

INDIAN PRAIRIE PUBLIC LIBRARY DISTRICT

PERSONNEL CODE

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## PERSONNEL CODE

## 800 Personnel

It is the continuing goal of the Board of Trustees of the Indian Prairie Public Library to maintain fair and equitable employment practices. It is the intent of the Library Board to work toward development of the library by providing staff with the opportunity to contribute ideas on library operations and the work environment. Staff members' ideas are to be sought and encouraged by library management, and such information is to be provided by management to the Administration and the Library Board.

The personnel policies are based on the following objectives:

- The development of a highly-qualified, well-trained, and equitably-compensated staff.
- Providing a work environment that is conducive to professional and personal growth.
- Compensation of employees based on performance and assigned responsibilities.
- The use of reasonable rules to govern the operation of the library and interaction of the staff.

Upon receiving a copy of the Personnel Code, each employee shall sign the "Employee Agreement" The library reserves the right to amend, revise or eliminate any of the policies or benefits, or portion thereof, described here, except for the policy of employment-at-will. The only recognized deviations from these stated policies will be those authorized by the Board of Trustees of Indian Prairie Public Library. Administration of and compliance with the Personnel Code is the responsibility of the Library Director and of supervisory and administrative staff.

Following library policy is a pre-requisite for continuing employment with the library. Employees will be notified when changes in policy are made. It is the responsibility of each employee to keep as informed as possible concerning the organization, resources, policies, procedures, and services of the library as a whole.

## 801 Selection of Personnel

The Library Director is appointed by the Board. Staff appointments are made by the Director or his/her designee with approval by the Board of Trustees.

Selection of personnel is based on the essential requirements of each position as stated in the job description. Candidates are evaluated on their educational, professional, technical, intellectual and personal qualifications as these apply to the position sought.

### 801.1 Equal Opportunity Employer

The Indian Prairie Public Library is an equal opportunity employer. Discrimination relating to employment based on race, color, national origin, ancestry, sex, pregnancy, religion, age, disability (mental or physical), genetic information, military status, marital status, order of protection status, or sexual orientation or gender identity is strictly prohibited. Violation of the library policy against discrimination will result in disciplinary action including the possibility of termination. Any employee who feels that she or he is a victim of discrimination on the job should contact the Library Director or Assistant Director immediately.

### 801.2 Background Checks

Background checks are conducted to promote a safe work environment for staff and patrons and to protect organizational assets such as people, property and information. All applicants 18 years of age or older are required to undergo a criminal history check as a condition of employment. This includes verification of their social security number and a check of the sex offender registry. A credit check may be done if appropriate to the particular position applied for. Having a criminal history or criminal conviction will not automatically preclude employment. The privacy of the information obtained will be secure and will not be shared with persons who do not have a need to know.

### 801.3 Employment-at-will

The Personnel Policy is not an employment contract of any kind and is not intended to create contractual obligations of any kind. All library employment is deemed “at will” employment, with no promise of permanent employment.

### 801.4 Promotions and Transfers

When a vacancy occurs consideration may 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 heads of the affected departments and the approval of the 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. If an employee is hired for a new position, the beginning date in the new position will become the review date.

## PERSONNEL CODE – Selection of Personnel

## 801.5 Reappointment

Staff members who resign in good standing may be considered for reappointment at a future time when an opening is available providing their qualifications are satisfactory. If hired, they will not be credited with prior service for the purpose of computing the accrual of vacation time and seniority nor does time served as a substitute contribute to accrual of vacation or seniority.

## 801.6 Nepotism

Immediate relatives (father, mother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, husband, wife, or children) of Board members or library employees are not eligible for employment.

## 801.7 Staff Categories

“Full Time” designates staff who work 37.5 hours per week. “Part Time” staff work less than 37.5 hours per week. “Substitutes” are hired to fill in temporarily during a vacancy or for an employee on leave. Substitutes must substitute at least once in a two-month period to remain a substitute except in circumstances approved by the Director. A substitute must average less than 20 hours per week and is not eligible to receive benefits. “Exempt employees” are exempt from provisions of the Fair Labor Standards Act. Exempt employees include the Director, Assistant Director, Department Heads, Assistant Department Heads, full-time professional librarians, and the Administrative Office Coordinator.

## PERSONNEL CODE – Personnel Practices

## 802 Personnel Practices

## 802.1 Personnel Records

Personnel records are under the care of the Administrative Office Coordinator, who is responsible for their confidentiality. Each record will be maintained by the Administrative Office Coordinator and will include the original employment application, starting date of employment, annual performance evaluations, and other evaluative materials, records of further education and termination of employment form and date when that occurs.

