



Employee Handbook and Personnel Policy

Adopted by the Board of Library Trustees: November 2006

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Our Vision:

Enriching Lives

Our Mission:

To connect you to:

personal growth and development;

reading, viewing, and listening enjoyment;

and 21st Century technology.

Your friend for life

INTRODUCTION

This handbook is designed to acquaint new employees with the La Grange Park Public Library (“the library”) and provide them with the policies affecting employment. Employees are responsible for reading, understanding and complying with all provisions of the handbook. It describes many of the responsibilities of employees and outlines the programs developed by the Board of Trustees to benefit employees.

The employee handbook cannot anticipate every circumstance or question about policy. The library reserves the right to revise, supplement, deviate from or rescind any policies or portion of the handbook, as it deems appropriate, in its sole and absolute discretion. The library will notify employees of changes as they occur.

Following library policy is necessary for continuing employment with the library. Upon receiving and reading a copy of the Personnel Policy, each employee shall sign the Employment Acknowledgement Form.

Employment At Will

The employee handbook is not a contract of employment. Rather, it is intended to describe the library’s policies and procedures, employee benefits, and general guidelines. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the library. This at will relationship can only be modified by an enforceable, executed agreement in writing and signed by the President of the Library Board of Trustees. All other agreements to the contrary will be considered null and void.

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

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

Some of the subjects described herein are covered in detail in official policy documents, e.g., benefit plans.

Employees should refer to these documents for specific information, since the handbook only briefly summarizes the library policies, procedures, and benefits.

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

HIRING GUIDELINES

Equal Opportunity Employer

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, sexual orientation, and gender identity, 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 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 a manager/supervisor or the Executive Director. All such matters will be held in confidence, thoroughly investigated, and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the library's investigative procedures.

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

Reasonable Accommodations

The library supports the Americans with Disabilities Act of 1990 as amended that provides 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 dismissal procedures.

A qualified person with a disability is any person 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. Any employee requiring a reasonable accommodation due to disability should speak with their supervisor or the Executive Director. Upon notification, both parties shall engage in an interactive process to determine which essential functions of the job the employee can perform with or without a reasonable accommodation and which reasonable accommodations are necessary to allow the employee to perform his or her job duties.

Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. However, immediate family may not be hired if employment would create actual or potential interference with the business operations of the library (including being supervised by or working in the same department as a relative) or would violate Illinois law or applicable conflict of interest laws. Current employees cannot continue employment and prospective employees will not be hired if an immediate member of their family is on the Library Board of Trustees of the La Grange Park Public Library.

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

Promotions and Transfers

When a vacancy occurs, consideration will be given to present employees. Administration reserves the right to reassign personnel without posting a vacancy if it is deemed in the best interest of the library. The library is free, however, to seek candidates from outside the library to fill each position with the best qualified person. Transfers between departments, on either a temporary or permanent basis, may be made upon the recommendation of the

managers of the affected departments and the approval of the Executive Director. Employees interested in being considered for a job opening must fill out a job application or submit a resume and participate in an interview as any other applicant would.

PERSONNEL RECORDS

Each employee's personnel file will contain only such information as is needed by the library in conducting its business or is required by federal, state, or local law. This information will normally include the following: employment application/resumes; payroll information; performance evaluations; disciplinary records; school transcripts; letters of commendation; and promotion, demotion, etc. All medical information will be maintained in a separate file. Each employee is responsible for notifying the Administrative Office of any changes in personal data such as a change of address, telephone number, emergency contact, personal physician, number of dependents, and insurance beneficiary.

Duplication

The information contained in each personnel file will be obtained directly from the employee to the greatest extent possible. Duplicate personnel records other than copies of the resume and performance evaluation will not be maintained on a departmental basis. From time to time, additional data of a sensitive nature, such as written warnings, may be generated and permanently added to the personnel record. The employee will be provided with a copy of performance evaluations and disciplinary action documents.

Employee Access

Employees have the right to review their individual personnel file. Employees who wish to view their file will notify the Executive Director, who will schedule a time for inspection that is convenient for both the employee and the library. If, after inspecting his or her personnel records, the employee believes that certain material is irrelevant, inaccurate, or obsolete, the employee may submit a written request to the Executive Director to amend the information in the file. The record will either be amended or the employee will be informed why the information should remain in the file. The employee may not remove any part of the personnel records from the library premises.

Security

To maximize the security of the library's personnel records, all files are kept in locked cabinets. Access to personnel files is limited to those with legitimate need to inspect the files. Examples of individuals who would have a legitimate need to inspect personnel records include the Executive Director and the employee's supervisor. The library complies with all Health Insurance Portability and Accountability Act privacy requirements.

REFERENCE AND BACKGROUND CHECKS

The library may require professional, personal, and academic references from most employment applicants. Reference checks are conducted by email, telephone, face-to-face interviews, or a combination of methods. For certain positions, such as those involving financial or security matters, the library reserves the right to use a company representative or third-party agency to conduct background checks. The library will notify applicants before conducting any reference checks.

Reference and Background Checks: Criminal Background Check

Certain positions in the library may require an applicant to proceed through a criminal background check prior to receiving an offer of employment. All applicants who are a subject to a criminal background check will be notified prior to the time the check is conducted and will be asked to disclose any convictions prior to the check. The existence of a conviction does not automatically disqualify an individual from employment. The library will consider:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense or conduct and/or completion of the sentence; and
- The nature of the job held or sought.

