An employee must apply in writing for this leave of absence and submit their request to their supervisor or the Library Administrator. An employee's request should include the reason for the leave, the date on which the employee wishes the leave to begin, the date on which they will return to active employment with the Library and any documentation supporting their need for leave. If the leave of absence is reasonably foreseeable, the employee should request the leave at least 30 days in advance. If the request is for a leave of absence longer than three (3) weeks, the request will be forwarded to the Library Administrator and then submitted to the Board of Trustees via the Library Administrator.

The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate the employee to his or her previous position, there are no guarantees.

An unpaid leave of absence totaling less than three (3) weeks will generally have no effect on seniority, vacation, sick leave, or PTO accrual, or any other benefit which is based on years of service. A qualified employee (full time exempt or full time non-exempt) may continue coverage under health insurance plan provided arrangements are made by the employee to pay for the period the employee is absent from work.

An unpaid leave of absence longer than three (3) weeks will result in the termination of all non-legally required benefits unless otherwise approved by the Board of Trustees.

Failure to return from a leave of absence at the time agreed upon is normally regarded as a voluntary resignation. Requests for an extension of a general leave of absence should be submitted in writing to the Library Administrator prior to the agreed upon return date.

## **Family and Medical Leave (FMLA)**

*This policy contains information consistent with and addition to the information contained in the "Employee Rights and Responsibilities" notice (found on the previous page) and is meant to provide additional information about the Library's specific policies and procedures under the Family and Medical Leave Act. In the event of any conflict between the "Employee Rights and Responsibilities" notice and this policy, the "Employee Rights and Responsibilities" notice 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 1,250 hours in the last 12 months AND if at least 50 employees are employed by the Library within 75 miles [Note: *The Library is retaining this benefit even though we are well under the 50 employee threshold*]. The "12-month period" is a rolling 12-month period, measured 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 employee's parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

### **Military Family Leave Entitlement**

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

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 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 is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

#### Improper Use of Leave

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

#### Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures (as detailed in the General Leave of Absence Policy).

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

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification the employee initially 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 status, 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 status in support of a contingency operation (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.

#### Certification for Service Member Family Leave

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

#### Substitution of Paid Leave

FMLA leave is unpaid leave. If an employee request leave for any FMLA-covered reason, they 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 the employee is eligible for any additional paid leaves, such as worker's compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, employees must comply with the requirements of the applicable paid leave policy.

#### Benefits During Leave

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

During the unpaid portions of any FMLA leave of absence lasting longer than 3 weeks, the employee will not accrue employment benefits, such as vacation pay, sick pay, PTO, etc. Employment benefits accrued by the employee up to the day on which benefits stop accruing (i.e., three weeks after the unpaid FMLA leave begins) will not be lost. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays during the leave.

#### Intermittent Leave/Reduced Schedule 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, in its sole discretion, temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent or reduced schedule 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.

## **Worker's Compensation**

Worker's Compensation Insurance covers all employees against accidents and injuries sustained in the performance of their duties at the Library.

All accidents and injuries must be reported to the employee's immediate supervisor; who must then report them to the Library Administrator, who may, if necessary, report them to the Board. An employee incident report must be completed. (See Appendix).

Failure to complete an employee incident report and submit it to the employee's immediate supervisor within twenty-four (24) hours may result in disciplinary action, up to and including termination.

## **Social Security**

All employees are covered by Social Security and contribute as mandated by law.

## **Educational Assistance**

The Educational Assistance Program is designed to assist employees in pursuing their education by providing financial assistance for academic expenses. The classes taken must be required for the completion of an MLS (Masters in Library Science) and/or an LTA (Library Technical Assistance) certification or degree or be related to the employee's current or potential future job within the Library. The course of study must be taken through an accredited school, university or training program. The Library will not reimburse application fees, lab fees, administrative fees, or any other fees associated with attendance at the college or university.

### Eligibility Requirements:

The employee must have completed one year of service with the Library.

The employee must have a regular schedule work week of 20 hours or more.

The employee must have earned at least a satisfactory performance rating on his/her most recent performance review.

The employee must receive a "C" or better or a "P" in the case of pass-fail grading to receive reimbursement.