No evaluative material concerning an employee's performance, service, character, or personality will be included in the personnel file unless the employee has had the opportunity to review and sign the material. The signature does not signify the employee agrees with the content, but indicates that the employee has inspected the material. The employee may also add his or her comments to the material. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the director and the employee. If an agreement cannot be reached, the employee may reply to such material in a signed statement attached to the relevant material in the personnel file. No anonymous information will be included in a personnel file. All information placed in the personnel record is permanent, except that material which is removed by mutual agreement of employee and the director. In accordance with the Illinois Personnel Record Review Act, no disciplinary reports, letters of reprimand, or other records of disciplinary action more than four years old will be released to a third party.

The Library Director, Assistant Director, and Administrative Office Coordinator have access to personnel files for personnel administration purposes. Supervisors may have access to their employee's performance evaluations and other related materials for personnel administration purposes only. Permission to inspect an employee's files must be obtained from the Administrative Office Coordinator, Library Director, or Assistant Director.

As the legal employer, the Board ultimately has control of these records, but will limit its access to those portions of the records which are necessary to satisfy a stated need. Upon request, the Library Director will make a personnel file available to the Board President acting on behalf of the board.

Employees may examine their own personnel records. The employee will submit a written request and inspection will be scheduled during normal administrative office hours under the supervision of an administrative staff member as soon as possible but no longer than three working days from when the request was received. The employee may request a photocopy of any part of his or her record.

Employees should report all changes in name, address, telephone number and emergency notification information to the Administrative Office Coordinator in writing. Employees who participate in benefit programs offered through the library must report changes in marital or family status to the Administrative Office Coordinator in writing. Failure to report changes in a timely manner could result in loss of benefits.

## PERSONNEL CODE – Personnel Practices

## 802.1.1 Confidentiality of Personnel Records

It is the policy of the Indian Prairie Public Library that all personnel information, except that which the Illinois Freedom of Information Act requires be made available and any written reference authorized by an employee, is strictly confidential. No employee will disclose any information obtained from the library personnel records concerning another employee.

## 802.2 References and Verification of Employment

Only the dates of employment and the job title of the position held will be provided. No further information will be provided unless the employee petitions the library district in writing or has given the library permission on the employee termination form to provide further information.

## 802.3 Workweek and Schedule

The workweek begins on Sunday and ends the following Saturday. All employees may be scheduled to work days, evenings and weekends. Employees work as scheduled at the convenience of the library. Non-exempt staff may not work over their normally scheduled hours without prior approval of the Supervisor, Department Head or Librarian-in-Charge.

The Director may, when necessary, schedule time to be worked in excess of normally scheduled hours. A regularly scheduled increase in part time hours requires approval of the Director.

## 802.3.1 Temporary Emergency Closing

When the library is closed for an emergency situation, full time employees scheduled to work will be paid. If a full time employee has requested a vacation or personal day for that particular day, the employee will not be considered as being scheduled to work on that day and will be charged the vacation or personal day. If possible, another work location will be authorized or the employee's schedule may be revised to reflect when the library is expected to reopen. Part time employees who are working at the time of the closing will be paid for the hours scheduled. Those who are unable to begin working because of the closing may be eligible to make up the hours within the next four weeks depending on the needs of the department. Staff being paid during a temporary closing will be considered to be "on call" and are expected to return to the library for the remainder of their scheduled work day should conditions allow the library to reopen.

## 802.3.2 Working at Home

Staff who are unable to be physically present at the library to perform their duties due to temporary disability, recovery from illness or surgery, severe weather and/or travel conditions, or a library disaster may request to perform job duties at home or at another site on a temporary basis. The hours worked at home will conform to library work hours. In addition, some staff may be given permission to perform particular duties at home due to the nature of the work such as preparing for a book discussion. In any case, the duties and amount of time spent will be approved by the employee's supervisor. Duties must be of a nature that can be performed away from the library. Hours worked will be reported to the staff person's supervisor.

## PERSONNEL CODE – Personnel Practices

## 802.4 Payroll and Salary

## 802.4.1 Payroll

Employees will be paid bi-weekly. The pay period will begin with the workweek (Sunday) and end thirteen days later. Employees will be paid on the Thursday following the end of the pay period. Automatic payroll deductions will be made as required by law and as authorized by the employee. Employees are responsible for making a daily record of their hours worked and ensuring that such information is accurately presented on their time sheets. All employees must submit time sheets to their supervisor by the day after the pay period ends. Employees must submit a time sheet in advance of the due date if they plan to be on leave or otherwise out of the office on a day the time sheets are due. The accurate recording of an employee's working hours is a serious matter. Employees who falsify information relating to their working hours, including failing to record hours worked, are subject to discipline, up to and including termination of employment.