Should an applicant's background check confirm the existence of a conviction(s), the applicant may be informed that he/she is subject to exclusion from the position due to a conviction and given an opportunity to provide further information that he/she should not be excluded (if, in fact, the library is considering exclusion based on the conviction). The applicant may be asked to provide additional information including, but not limited to:

- Confirmation that the conviction does, in fact, belong to the applicant;
- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- The applicant's age at the time of conviction, or release from prison;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct;
- The length and consistency of employment history before and after the offense or conduct;
- Rehabilitation efforts, e.g., education/training;
- Employment or character references and any other information regarding fitness for the particular position; and
- Whether the individual is bonded under a federal, state, or local bonding program.

If the applicant does not respond to the library's fact-finding, the employment decision will be based on the information gathered by the library via the original background check.

Reference and Background Checks: Inaccurate or Fraudulent Information

The library will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on his or her job application, resume, during an interview, or during a background check process. Employees hired based on false information discovered after employment begins are subject to discipline, up to and including dismissal.

Reference and Background Checks: External Employment Information Requests

From time to time, outside organizations or individuals file information requests with the library, seeking information about current or former employees. To ensure consistency and fairness, protect individuals' privacy rights, and maintain the security and confidentiality of all employment and personal information in its record systems, the library adheres to the following standards and procedures in dealing with all external requests for employment information.

Reference and Background Checks: Requests from Other Employers

The library will only disclose the following information when responding to requests from other employees regarding current and former employees:

- The individual's start and end date of employment;
- Title of last position held; and
- Wage and salary information.

The library must have a signed consent form authorizing the library to release this information from the individual's personnel records to the specifically named potential employer. To be acceptable, this consent form must indicate the general and specific types of information that can be released and release the library from all potential liability related to the authorized disclosure.

Reference and Background Checks: Other Information Disclosures

In responding to information requests from parties other than employers, the library generally releases information only if a signed consent form is supplied by the individual involved. Even with a consent form, the only information normally released is the individual's employment dates, most recent job title, and, where authorized, most recent pay rate.

To obtain disclosure of any other information, a former or current employee must submit a request to the Executive Director, specifying the type of disclosure sought and the identity of the organization authorized to receive the information.

Government Requests for Information

The only exception to the above procedures applies to information requests received by the library from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. The library normally honors all such requests and provides the information sought in the form requested by the agency or official. Where the library releases information about an employee or former worker in response to a subpoena, it normally informs or attempts to inform the individual about the disclosure. However, the library reserves the right to refrain from informing individuals of government information requests related to an ongoing investigation of criminal activity.

EMPLOYMENT CLASSIFICATIONS

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

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

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

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. Generally, they are eligible for the library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

IMRF PART TIME employees are those who work a minimum of 1,000 hours per year on a regular, authorized pre-arranged basis. Generally they are eligible for some of the library's benefit package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

PART TIME employees are those who work fewer than 19.25 hours per week (less than 1,000 hours per year). Part time 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 90 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.

TEMPORARY/SEASONAL

Periodically, it becomes necessary for the library to hire individuals to work at the library for a limited duration. Individuals whom we hire for such work are temporary employees. Temporary employees cannot change from temporary status to any other employment status through informal means such as verbal promises or remaining in the library's employ for longer than the initially specified length. The only way a temporary employee's status may change is through written notification signed by the Executive Director. Temporary employees are not eligible for any library benefits, unless specified by law.

Temporary employees shall be employed on an at will basis. Both they and the library may terminate their employment at any time and for any reason.

BENEFITS

A summary plan description (SPD) which explains some of the benefits in greater detail is available from the Administrative Office. The actual plan documents, which are available by making a written request to the Administrative Office are the final authority in all matters relating to benefits described in this guide 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.

The library automatically enrolls all full time and part time employees working 1000+ hours per year in the Illinois Municipal Retirement Fund (IMRF). Full time and part time employees working 1000+ hours per year will be referred to as IMRF employees in the following sections.

Benefits: Health, Life, and Dental Insurance

FULL TIME employees are eligible to participate in the group health, life, and dental insurance plans available through the Library District. Eligible employees who choose not to participate in the library's insurance plans must provide a written release for their personnel file.

Eligibility begins the first date of employment. The library pays 80% and the employee pays 20% of the health and life insurance premium for single coverage. The employee pays 100% of the insurance premium for dependent coverage.

The library pays 100% of the premium for single coverage for dental insurance and the employee pays 100% of the premium for dependent coverage.

IMRF PART TIME employees are eligible to participate in the health, life, and dental insurance plans. The employee pays 100% of the premium for single and dependent coverage.

The employee's share of the coverage for insurance is automatically deducted from each paycheck. Since coverage is subject to change, complete information on the most current available coverage is available through the Administrative Office.

An employee is also eligible to remain on the health insurance plan when he/she retires from service; the employee pays 100% of the premium. All payments must be made payable to the library by the first of the month. The employee has a 30-day grace period to make the payment.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires the library to arrange for eligible employees to continue access to the library health benefits program normally up to 18 months following termination of employment. The library does not pay any portion of the premium for benefits continued under COBRA. Additional information is available from the Administrative Office.

Pension and Retirement

As previously mentioned, the library automatically enrolls all full time and part time employees working 1000+ hours per year in the Illinois Municipal Retirement Fund (IMRF). The employee and employer each contribute to this plan by a formula determined by law. This plan also includes some disability benefits.