### Payment and Limitations:

**\$ 1300.00 per class**

**\$ 2600.00 per calendar year**

### Tax Consequences:

The Internal Revenue Code sets a limit each year for what an organization can pay for an individual toward educational assistance. If the reimbursement level from the Library exceeds the government limit of that year, the employee will have to pay tax on that amount over the limit. Since this limit can fluctuate from year to year, we encourage an employee to check with the Library Administrator on an annual basis to see what the limit is for that particular year.

### Procedure:

To obtain approval to take a course under this policy, the employee needs to follow the following steps prior to enrollment:

- Complete an Educational Assistance Application form (see Appendix ).
- Submit the form to the employee's supervisor along with a copy of the course description for approval.
- The approved form must then be submitted to Library Administrator for approval or rejection.
- The form will be returned to the employee with all approvals so that the employee may register for the course. If the application is denied, the Library Administrator will explain the reason.
- Once the course has been completed, the employee will attach official school documents verifying satisfactory completion of the course and receipts to the original Educational Assistance Application form and submit it to the Library Administrator.
- The Library Administrator will approve the reimbursement and issue payment.

**The Library reserves the right to reject requests for any reason, including budgetary constraints.**

### Repayment upon Termination

Employees who receive educational assistance are expected to remain employed by the Library for at least 12 months following the last reimbursement payment. If the employee ceases to be employed by the Library, the employee must repay the educational assistance provided by the Library in the 12 months prior to separation from employment (or a pro rata portion thereof, pursuant to the schedule listed in the Educational Assistance Application form). Employees who accept educational assistance consent to this repayment and consent to deduction of amounts owed from their final paychecks, to the extent permitted by law.

## **Health Insurance**

The Messenger Public Library of North Aurora is a member of the Library Insurance Management and Risk Control Combination's (LIMRiCC) Purchase of Health Insurance Program (PHIP) and the Self-Insurance Health Insurance Pool (SHIP)

The LIMRiCC Intergovernmental Agreement and By-Laws govern the administration and management of the library's participation in the pool.

The decision for any changes to the plan including premiums, co-payment amounts and deductible amounts is made by the Board of Trustees in consultation with the advice and counsel of the LIMRiCC/PHIP/SHIP Board of Directors and its contracted Insurance Agent.

Any employee insured under the plan has the option to insure his/her family under the plan by paying the additional family premium.

### **Eligibility:**

Full-time exempt and non-exempt employees

The first of the month following hire

Then yearly during open enrollment

The most current LIMRiCC/PHIP/SHIP plan description contains the options and pricing information. The LIMRiCC website is [www.limricc.org](http://www.limricc.org).

*November 2015 Revised Library Board*

## **Illinois Municipal Retirement Fund (Pension Program)**

The Illinois Municipal Retirement Fund (IMRF) is a retirement account for employees who work for municipalities in the State of Illinois. All employees whose regularly scheduled work week is 20 hours or more per week are covered by IMRF. The Illinois Pension Code determines eligibility and the amount of the contributions made by employers and employees. The Library as a municipal public library is part of the Village of North Aurora's IMRF program.

## 457B Savings and Retirement Plan

The 457B Savings Plan is a payroll deferral retirement plan. The Library reserves the right to alter its contribution as appropriate.

**Eligibility:**

All employees full – time and part – time following three months of employment..

**Plan Highlights:**

**Plan Year End:**

May 31<sup>st</sup>

**Valuations/Statements:**

Quarterly

**Trustee:**

Old Second National Bank of Aurora

**Eligible Employees:**

All Employees who meet the eligibility requirement

**Eligibility Requirements:**

Three (3) months of service

**Entry Date:**

Quarterly (June 1<sup>st</sup>, September 1<sup>st</sup>, December 1<sup>st</sup>, and March 1st).

**Enrollment Date:**

Employees need to contact the Administrative Assistant during the months of:

May to begin contributions on June 1<sup>st</sup> “Entry Dates”.

October to begin contribution on September 1<sup>st</sup> “Entry Dates”.

November to being contributions on December 1<sup>st</sup> “Entry Dates”.

February to being contributions on March 1<sup>st</sup> “Entry Dates”.