## 802.4.2 Deductions from Pay

It is the policy of Indian Prairie Public Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance. Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Library Director. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision in writing to the Board President. Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after reporting the improper deduction.

## 802.4.3 Salary Schedule

The salary schedule establishes a salary range for each position level and includes a minimum and maximum rate. The schedule is reviewed annually by the Library Director and the Board with reference to current library standards and cost of living and any adjustments made are effective as set by the Board. On the effective date of a new or revised salary schedule, any employee receiving less than the new minimum salary for that position will automatically be raised to the new minimum salary for his/her position. New appointments will normally be at the minimum salary for that level, although previous experience will be considered and the beginning salary may be established at a higher rate.

## 802.4.4 Merit Pay

Regularly scheduled part-time and full-time employees have the potential to receive merit salary increases. The amount of money available for merit raises is approved each year by the Board of Trustees. Relative to that amount, the percentage of an individual's merit increase is based on the employee's annual performance appraisal. Individuals may also be eligible to receive a special bonus relative to extraordinary

## PERSONNEL CODE – Personnel Practices

work as determined by the Director. Merit raises are awarded on the anniversary date of employment or July 1 for employees who were employed prior to implementation of the anniversary date as the review date. Staff who reach the maximum amount on their salary range will receive their merit as a bonus rather than as a salary adjustment.

#### 802.4.5 Overtime and Holiday Pay

Non-exempt 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 and for hours worked on holidays. Hours in excess of 40 per week must be approved in advance by the Director, Assistant Director or Librarian-in-Charge. Exempt employees do not receive overtime pay.

Full-time employees may take compensatory days for paid holidays that fall on days not normally worked. Compensatory time earned for a holiday will be scheduled two weeks prior or two weeks after the holiday.

Part-time employees regularly scheduled for at least 20 hours per week will be paid for holidays, if normally scheduled to work those days and time periods when the holiday occurs. Substitute employees and part-time employees regularly scheduled less than 20 hours per week do not receive pay for holidays.

#### 802.4.6 Reduction in Hours

An employee who no longer receives benefits due to a reduction in hours will be paid for any earned vacation time on the first payroll following the change except in the case of an IMRF employee who has taken retirement (see 802.6.6).

#### 802.5 Breaks

Relief breaks are permitted to allow employees time to rest during the workday. Meal breaks are required by law for employees working 7.5 hours or more.

- Employees are allowed a paid fifteen (15) minute relief break for every half day (at least ¾ hours) worked. Relief break time does not accumulate. Unused relief breaks cannot be used to adjust the employee's scheduled arrival or departure times.
- With permission of their supervisor, staff may combine relief breaks or use them to extend meal breaks.
- No compensation will be given for relief breaks not taken.
- Employees scheduled for less than 3 ¾ hours may work an extra 15 minutes in order to take an unpaid 15 minute relief break, provided this is approved by their supervisor in advance.
- Employees working at least 5 hours but fewer than 7.5 hours may take an unpaid meal break of 30 minutes, in addition to a paid 15 minute relief break as approved by the supervisor.
- When scheduled to work continuously for 7 ½ hours or more, non-exempt employees must take a one-half hour unpaid meal break no later than 5 hours after the start of the work period. Meal break time does not accumulate.



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- Exempt employees may choose to not take a half-hour unpaid meal break when scheduled continuously for 7 ½ hours or more. If the employee chooses to not take the meal break and would like to adjust their scheduled arrival or departure time accordingly, they must receive permission from their supervisor to do so as this cannot impact departmental operations and services.

## 802.6 Termination of Employment

### 802.6.1 Resignation

Employees are encouraged to give advance notice of resignation. A minimum of four weeks notice is requested for the Library Director, Assistant Director, Department Heads, Librarians and Administrative Office Coordinator. A minimum of two weeks notice is requested for all other positions. On the last day of employment the employee is required to return his or her library card (if a non-resident), any library keys assigned to the employee, his or her name badge, and to pay for all outstanding fines and personal orders.

### 802.6.2 Unsatisfactory Performance

Unsatisfactory performance is cause for termination of employment. Steps are followed as described in section 804.2 to address the problem. If the problem is not resolved to the library's satisfaction the employee's employment will be terminated. Persons whose employment is terminated for unsatisfactory performance may be required to leave the premises immediately.

### 802.6.3 Cause

Criminal acts, dishonesty, insubordination, harassment as defined in section 802.9, sexual harassment, drug and alcohol use while on the job, and failure to appear for work or to remain at work as scheduled more than once without notification and violating policy 803.10 Firearms and Other Weapons will be followed by immediate termination of employment. Persons whose employment is terminated for cause may be required to leave the premises immediately.