The library participates in the Federal Insurance Contributions Act (FICA), commonly known as Social Security Insurance. Participation is required of all employees and payroll deductions are automatically made in accordance with current FICA provisions. Half of the tax is paid by the library and the other half by the employee through payroll deductions. Resident alien employees are subject to the same regulations. Resident alien employees who hold a visa not covered by FICA are required to produce documentary evidence so that this payroll deduction is not made.

Workers Compensation

All employees are covered by Workers Compensation Insurance and unemployment insurance. The library pays the total cost for this coverage. Any employee injured from a cause arising out of and in the course of employment may be eligible for benefits. An employee who is injured at work is required to report the injury to a supervisor within 24 hours of the injury.

The employee's share of the coverage for health insurance, IMRF, and Social Security are automatically deducted from each paycheck. Current, detailed information on all benefits is available from the Administrative Office.

Deferred Compensation Plan

All employees have the option to participate in the Nationwide Retirement Deferred Compensation Plan. The plan is administered and marketed by National Retirement Solutions. This is an Internal Revenue Code Section 457 deferred compensation plan, which permits a public employee, through payroll deductions, to save a portion of salary for retirement. Federal and state taxes on the deferral and earnings are deferred until they are withdrawn at retirement or termination of employment.

Tuition Assistance

Employees are encouraged to take courses whose purpose is to increase their knowledge or skills. Courses must bear some relationship to present or future work in the library and be part of a degree-granting or professional certification program.

Tuition assistance is available to all employees based on the amount approved in the Budget and Appropriation. Employment of a minimum of one year is required. Prior to course attendance, requests for tuition assistance are to be directed to and approved by the Executive Director. Priority for funding will be given to full time employees.

Courses are taken on the employees' own time and are not to interfere with the regular work schedule. Limited schedule adjustments are considered. Employees are not compensated for the time spent attending courses.

Approved tuition reimbursement covers a maximum of \$2,000 for full time and \$1,000 for part time employees per fiscal year. Reimbursement for tuition is paid upon receipt of verification of a successful completion of the course(s) with a grade of B or higher. The library employee must submit a copy of the tuition statement or other document verifying cost. Funding for courses taken by the Executive Director is at the discretion of the Library Board.

The library expects that an employee who has received reimbursement for continuing education shall remain with the library for a minimum of 12 months following completion of any course. In the event that an employee who has been compensated for continuing education resigns or is dismissed from employment within 12 months of completion of the course, the employee shall repay the library all tuition reimbursement money.

Employees eligible for reimbursement from any other source (e.g. a government-sponsored program or a scholarship) may seek assistance under the 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.

Other Benefits

All employees are:

- Exempt from overdue fines on materials from the La Grange Park Public Library District, within reason. This exemption does not apply to lost or damaged materials;
- Allowed to make occasional copies on the library's copiers and printers, free of charge, within reason.

Employee Assistance Program

In recognition that everyone occasionally experiences personal problems that are difficult to manage without assistance, the library provides an Employee Assistance Program (EAP) for use by employees and their families. The EAP is administered by Perspectives. Participation in the EAP does not jeopardize employees' job security or career opportunities. Likewise, participation does not exempt employees from their normal job requirements, nor does it allow exceptions to standard work practices and policies.

All information relating to employees' EAP participation is strictly confidential. EAP records are maintained only by the EAP provider. The EAP provider does not release specific information about employees' use of EAP services unless employees provide advance written consent. The EAP provider only gives the library statistical data, such as gender, age, and dates of use, and this generic data is provided to the library so it can evaluate the EAP's effectiveness.

In the case of a supervisory referral, the employees' supervisor is provided with only the following information:

- whether employees have contacted the EAP and kept scheduled appointments; and
- when counseling or treatment is terminated.

All other details of employees' participation in the EAP are confidential.

Employees can receive EAP services through self-referral or supervisory referral. To initiate self-referrals or request information, employees can contact the EAP office directly, 24-hours a day, at **800-456-6327**. Information also is available through the Administrative Services Department.

COMPENSATION

Electronic Time Clock Procedures

Employees must observe the following procedures with respect to use of the online time clock:

- Employees generally punch their online timecard four times daily: at the beginning and end of the workday and before and after lunch. Employees must punch out before any break of more than 20 minutes. Employees must obtain their supervisor's approval for any non-routine or unscheduled breaks.
- Employees should be ready to work as soon as they punch in. Likewise, non-exempt employees should avoid any work off-the-clock before they have punched in at the beginning of the day or after they have punched out. Where there is a significant difference—for example, five minutes—between time actually worked and time recorded as worked on an online timecard, employees should alert their supervisor and make an appropriate online notation on their timecard.
- Employees are strictly forbidden to punch another employee's online timecard.
- Employees should request absences due to vacation, sick leave, or personal reasons by filling out an online request for time off.
- At the end of the pay period, supervisors must review their employees' timecards for accuracy. The online timecards are approved by the Administrative Department.

Misrepresenting working hours or information on an online timecard, or tampering with other employees' timecards are extremely serious offenses. Employees found to have engaged in any of these prohibited activities are subject to immediate discipline, up to and including dismissal.