**Compensation:**

W-2 Wages for the Plan Year plus elective deferrals

**Contributions:**

Employee: Salary Reduction; Maximum \$17,500 [for 2013] (\$23,000 for those age 50 and over); special rules for those 3 years to retirement age.

Employer Match: An amount equal to 25% of the first 4% of each Participant’s salary reduction contributions (\$0.25 on the first 4% contributed).

Rollover Contributions: Allowed

**Retirement Age:**

Date of 60<sup>th</sup> Birthday

**Deferral Election Dates:**

Quarterly (June 1<sup>st</sup>, September 1<sup>st</sup>, December 1<sup>st</sup>, and March 1st).

**Distributions:**

Unforeseeable Emergency: Allowed subject to Plan Rules and approval from Plan Administrator

De Minimis (small) Distributions: If balance does not exceed \$5,000, participant has not contributed to the Plan in 2 years, and has not taken a prior distribution under the De Minimis rule.

Termination: Allowed after the Valuation Date following the termination date

Non-457 Rollover Contributions: Allowed at any time

Forms of Payment: Lump-sum

**Vesting:**

100%, immediate

**Investments:**

Participant Directed

## **Meetings and Workshops**

All employees are encouraged to attend job-related meetings, workshops, and classes {See also the "Educational Assistance" policy on page 76} . Employees will be considered to be working while attending such meetings and workshops and classes and will be compensated for their time and their expenses accordingly, but they must obtain approval from the Library Administrator to attend (and be compensated for) such meetings or workshops prior to attending them. Employees will not be compensated for any meetings or workshops they attend for which they did not obtain pre-approval from the Library Administrator. Such approval is contingent upon the public service needs and/or the scheduling needs of the Library.

## **Professional Organizations**

The Library may pay the basic dues to belong to job-related professional organizations (e.g. Illinois, American, or Public Library Associations) for the Library Administrator, Department Heads, and full-time employees as the budget allows. If other employees of the Library outside of the Library Administrator, or Department Head, and full time employees are interested in obtaining payment for such dues, he or she must obtain prior approval from the Library Administrator (or, if it is the Library Administrator seeking payment, the Board). Upon termination of employment with the Library the employee needs to repay their current membership dues back to the Library.

## **Lactation Break**

### **Eligible Employees**

All employees who are nursing mothers are eligible to take reasonable breaks under this policy to express breast milk after the birth of the employee's child. The Messenger Public Library encourages all eligible employees who intend to take breaks under this policy to notify their Departmental Supervisor of their intent, for example when they are discussing their return to work following leave relating to childbirth.

### **Lactation Breaks**

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their direct supervisor of the frequency, timing, and duration of lactation breaks they need to take.

Please contact the Library Administrator for information about the designated location for lactation breaks.

### **Compensation During Breaks**

Lactation breaks under this policy are unpaid. Employee will need to clock out for lactation breaks. However, employees who use break times to express breast milk should let their supervisor know and will be compensated in accordance with the Library's policy on rest breaks/.

Employees who are required to record time must accurately record the start and end of lactation breaks on their time clock in and out for their lactation breaks in accordance with the Library's timekeeping policy. Uninterrupted lactation breaks do not count as hours worked.

Employees may begin work before the regularly scheduled start of their shift or continue working past the regularly scheduled end of their shift to make up any time used for lactation breaks. Employees who choose to do this should speak with their direct supervisor/manager in advance to make appropriate arrangements.

Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

### **Administration of this Policy**

The Library Administrator and Library Board is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about lactation breaks that are not addressed in this policy, please contact the Library Administrator or Departmental Supervisor.

### **Complaint Procedure**

If you are subjected to any conduct that you believe violates this policy, you should promptly speak to, write or otherwise contact the Library Administrator, who will ensure that a prompt investigation is conducted and take prompt corrective action, if appropriate.

## **No Retaliation**

The Messenger Public Library expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks, or filing a complaint for violations of this policy, the Fair Labor Standards Act, the Illinois Nursing Mothers in the Workplace Act, or local law.