### 802.6.4 Financial Exigency or Discontinuation of Library Services by the Board or Extended Closing

The Board will determine which positions will continue to be filled. At each level positions retained, staff members with the longest period of service will continue to be employed. Four weeks advance written notice shall be provided to persons whose employment will not be continued. The District may provide assistance in helping such employees obtain new positions.

### 802.6.5 Termination Salary Adjustment

Vacation leave is accrued up to the last day actually worked. To comply with IMRF regulations payment shall be made for unused vacation leave later than the month the employee retires plus the following month. For example if an employee resigns or retires June 30 the employee will receive their vacation payout in August. No payment is made for accumulated sick leave or personal day hours.

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## 802.7 Union Membership

No employees shall be prohibited from or required to join any organization or union. Membership in any organization or union shall be voluntary and not be a condition of employment.

## 802.8 Drug-Free Workplace

Whenever employees are working they are prohibited from using, possessing, buying, selling, manufacturing or dispensing illegal drugs, being under the influence of alcohol or illegal drugs and possessing or consuming alcohol. Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or drugs while they are working. Employees who refuse to cooperate in required tests, test positive for illegal drugs or use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this policy will be terminated. An employee must notify the Library Director of any criminal drug conviction for a violation occurring in the workplace, no later than five working days after such conviction. An employee who fails to notify the Library Director within five days is subject to immediate dismissal.

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 manifests 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.

## 802.9 Use of Automobile

Employees who use private vehicles for library business must provide a copy of their automobile liability insurance and valid driver's license annually indicating that they are duly licensed and have auto liability insurance in effect that meets or exceeds State of Illinois requirements. Employees who use private vehicles for library business must notify the library if their insurance lapses or if they no longer have a valid driver's license. Staff may not text and may only talk on a cell phone hands free while driving for library business. Staff members are prohibited from transporting library patrons in their personal vehicles.

## PERSONNEL CODE – Personnel Practices

## 802.10 Privacy of Employee Work Space and Equipment

Desks, lockers, filing cabinets and other storage areas may be provided for the convenience of our employees, but these areas remain the sole property of the library. The library reserves the right to enter any person's workspace and to open desks, files, cabinets, etc., to obtain materials. Telephones, computers and computer software are the property of the library and are not private. Therefore, employees who do not wish personal articles or files to be subject to inspection in the workplace should not store such property on the library premises.

## 802.11 Gifts

Indian Prairie Public Library officers and employees are prohibited from offering or accepting gifts as stated in the Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*). Any gift received as a premium by the library must be given to the Director or Assistant Director for library use. Such gifts will be used to benefit the public whenever possible. Gifts received by staff from patrons in appreciation for individual services rendered on a particular occasion or throughout the year may be kept by the staff member if the value does not exceed \$50. Administrative staff should be informed of all gifts regardless of value and those over \$50 in value must be given to the Director or Assistant Director for disposal. The President of the Board of Trustees and the Treasurer must be notified of all gifts over \$50 in value. Cash gifts may not be accepted.

Gifts received by staff or their immediate family from any person or organization doing or seeking to do business with the library under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of library business with the donor shall not be accepted. Such gifts should be returned with a note of explanation.

## 802.12 Complaint Procedures

All employees have the right to voice their complaints. Free discussion is important in resolving misunderstandings and preserving good relations among employees and between employees and supervisors. If discussion with the supervisor does not resolve a problem satisfactorily, it is important that the employee bring it to the attention of the appropriate person in the proper manner as stated below. Use of the complaint procedure shall not jeopardize an employee's standing. It is understood by all parties concerned that the complaint procedure may be discontinued at any step if a satisfactory resolution to the problem is reached.

Step 1 - An employee with a complaint will first present the complaint in writing to his/her supervisor. It is the supervisor's responsibility to ensure any complaint receives prompt attention. The supervisor will confer with the department head and reply in writing to the employee within five working days. Notification of the problem and its solution will be given to the department head and the library director.

Step 2 - In the event the employee feels the problem remains unresolved following Step 1, the employee may submit the complaint in writing for reconsideration by the Department Head who will forward it to the Library Director. Upon reviewing the complaint, the Library Director will

## PERSONNEL CODE – Personnel Practices

render a decision in writing within five working days after receipt of the written complaint. In certain cases, the Library Director, the Department Head and the supervisor may wish to meet personally with the employee to provide a fuller explanation of the action taken.

Step 3 - An employee who feels his/her complaint still has not received a satisfactory resolution may submit a written complaint to the Board President requesting a review of the situation by the Board President. Within five working days, a meeting will be convened with the employee, supervisor, Department Head, Library Director, and Board President, or his or her representative, present. A response will be given to the employee within five working days of the meeting.