Attendance and Work Hours

Consistent attendance and punctuality contribute to the success of the library's business operations. Attendance and punctuality problems disrupt operations, lower productivity, and create a burden for other employees. Poor attendance and/or punctuality will be documented and is subject to disciplinary action.

In the event a staff member finds it will be impossible to report to work on time due to illness or emergency, one's supervisors must be alerted via phone at least an hour before scheduled work time. An employee who is absent for more than three days without contacting the library will be considered to have voluntarily resigned.

Department directors schedule staff on a monthly basis. All scheduling is done based on the needs of the library and the library budget. For the purposes of compliance with the Fair Labor Standards Act, the library's work week is defined as running Tuesday through Monday. Paychecks are issued bi-weekly on Fridays.

Breaks

Relief breaks are permitted to allow employees time to rest during the workday. Meal breaks are required by law for nonexempt employees working 7.5 or more consecutive hours. Breaks should follow these guidelines:

- Employees should take a paid fifteen (15) minute relief break for every four (4) hours worked. Relief break time does not accumulate;
- Employees working at least 5 hours but fewer than 7.5 hours may take an unpaid meal break of at least 20 minutes, in addition to a paid 15 minute relief break as approved by their supervisor;
- Employees will take a minimum of a 20 minute, unpaid meal break no more than 5 hours after the start of the work period when scheduled to work 7.5 or more consecutive hours. Meal break time does not accumulate;
- Unused meal or relief breaks cannot be used to adjust the employee's scheduled arrival or departure times; and
- No compensation will be given for relief breaks not taken;
- Breast-feeding mothers are provided with additional relief breaks to feed an infant or express milk.

Deductions from Pay

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

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Executive Director. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Board of Library Trustees.

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

Wage Garnishment

A wage garnishment is an order from a court or government agency directing a business to withhold a certain amount of money from an employee's paycheck. Wages can be garnished to pay child support, spousal support, tax debts, outstanding student loans, etc. If the library is instructed by a court or government agency to garnish an employee's wages, the library is legally required to comply. Employees will be notified immediately if the library receives a notice of garnishment.

Overtime Pay

Non-exempt full and part time employees will be paid at the regular rate for all hours up to 40 hours per week and at 1½ times the regular rate for hours in excess of 40 hours per week, Tuesday to Monday. Only time actually spent working counts as hours worked. Vacation, sick, personal, holiday, or any other paid time during which an employee did not actually work will not count as hours worked.

Hours in excess of 40 per week must be approved in advance by the Executive Director. Working unauthorized overtime may result in discipline up to and including dismissal. Exempt employees do not receive overtime pay.

PAID LEAVES OF ABSENCE

Vacation

Upon employment, full time and IMRF part time employees begin accruing vacation leave. Employees are entitled to schedule and take accrued vacation time upon successful completion of six months of service. The date and length of all vacations will be administered by supervisors to accommodate the needs of the library and to not deprive the employee of usage of acquired vacation time. Vacation requests are granted with consideration of fairness to all employees in the library. Library management reserves the right to create blackout days in which no vacation time may be taken. Each department may have no more than one person away on vacation at a given time. It is the employee's responsibility to make sure vacation time is taken in a timely and reasonable manner.

Vacation time must be taken within the fiscal year and does not roll over. Employees will cease accruing vacation time as of July 1 until all the previous year's time has been taken. Upon termination of employment, employees will receive pay for vacation time earned, but not yet taken, for the year in which employment is terminated.

Vacation time with pay for eligible employees is earned under the following schedule:

Full Time Employees:

Three weeks after one year Four weeks after five years Five weeks after fifteen years

Part Time IMRF Employees:

Equivalent of hours normally worked during a three-week period after one year

Equivalent of hours normally worked during a four-week period after five years

Equivalent of hours normally worked during a five-week period after fifteen years

Regular Part Time Employees:

While they do not accrue paid vacation time, part time employees may request unpaid vacation time. Unpaid time off must a) be approved by the employee's supervisor in advance, b) not exceed the equivalent of hours normally worked during a three week period, and c) not present an undue burden on the library to fill the hours.

Holidays

The library will be closed and all employees are paid on a pro-rated basis on the following holidays:

New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, New Year's Eve

Full time employees receive 7.5 hours of holiday pay and part time employees receive holiday pay on a pro-rated basis taking into account hours normally worked during a single week. Holidays falling within a vacation period shall not be counted as part of an employee's vacation allowance. The Board of Library Trustees may approve other holiday closings at its discretion.

Personal Leave

All full time employees receive 3 personal days per fiscal year. Personal days may not be used consecutively or taken in conjunction with vacation time. All IMRF part time employees receive 3 pro-rated personal days per fiscal year. Personal days are not carried over from year to year.

Sick Leave

Upon employment, full time and IMRF part time employees begin accruing sick leave. Employees will accrue one sick day per month (12 days per fiscal year) on a pro-rated basis. Employees will be able to carry over up to a maximum of 400 hours that can be used towards IMRF Service Credit. No sick leave is paid upon termination.

Sick leave may be used for all medical exams and illness for the employee or a member of the immediate family who requires the care and attention of the employee. All attempts should be made to schedule appointments for

off duty hours. A member of the family is defined as: mother, father, spouse, child, sister, brother, the above in-law relationships, and the above step-relationships or relatives or persons living in the same household.

If an employee is absent because of illness for more than three consecutive days, a doctor's report may be required to verify the illness/absence and/or to confirm that the employee is able to return and perform the essential functions of his/her position.