The Messenger Public Library of North Aurora is committed to enforcing this policy and prohibiting retaliation against employees who request or take break time under this policy, or who file a related complaint. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Library Administrator. If employees do not report retaliatory conduct, The Messenger Public Library its Administrator and Board of Trustees may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

## **Section 5: Appendices**

## Appendices A: Employee Acknowledgment Form

The Personnel Policy Manual describes important information about the Messenger Public Library of North Aurora, and I understand that I should consult my supervisor or the Library Administrator regarding any questions not answered in the manual.

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

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

**Furthermore, I acknowledge that this manual does not constitute a contract of employment or a legal document.**

I have received this manual 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.

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendices B: Employee Incident Report

Messenger Public Library of North Aurora  
113 Oak Street North Aurora, IL 60542

Date of Report \_\_\_\_\_

Home Address \_\_\_\_\_

Male \_\_\_\_ Female \_\_\_\_ Date and Time of injury \_\_\_\_\_

Last day employee worked \_\_\_\_\_

Job title \_\_\_\_\_

Was the injury or exposure on the employers' premises? Yes \_\_\_\_ No \_\_\_\_

Did this incident result in : \_\_\_\_ Occupational injury \_\_\_\_ Occupational disease

Nature of the injury \_\_\_\_\_

What was the employee performing when illness or injury occurred? \_\_\_\_\_

\_\_\_\_\_

How did the injury or illness occur? \_\_\_\_\_

\_\_\_\_\_

Have medical services been rendered to the employee? Yes \_\_\_\_ No \_\_\_\_

Name and address of-

Physician \_\_\_\_\_

\_\_\_\_\_

Name of family member notified \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Report prepared by

Name \_\_\_\_\_

Signature \_\_\_\_\_

### Appendices C: Educational Assistance Application

Date: \_\_\_\_\_  
Employee Name: \_\_\_\_\_  
Employee Title: \_\_\_\_\_  
Degree obtaining: \_\_\_\_\_  
School: \_\_\_\_\_  
Name of course\*: \_\_\_\_\_  
Course Cost: \$ \_\_\_\_\_  
Date of course: \_\_\_\_\_  
Projected Degree Date: \_\_\_\_\_  
Start and end dates

I wish to apply for educational assistance for the above-listed class. I understand that the Library will reimburse my costs for tuition (up to \$1,300) based on the grade I receive. I also understand that this amount is subject to budget availability and Library approval.

I further understand that if I cease to be employed by the Library for any reason, I must repay for educational assistance provided by the Library in the 12 months prior to my separation from employment on a pro rata basis pursuant to the following schedule:

	<u>Amount of Reimbursement</u>
Cessation of employment within one to three months completion of course/degree program	100%
Cessation of employment within four to six months of completion of course/degree program	75%
Cessation of employment within seven to nine months of completion of course/degree program	50%
Cessation of employment within ten to twelve months of completion of course/degree program	25%

\*Attach course description from course catalog to this request.

Thus, if I cease to be employed by the Library within 12 months of the date I receive the above-listed educational assistance, I agree to repay the Library on a pro rata basis pursuant to the schedule above, and I agree that the Library may deduct the amount listed above (or a pro rata amount thereof pursuant to the schedule above) from my final paychecks, to the extent permitted by law.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

Approvals:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Administrator Signature

\_\_\_\_\_  
Date

Not Approved: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

## Appendices D: Time Keeping System User Access Information

Messenger Public Library of North Aurora utilizes a time clock for all employees. The electronic record from the time clock is the official record for employee payroll and compensation. The clock is located inside the employee entrance of the Library for employee easy access.

An employee is given access to view their own timecard and work schedule and have the ability to electronically request changes to their schedule, or request time-off (vacation /sick /absence without pay etc.).

The link to access Time Force application is <http://aurw2k301/qquest/login/login.asp>. (Most employee stations will have a shortcut on the desktop for ease of access).

To provide access to an employee's schedule and time card, the Library has created individual accounts with an individual user name and Password. Employees will have ability to change their password once they have logged in.

Please use following information for employee access

Employee Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Company code: messenger

An employee should ask their supervisor or the Library Administrator if they have any questions or need help using this application.

**The following log in and password is to be used to view the "All Staff" schedule**

**Username:** mplstaff      **Password:** schedule      **Company code:** messenger