If the complaint situation involves the Library Director and an employee, the employee may file a complaint beginning with Step 3.

Step 4 - The Board President's decision may be appealed to the Library Board of Trustees. The employee must submit a written request for an appeal and a written statement of the complaint to the President of the Board of Trustees within two weeks of the completion of Step 3 of the complaint procedure. The written request will be forwarded to the Trustees for review at the next Board meeting. The Trustees will set the date on which the appeal will be heard. On the appointed date the employee requesting the appeal must attend the meeting. The Board will decide what other parties will be heard in the appeal. The Library Board of Trustees' decision is final and binding on all parties.

## PERSONNEL CODE – Staff Conduct

## 803 Staff Conduct

## 803.1 Staff Obligations

The Indian Prairie Public Library is a public service institution. Each staff member's attitude and demeanor is important in establishing the image the library presents to the public. Each employee's attitude should be one of courteous, friendly, and attentive service to the patron. The library's mission requires personnel to value and respect the varying needs, skills, and abilities of library users. Library service will be given to all patrons regardless of race, color, national origin, ancestry, sex, gender identity, religion, age, disability (mental or physical), pregnancy, sexual orientation, genetic information, military status, marital status, or order of protection status. We strive to continually deliver the highest quality service. To that end, and to maintain a positive reputation within the community, employees cannot state, publish or distribute anything that is considered harassment, threatening, libel or slander, bullying, or considered maliciously false or discriminatory against co-workers, managers, patrons, vendors or suppliers, any organization associated or doing business with the library, or any members of the public including those who post to the library's web site or social media. This does not mean that staff may not discuss their terms of employment. All employees, when acting as a representative of the Indian Prairie Public Library, are expected to conduct themselves in accordance with the Code of Ethics of the American Library Association. The library's anti-harassment and EEO apply to staff conduct.

Staff members are responsible for maintaining a spirit of cooperation and teamwork with their co-workers. Employees are expected to conform to the policies and procedures of the library and of their department.

Library work created by staff belongs to the library and must be maintained on library approved storage and software.

## 803.2 Privacy of Information Between Staff and Public

The relationship between library staff and patrons is confidential. Information about patron records, circulation records, use of computers or other equipment, or reference assistance may not be revealed to the public or to a governmental agency without authorization by the Board of Trustees. A parent or legal guardian is entitled to information as to the materials reserved or checked out by the parent's minor child.

## 803.3 Absence and Tardiness

Employees are expected to report for work when scheduled. In the event an employee is unable to report for work or remain at work as scheduled he/she should notify the immediate supervisor or person in charge of the department as far in advance as possible. Employees are expected to be ready to work at the beginning of their scheduled time. Employees are responsible for notifying their supervisor or the person-in charge of the department as soon as possible if they cannot report for work on time and to indicate when they expect to arrive. Repeated tardiness or unexcused absences will result in disciplinary action or termination.

## PERSONNEL CODE – Staff Conduct

## 803.4 Staff Meetings and Staff Institute Day

Staff are expected to attend in-service training, all-staff meetings and department meetings as scheduled unless excused by their supervisors. Substitute staff will not normally be scheduled to attend department meetings but may attend staff institute day.

## 803.5 Personal Telephone Calls

Personal use of library telephones and personal cell phones should be minimal. If a personal call is received while an employee is on a service desk the call must be kept to a minimum.

## 803.6 Parking

Staff parking is provided in the west section of the parking lot along the fence or south of the second islands in order to reserves spaces closest to the library for patrons.

## 803.7 Smoking

The Indian Prairie Public Library is a smoke free building. This includes tobacco chewing and smokeless cigarettes.

## 803.8 Use of Library Staff Computers

All material created, received, stored and transmitted belongs to the Library and use is subject to library supervision. Employees should have no expectation of privacy. Use of computers on library time must be job-related and supportive of Library services. Staff members who are authorized to use library computers may make occasional personal use of one of these computers as long as the use does not interfere with library operations and is not done on work time.

Library and individual passwords should not be disclosed to or used by anyone other than those authorized for these passwords. Failure to follow this policy will result in disciplinary action or termination. Staff must not use computer privileges to interfere with or disrupt other users, services or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, harassment, propagation of computer viruses or use of the network to make unauthorized entry to any other machine. Staff will not use computers for any illegal activity, or place any text, data, graphics, images, messages, communication(s), files or other material related to any illegal activity on the Internet or social media. Staff may not use staff computers to view sites that are considered disturbing to others or for commercial or political activities. Solicitation (charitable, or otherwise) on library staff computers is prohibited.