In cases of extended absences, sick leave, vacation leave, and personal leave will be used to the extent it has been accumulated. After all paid leave is used, the employee, if eligible, may apply for disability benefits through IMRF. The employee paying benefits can keep hospitalization benefits current.

If a library employee is not eligible for IMRF disability benefits, the employee may request leave without pay, which may be granted by the Executive Director.

Vacation and sick time do not accrue during leave that exceeds 3 months. Holiday pay will be paid if a holiday falls during any portion of the leave that is a paid leave period.

Family Medical Leave

This policy contains information consistent with and in addition to the information contained in the "Employee Rights and Responsibilities" and is meant to provide additional information about the library's specific policies and procedures under the Family and Medical Leave Act. In the event of any conflict between the "Employee Rights and Responsibilities" and this policy, the "Employee Rights and Responsibilities" will prevail.

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 AND if at least 50 employees are employed by the library within 75 miles. The "12 month period" is measured rolling forward from the first day an employee uses FML leave.

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 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 dismissal.

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.

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 initially provided. 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 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

FML is unpaid leave. If you request leave for any FML covered reason, you are *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.

Bereavement Leave

In the case of death in an employee's immediate family, (see the section on "Sick Leave" for a definition of qualifying family members) a maximum of four consecutive days of absence is allowed at full pay. Any time required beyond these four days is granted at the discretion of the Executive Director. Non-IMRF employees may take additional time without pay, as granted at the discretion of the Executive Director. In case of death in the non-immediate family, unpaid leave is granted at the discretion of the Executive Director.

Jury Duty

Employees will be granted paid leave for jury duty. Any employee summoned for jury duty should provide a supervisor with as much notice as possible. Employees requesting and/or returning from jury duty leave are required to provide verification of jury duty service.

While serving on jury duty, the employee is considered to be working in the employ of the library and will receive his or her regular compensation and benefits. In the event that the employee is away on jury duty for two or more days, the employee will return compensation received (except travel expenses) from the court to the library, up to but not exceeding the amount of the employee's regular library compensation. Documentation must be provided verifying the employee's attendance in order to receive paid leave.

Voting

In compliance with Illinois State law (10ILCS 5/17-15), if an employee's work schedule and location make it difficult to get to the polls before they close, employees are entitled to take up to two hours of paid time off at the beginning or end of their shift to cast their ballot. Employees are required to request said leave at least one day in advance.

UNPAID LEAVES OF ABSENCE

A leave of absence is an approved extended break in service without termination. Unpaid leaves of less than ninety (90) days may be granted at the discretion of the Executive Director. The employee's anniversary date is advanced for the same period of time as the leave of absence. Vacation and sick leave days shall not accrue during a leave of absence.

Employees must apply in writing for this leave of absence and submit the request to the Executive Director. Requests should set forth the reason for the leave and the beginning and ends dates of the requested leave. The granting of a leave of absence, and other terms and conditions surrounding the leave of absence, are at the sole discretion of the library.

Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment. Requests for an extension of a general leave of absence should be submitted in writing to the Executive Director for re-evaluation. If at the conclusion of any leave of absence without pay, the employee is unable to return to work or elects not to return, the position is declared vacant.

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

Victims Economic Security Act (VESSA)

Eligible employees may use unpaid victims' economic and security and safety leave for up to eight weeks in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services library for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Definitions

- A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;
- C. "Parent"- means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

D. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

E. "Domestic or Sexual Violence" - means domestic violence, sexual assault, or stalking.

Coverage and Eligibility

Both full and part time employees are eligible to apply for this leave.

Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution of Time Off

An employee may elect to substitute accrued paid vacation, sick, or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

An employee is required to give 48 hours' notice to the library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice, as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification

A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.

B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services library, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effect on Benefits

During an approved VESSA leave, the library will maintain the employee's health benefits, as if the employee continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the library will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his/her portion of the premium during the leave. Group health care coverage may cease if the premium payment is more than 30 days late. If an employee does not return to work at the end of the leave period, he/she may be required to reimburse the library for the cost of the premiums paid by the library for maintaining coverage during an unpaid leave, unless the employee cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond one's control.

Job Protection

At the expiration of their leave, employees are entitled to return to their same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If leave is taken because of a medical condition, employees are required to provide medical certification that they are fit to resume work. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

The library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the library.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

An employee wishing to request a reasonable accommodation pursuant to this policy should contact the Executive Director.

School Visitation Rights Act

Illinois law (820 ILCS 147) states that parents and guardians of children who have not yet graduated from high school may take up to eight (8) hours of unpaid time off during the school year to attend necessary education or behavioral conferences at their children's schools. Employees may use their accrued benefit time to substitute for hours normally worked, or they may take them unpaid in the case of non-exempt individuals.

WORKPLACE GUIDELINES

Professional Memberships

Dues to the Illinois Library Association and the American Library Association may be paid, depending on availability of funds, on an annual basis for both full and part time professional staff. Memberships to other library related organizations will be approved on a case by case basis by the Executive Director.

Meeting Attendance

Employees are encouraged to attend professional and work related meetings, workshops, and conferences. Work schedules are arranged to permit attendance providing the normal operation of the library is not disrupted. The employee's supervisor must approve requests for attendance.

Attendance and reimbursement for staff development opportunities follow these guidelines:

- Employee vehicle travel costs are compensated at the current rate for mileage as set by the Internal Revenue Service. Tolls and parking fees are also reimbursable. Employees will be reimbursed for mileage based on the shortest route to and from the library.
- Employees are reimbursed the actual cost of a meal when the meal is included or is an extension of a workshop or meeting and when the employee is unable to return to the library by mealtime.
- Costs associated with travel and lodging for approved overnight stays are reimbursed pending prior approval of the Executive Director. Meals are on a per diem basis in an amount not to exceed \$30 per day. Funds received from the library may not be used to purchase alcohol.

Receipts should be submitted with any request for reimbursement. Any individual expense requires a receipt. Paid time for attendance includes travel time from the departure point to return point for all part time employees. Lunchtime is paid time if attendance is required.

Travel Time

Employees are not compensated for commuting to the library or commuting home from the library. Non-exempt employees who are asked to travel to other locations for library business should discuss the situation with their supervisor in advance to make sure that proper procedures are followed. Exempt employees may count up to 7.5 hours of travel time per day as time worked when the travel is for work purposes. Employees who chose alternate methods of travel other than the shortest or least expensive route may not be reimbursed for all travel expenses. All travel plans should be discussed with and approved by the Executive Director in advance of the trip.

Business Use of Automobile

Employees who drive a vehicle on library business must possess a valid driver's license and insurance coverage in accordance with Illinois law. Any change in status must be reported immediately to the Executive Director, i.e. suspended, revoked, limitations, etc. Employees must provide proof a valid driver's license and insurance card to the administrative office in advance of travel or reimbursement fees will be denied.

Employee Apparel

Employees should ensure that their clothing and appearance are clean, professional, and appropriate to the tasks at hand. Employees must wear their nametags at all times while on duty.

Unkempt (torn, dirty, and stained) clothing should be avoided, unless the task at hand will ruin clothing. Provocative or revealing clothing (e.g., too short, too tight, or see-through) should also be avoided. Employees who do not meet the employee apparel standards may be sent home to change into appropriate attire and will normally not be paid for the time away from work. Repeated violations may result in disciplinary action.

Employee Evaluations

An employee's supervisor will normally review department employees. The process is designed to enhance communication, support job satisfaction and personal growth, and ensure that job responsibilities and duties are understood. The process is a way for the library to document, acknowledge, and strengthen job performance.

Each new employee is normally evaluated after 3 months. Other employees are normally evaluated annually, prior to the start of the fiscal year. The annual evaluation is documented using a standard form developed by library management. Evaluations are discussed with the employee and the written document placed in the employee's personnel file.

Raises are based on merit and performance as determined by an annual evaluation. If merited, a salary adjustment will be effective July 1.

The Board of Library Trustees will evaluate the Executive Director annually at the beginning of the fiscal year. The Policy and Personnel Committee will meet with the Executive Director to review the evaluation, discuss accomplishments, and future goals. Merit increases will be granted at this time.

Disciplinary Action and Dismissal

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.

The following is a list of behaviors that could result in disciplinary action up to and including dismissal. 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 dismissal. Establishment of these standards of conduct does not alter the employment at will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or behavior. Examples of misconduct include:

- falsifying employment application, time sheet, expense report, invoice, 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, arguing, 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 assigned duties;
- unauthorized use of material, time, equipment, or property of the library or a patron;
- damaging or destroying library or patron property through careless or willful acts;
- conduct that 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;
- 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. Examples of confidential information include: patron information, personal and medical information about fellow employees, proprietary logins and passwords, information on pending litigation and/or lawsuits, any information that an individual explicitly states is private;
- 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.

Disciplinary Steps

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

First Offense: Coaching/Verbal Warning

Second Offense: Written Warning

Third Offense: Final Written Warning

Fourth Offense: Discharge

The library is not 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.

Termination of Employment

Employees desiring to terminate their employment relationship with the library are urged to notify the library at least two weeks in advance of their intended termination, or four weeks in the case of department heads. Such notice should preferably be given in writing to one's supervisor.

Employees who plan to retire are urged to provide the library with a minimum of two months' notice. This will allow ample time for the processing of appropriate forms to ensure that any benefits to which an employee may be entitled commence in a timely manner.

As mentioned elsewhere in this handbook, all employment relationships with the library are on an at will basis. Although the library hopes that our relationships with employees are long-term and mutually rewarding, the library reserves the right to terminate the employment relationship at any time.

Exit interviews are normally scheduled for outgoing employees after the supervisors receive notices of resignation or intent to retire and for employees whose termination is initiated by the employee. The purposes of the interview are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all library property that may be in the employee's possession (e.g., library material and keys), and to provide employees with an opportunity to discuss their job-related experiences.

Open Door Communications

All employees have the right to voice their complaints. Discussion is important to resolve misunderstandings and to preserve good working relationships among employees and between employees and supervisors.

In the event the employee feels the problem is unresolved after first discussing the complaint with the immediate supervisor, the employee may submit a complaint in writing to the Executive Director.

Upon reviewing the complaint, the Executive Director will take action and/or render a decision within seven (7) working days after receipt of the written complaint.

If an employee feels the complaint has not received a satisfactory resolution, the employee may submit a written complaint to the chairperson of the Policy and Personnel Committee (or if no committee, the Board President) for review. The Board of Library Trustees may review the complaint at its next regular Board meeting. The decision of the Board is final.