Email messages that include personal opinion by staff should be clearly marked as personal opinion, not library policy.

Staff members may not make any changes to library computer equipment such as changing system settings, adding, disabling or deleting programs, and storing non-work related files on hard drives or the LAN.

## PERSONNEL CODE – Staff Conduct

## 803.9 Emergencies

## 803.9.1 Accidents

All accidents involving employees during working hours or while on library premises, and all other accidents in which the library is involved directly or indirectly must be reported immediately to the Librarian-in-Charge, who will fill out an Incident Report and give a copy to the employee's supervisor and the Director. On the job accidents are covered by Workers' Compensation.

## 803.9.2 Weather Emergencies

Refer to emergency manual for action to take in the event of severe weather conditions.

## 803.10 Firearms and Other Weapons

Firearms or weapons of any kind are prohibited on library property. The exception, according to state law, a "firearm may be transported by a licensee into a parking area within a vehicle if the firearm and its ammunition remain locked in a case out of plain view within the parked vehicle. 'Case' is defined as a glove compartment or console that completely encases the firearm and its ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box or other container. The firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A firearm must first be unloaded before removal from the vehicle." This includes while working and/or attending any work related event. Staff who violate this policy will be terminated immediately.

## PERSONNEL CODE – Performance Evaluation

## 804 Performance Evaluation

Regular employees are evaluated annually on the anniversary of their date of hire. Substitutes are evaluated July 1. When an employee's job status changes, for example in a promotion, the anniversary date will change to the date of the status change. At the discretion of the Library Director, an additional evaluation may be conducted at any time. The Library Director is evaluated annually by the Board and, at the discretion of the Board, an additional evaluation may be conducted at any time. The Library Director is responsible for overseeing the evaluation of all other employees.

Evaluation forms will be completed by the supervisor and signed by the employee, the supervisor and the director. The employee's signature indicates only that the evaluation has been read and discussed. The employee will be given the opportunity to write comments regarding the performance evaluation. The employee will be provided with a copy of the evaluation. Performance evaluation forms will be retained in the personnel files.

Employees have the right of appeal through the grievance procedure for evaluations believed to be unjust.

## 804.1 Evaluation of New Employees

New employees will be evaluated at three months.

## 804.2 Disciplinary Action

Formal disciplinary action is usually progressive and may include verbal warnings, written warnings, formal performance evaluations, suspension and discharge. These steps are guidelines. Each discipline step could be used without prior warning, and immediate termination could occur upon the first incident.



## PERSONNEL CODE – Paid Leaves of Absence

## 805 Paid Leaves of Absence

Employees on paid leave will continue to earn seniority and to receive applicable benefits. The library will continue to pay 85% of the health insurance premium for full-time employees covered by the policy offered through the library. Temporary staff and substitute staff do not earn paid leaves of absence.

## 805.1 Vacation

Eligible employees acquire vacation time monthly beginning on the date of their employment. Once the first three months are completed, employees are entitled to schedule and take accrued vacation time. The maximum amount of vacation time that can be held by an employee is the amount earned per year. The date and length of all vacations will be scheduled by the supervisor to accommodate the needs of the library and to not deprive the employee of usage of acquired vacation time. Vacation time will be granted in the order requested with consideration of fairness to all employees in the department.

## 805.1.1 Full-Time Employees

The Library Director acquires twenty working days of vacation each year at the rate of 12.5 hours per month for the first five years. After five years of service, an additional week is added for a total of twenty-five working days.

Full-time staff who ranked in staff grades VII, VIII, IX and X acquire twenty working days of vacation each year at the rate of 12.5 hours per month. After five years an additional day of vacation will be added each year to a maximum of twenty-five days.

Other full-time employees acquire ten working days of vacation each year at the rate of 6.25 hours per month. After five years of service, an additional week is added to make a total of fifteen working days. After ten years of service, an additional day of vacation will be added each year to a maximum of twenty (20) days.

## 805.1.2 Part-Time Employees

Part-time employees regularly scheduled to work 20 hours or more weekly who are ranked in staff grades VII, VIII, IX, and X acquire four times the number of hours scheduled to be worked per week each year. After five years an additional day of vacation (based on the number of hours worked per week) will be added each year to a maximum of five times the number of hours scheduled to be worked per week each year.

Other part-time employees regularly scheduled to work 20 hours or more weekly acquire twice the number of hours scheduled to be worked per week each year. After 5 years employees will acquire three times the number of hours scheduled to be worked per week each year.

## PERSONNEL CODE – Paid Leaves of Absence

Part-time employees regularly scheduled less than 20 hours per week do not acquire vacation. They may request unpaid vacation leave. Over a one-year period unpaid vacation leave should not equal more than two times the number of hours regularly scheduled to work each week unless special arrangements are made per section 806.4 Other Leaves Without Pay.

**805.1.3 Changes in Schedule**

Employees whose hours are reduced so that they no longer acquire vacation time will be paid for the vacation time accrued on the first payroll following the reduction in hours.

**805.2 Personal Business Day**

Full-time employees will be allotted two personal business days each fiscal year on July 1. Part-time employees will be allotted 8 hours of personal business time each year on July 1. The personal business day is not cumulative.

**805.3 Holidays**

The library is closed and full-time employees are paid for one 7.5 hour shift or given one compensatory day for one regular 7.5 hour shift if not regularly scheduled to work on the day that the holiday falls for the following holidays: New Year's Day, Memorial Day (Monday observance), Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. When Independence Day or Christmas Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.

Part-time employees regularly scheduled to work more than 20 hours a week will be paid for the hours they are normally scheduled, up to 7.5 hours, if normally scheduled to work those days upon which the holiday occurs. Part-time employees scheduled to work less than 20 hours do not receive holiday pay. Employees taking unpaid leave of absence will not receive holiday pay.

**805.4 Sick Leave**

Each employee plays a valuable role in the library's operation and all employees are expected to maintain their assigned schedules. Regular and predictable attendance is an essential function of every position at the library. Sick leave is a benefit, not a privilege, and requires approval by one's supervisor.

Sick leave may be approved by the supervisor for the following reasons: illness, injury, or medical, dental, or optical appointments for themselves or for the employee's immediate family (defined as child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who requires the care and attention of the employee. Medical appointments should be arranged as far in advance as possible and with consideration of the staff person's responsibilities and schedule. Sick leave may also be used as time off in the case of personal disasters such as fire and flood. When an employee realizes that he or she will be absent that employee is to notify the supervisor as soon as possible and at a minimum within one hour prior to their start time.

## PERSONNEL CODE – Paid Leaves of Absence

Supervisors have the right to verify the reported sickness and may require a doctor's certificate stating the nature and time period of the sickness or injury. If sick leave continues for more than the average number of hours an employee is scheduled to work in 1 week, the employee may be required to provide a statement from his or her doctor stating that the employee is able to return to work, what work can be performed and when a full work schedule can be resumed. If sick leave for a family member as described above continues for more than the average number of hours an employee is scheduled to work in one week the library may require a doctor's note stating there was a qualifying reason for the leave.

The Library may designate sick leave as Family or Medical Leave. If sick leave is not approved and the employee still takes the day off, that will be considered an unexcused absence. Claiming sick leave under false pretenses may be cause for dismissal.

Eligible employees acquire paid sick leave monthly beginning on the date of employment. Employees are required to use all available sick and other benefit banks of time before being placed on unpaid status. Accumulated unused sick leave is not paid at the time that an employee leaves the library's employ, retires or is terminated.

805.4.1 Full-time employees accrue twelve days of sick leave per year at a rate of 7.5 hours per month. Unused sick days are accumulated up to a maximum of 240 days.

805.4.2 Part-time employees regularly scheduled to work 20 hours or more weekly accrue hours of sick leave per month equivalent to the number of average hours they work in a week divided by 5. Unused sick hours accumulate to a maximum of 240 days.

805.4.3 Part-time employees regularly scheduled less than 20 hours per week do not earn sick leave. They may request unpaid sick leave, however, over a one-year period unpaid sick leave should not equal more than two times the number of hours regularly scheduled each week.

805.4.4 Failure to Return to Work

An employee who fails to return to work or is unable to return to work at the expiration of a disability leave shall be terminated from the library.

805.5 Bereavement Leave

Absence with pay for up to five scheduled work days is allowed to full-time employees and to part-time employees working 20 hours or more per week for the death of a spouse, domestic partner, child, stepchild, grandchild, parent, or stepparent. In the case of the death of a child an additional five days may be taken as vacation, sick time, or unpaid time. "Child" is defined as "an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis." Absence with pay for up to three scheduled work days is allowed to full-time employees and to part-time employees working 20-hours or more for death of a father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, great-grandparent or other member of the employee's immediate household. Additional unpaid time in any instance is allowed at the discretion of the Library Director. Time allowance for other funerals may be arranged at

## PERSONNEL CODE – Paid Leaves of Absence

the discretion of the Supervisor and may be taken as vacation, sick time, or unpaid time. Staff who work less than 20 hours per week may take the same amount of time as listed above in the form of unpaid leave.