Whistleblower Protections

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

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 the Executive Director or the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including dismissal.

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 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 who is responsible for investigating and coordinating corrective action, or his/her designee, in the event he/she is the accused.

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

Service Recognition

Service awards and retirement gifts are provided to recognize and reward employees for service with the library. The Executive Director is normally responsible for selecting any gifts awarded to employees for their tenure and upon retirement. Recognition is given for every 5 year milestone service anniversary (i.e., 5, 10, 15, etc.) in the form of an award, material donations to the library in the employee's honor, and/or a small celebration among staff. Retirements will be treated similarly.

At times, employees have personal events occur that merit recognition as well. Examples include the birth of a child, marriage, death of an immediate family member, serious illness, etc. The library may facilitate a means of recognizing these milestone events through a card, taking up a collection, or contributing to a gift in an amount not to exceed \$25 per occasion.

Staff Meetings and Staff In-Service Day

Staff are expected to attend in-service training, all-staff meetings, and department meetings as scheduled unless excused by their supervisors. Supervisors may ask for relevant documentation in order to officially excuse an employee from a mandatory meeting.

Drug Free Workplace

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:

- 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.
- 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 dismissal.
- 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 dismissal.
- 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.

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.

Employees who wish to report drug and alcohol use in violation of this policy should contact their manager/supervisor, or, in the event the matter concerns the manager/supervisor, the Executive Director. The library will make every effort to protect anonymity, and such information will be treated in confidence.

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.

This policy does not prohibit employees from the lawful use (use must be lawful in accordance with both federal and state law) and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely and promptly disclose any restrictions to their supervisor. While the Compassionate Use of Medical Cannabis Pilot Program Act allows patients to possess and use "medical cannabis" by a licensed physician it does prohibit use of medical marijuana in any public place including public libraries. As such, an employee may not use or store medical marijuana on library premises. By providing a physician's note, an employee may be allowed to leave the library premises for the purposes of consuming medical marijuana as directed by their physician. However, use of medical marijuana may not impair the employee in such a way that their performance is affected. An individual is considered impaired when he or she manifest specific, articulable symptoms that decrease or lessen performance of duties or tasks including symptoms of speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness, disregard for the safety of others or carelessness that results in any injury to others or to property. Employees who are impaired are in violation of this policy.

Smoke Free Workplace

The library is committed to protecting the safety and welfare of its employees, patrons, and visitors. No smoking of any kind will be permitted in the library or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or classroom, break room or cafeteria and/or other common area. Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible dismissal for continued violations. This policy applies equally to all employees, patrons, and visitors.

Anti-Bullying

The library prohibits acts of harassment or bullying. The library has determined that a safe and civil environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the library on a day-to-day basis and the library's ability to successfully run its business. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of all supervisors, co-workers, vendors, customers, contractors, and other visitors of the library.

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

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

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

- spreading malicious rumors, gossip, or innuendo;
- excluding or isolating someone socially;
- undermining or deliberately impeding a person's work;
- physically abusing or threatening abuse;
- removing areas of responsibilities without cause;
- constantly changing work guidelines;
- establishing impossible deadlines that will set up the individual to fail;
- withholding necessary information or purposefully giving the wrong information;
- making jokes that are obviously offensive by spoken word or e-mail;
- intruding on a person's privacy by pestering, spying, or stalking;
- assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure);
- underwork - creating a feeling of uselessness;
- yelling or using profanity;
- unfairly criticizing a person persistently or constantly;
- belittling a person's opinions;
- unwarranted (or undeserved) punishment;
- blocking applications for training, leave, or promotion;
- tampering with a person's personal belongings or work equipment.

The library expects all employees to conduct themselves in a manner that displays proper regard for the rights and welfare of other employees, customers, contractors, vendors and regular visitors of the library. All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the library prohibits both active and passive support for acts of bullying. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes that he or she has experienced or witnessed bullying is encouraged to report the incident as soon as possible to his or her supervisor or the Executive Director. A supervisor who receives a report under this policy must immediately inform the Executive Director unless the complaint involves the Director, in which case the supervisor should inform the a member of the Board of Trustees. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Employees are also encouraged to review the library's policies concerning "Sexual and Other Forms of Harassment" and "Workplace Violence" for further guidance. A prompt, thorough, and complete investigation of each alleged incident will be conducted.

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

Emergency Weather Closing

The Executive Director or her/his designee will make the decision to close the library due to inclement weather or other unforeseen circumstances. If the decision is made to close the library prior to opening for business in the morning, an effort will be made to contact employees via a phone tree, email and/or a message posted on the website.

If the decision to close the library is made during the work day, the Executive Director or her/his designee will contact each supervisor with the scheduled closing time to be communicated to employees.

If the library is closed due to inclement weather, all full time and part time employees scheduled to work on the day of the closing will be paid for their regularly scheduled work hours. If an employee chooses not to come to work or leaves early due to inclement weather when the library remains open, the employee may choose to use any remaining paid time off or take a day without pay.

No Solicitation/No Distribution

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

Employee Security

To safeguard the property of employees, customers, and the library, and to help prevent the possession, sale, and use of illegal drugs 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, or any other area or article on our premises. 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, as well as employees who after the inspection are believed to be in possession of weapons, stolen property, or illegal drugs, will be subject to disciplinary action up to and including dismissal.

Identity Protection

The La Grange Park Public Library District abides by the Identity Protection Act (5 ILCS 179/1 et seq.). The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of SSNs which agencies collect, maintain, and use. It is important to safeguard Social Security numbers (SSNs) against unauthorized access as SSNs can be used to facilitate identity theft.

The library shall not:

- 1) Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public;
- 2) Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity;

- 3) Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted;
- 4) Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the library shall not¹:

- 1) Collect, use, or disclose a SSN from an individual, unless:
 - i. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
 - ii. the need and purpose for the SSN is documented before collection of the SSN; and
 - iii. the SSN collected is relevant to the documented need and purpose.
- 2) Require an individual to use his or her SSN to access an Internet website.
- 3) Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. When collecting SSNs, the library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. The library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

¹ These prohibitions do not apply in the following circumstances:

- (1) The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act will be achieved.
- (2) The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- (4) The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
- (5) The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Statement of Purpose for the Collection of Social Security Numbers

The library may ask for an employee's social security number in the following instances:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services; etc.

The library may only use SSNs for the purpose(s) for which it was collected. The library will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

COMMUNICATION SYSTEMS

Personal Phone Calls

Telephones are used for effective communication with the library's patrons and business associates. Personal use of library telephones is permitted in the case of an emergency. Employees should not take personal phone calls while working at a public service desk.

Employees may make and/or receive personal calls on personal cell phones during non-working time (i.e., the employee's scheduled break time); however, these calls must be received and placed away from working and patron facing areas.

When necessity requires that an employee make a personal long distance call while at work, the employee is expected to pay the library for the call. Personal long distance calls should be reported to the Business Manager who will inform the staff member of long distance cost when the monthly bill arrives.

E-mail

It is the policy of the library to provide or contract for the communication services and equipment necessary to promote the efficient 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. For the purposes of this policy, communication systems are defined as, but not limited to, mail, email, telephone systems, voice mail, facsimiles, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, computer networks, the internet, and computer directories and files.

- 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. 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.
- 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. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor.

- Privileged or confidential material should not be exchanged haphazardly by e-mail, facsimiles, etc. [Please see the section on Disciplinary Action for examples of confidential material]
- Employees are prohibited from disseminating, printing, or copying copyrighted materials or in any other way violating copyright laws. The electronic posting of copyrighted information is also prohibited, unless the library or the employee has created the information or owns the rights to it.
- 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.

Social Media Use

The La Grange Park Public Library uses social media, including library-controlled blogs and third-party services such as Twitter, Flickr, and Facebook, etc. to inform the public of library programs, services, and resources. Postings in these venues will be limited to library-related matters.

The public is encouraged to participate on the library's social media accounts, but the following content is prohibited:

- Obscene content or hate speech
- Personal attacks, insults or threatening language
- Content that violates intellectual property rights
- Personal information published without consent
- Comments or links unrelated to the content of the forum
- Commercial promotions or solicitations
- Political campaigning or advocacy

Staff may not disclose the library's confidential or proprietary information (as previously defined in this handbook), or personal identifying information of anyone at the library, in online postings or publications. Sharing these types of information, even unintentionally, could result in harm to the library and may result in disciplinary action of an employee who engages in such activity.

Although content is not reviewed in advance of posting, the library reserves the right to remove postings on any of its social media accounts that violate the above restrictions or are otherwise inappropriate. An individual who repeatedly violates the above prohibitions may be permanently blocked from posting and subject to disciplinary action.

Outside the workplace, employees have a right to participate in social media and networks using their personal email address. However, information and communications that are published on personal online sites should never be attributed to the library or appear to be endorsed by, or to have originated from, the library. Employees must never represent their statements as being reflective of official library views.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

Anti-Harassment

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

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- 2) submission or rejection of such conduct is used as a basis for employment decisions; 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 work environment.

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

- uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature;
- graphic or suggestive comments about an individual's dress or body;
- displaying sexually explicit objects, photographs, or drawings;
- unwelcome touching, such as patting, pinching, or constant brushing against another's body; or
- 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.

Other harassment is defined as inappropriate conduct in the workplace, based on the individual's race, color, religion, sex, national origin, age, mental or physical disability, ancestry, sexual orientation, veteran status, military status, marital status, or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work 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.

Harassment/discrimination is illegal and will not be tolerated. All employees are responsible to help assure that the library avoids harassment. Employees who believe they are being harassed or believe they have witnessed harassment should report the incident immediately. Reports should be made to the Executive Director who will promptly inform the board president. All reports are confidential. Complaints should be made directly to the board president if the complaint involves the Executive Director. Complaints will be promptly investigated. A substantiated charge against an employee will subject the employee to disciplinary action up to and including dismissal.

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 dismissal. 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.

Complaints can be filed with the following agencies:

The Illinois Department of Human Rights
100 West Randolph
James R. Thompson Center, Suite 10-100
Chicago, IL 60601
TTD 312-263-1579

Complaints must be filed within 180 days of the incident.

EEOC

500 West Madison St., Suite 2800

Chicago, IL 60601

312-353-2713 TDD 312-353-2421

Complaints must be filed within 300 days of the incident.

ANTI-HARASSMENT ACKNOWLEDGEMENT FORM

I acknowledge that I have received, read, and understand the Anti-Harassment policy of La Grange Park Public Library District. I understand my rights and responsibilities in regards to this policy. I recognize that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

EMPLOYEE'S SIGNATURE

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 Library 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