## 805.6 Jury Duty

Employees shall be given paid time off for jury duty. The employee must present a copy of his summons as far in advance as possible, but at least within 15 working days of the date when jury duty is scheduled to begin (or the date the employee is required to call to see if they must appear).

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 return 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 showing the employee's attendance in order to receive paid leave.

## 805.7 Employee Blood Donation Leave Act

A full-time employee who has been employed by the library for at least six months may take up to one hour of paid time off every 56 days to donate blood. The employee must provide a written request stating the day and time and approval is subject to staffing considerations. The employee will be required to provide a written statement from the blood bank verifying that the employee kept the appointment.

## 805.8 Time Off to Vote

The Library encourages employees to fulfill their civic responsibilities by voting. Since the polls are normally open from 6:00 a.m. to 7:00 p.m., there is ample time for employees to fulfill their voting duties. If, however, an employee is unable to vote in a regular or special election as defined by the Illinois Election code during his or her nonworking hours, the District will grant up to two hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days in advance and scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

## 805.9 Witness Duty

The Library encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the District, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 8 hours of paid time off to appear in court as a witness at the request of a party other than the Library. In return the employee will return

## PERSONNEL CODE – Paid Leaves of Absence

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. Employees are free to use any available paid time off benefits to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employees supervisor immediately after it is received so that scheduling can be adjusted, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

## 805.10 Military Leave

Paid Military Leave shall be granted to the extent required by applicable state and federal laws.

## 805.11 Leave Sharing With Employees Facing Catastrophic Illness or Injury Purpose

## Purpose

The purpose of catastrophic leave sharing is to give library employees the opportunity to voluntarily and confidentially donate a portion of their accrued, paid leave to support a co-worker who has exhausted paid leave benefits before the end of their FMLA leave of absence due to their own serious illness or injury, or in caring for a seriously ill or injured immediate family member. The library believes that allowing such voluntary donations fosters team spirit and helps create a positive workplace environment.

## Eligibility to Receive Donations of Paid Leave

Any library employee who qualifies to receive paid sick leave and who is facing hardship because all of her or his available paid sick leave, vacation leave, and personal days have been exhausted due to a catastrophic illness or injury, or in caring for a seriously ill or injured immediate family member may receive donations of paid leave from other employees. These donations will allow the employee to be paid during a library-approved FMLA leave of absence. Donations of leave will not extend the length of the leave of absence.

## Definition of a Catastrophic Illness or Injury

A catastrophic illness or injury is defined as a serious illness or injury that is expected to incapacitate the employee or the employee's family member and which creates a financial hardship to the employee due to exhausted leave benefits.

## Eligibility to Donate Leave

Library employees who earn paid sick or vacation leave may donate a portion of their accrued paid leave to another staff member.

## Types of Paid Leave That Can be Donated

## PERSONNEL CODE – Paid Leaves of Absence

Employees may donate accrued paid sick leave, vacation leave, and personal days. Only leave that has already been earned may be donated. Donations of leave that is anticipated will be earned in the future are not permitted.

### Amount of Leave That May be Donated

All donations are strictly voluntary. An employee may donate any amount of leave within the following limitations:

- Donations must be in whole hour increments.
- A donor employee must retain at least 150 hours of sick leave in the employee's account after the donated hours are subtracted.
- Once the hours are used by the recipient, donations are irrevocable.

### How to Donate Paid Leave

A staff member who wants to donate leave to an eligible employee must submit a form stating that he or she wishes to donate paid leave for the use of another employee. On the form the employee must state the kind of leave that will be donated, the number of hours the employee wishes to donate, and the name of the recipient of the donation.

### Use of Donated Paid Leave

Record-keeping of donated leave will be done by the Administration.

- Before donated leave will be credited to the recipient, he or she must use all accrued sick leave, vacation leave, and personal days.
- For simplicity of book-keeping accrued leave credits shall be transferred hour for hour, regardless of the differing pay scales of donor and recipient. Donations will be credited to the employee's account on an hour-for-hour basis as needed to ensure the continuance of regular compensation.
- Once donated leave is used by the recipient a donation is irrevocable. Donated hours that are not used will be credited back to the donors. In the case of more than one donor, hours will be credited back on a pro-rated basis.
- All donations are voluntary and must be confidential.

## PERSONNEL CODE – Unpaid Leaves of Absence

## 806 Unpaid Leaves of Absence

## 806.1 Family and Medical Leave

The Library complies with the Family and Medical Leave Act. Employees who have worked for the library at least 12 months and who have worked at least 1,040 hours in the preceding 12 months are eligible for a total of 12 workweeks of unpaid leave during any 12 month period for one or more of the following reasons: (Note: the library requires 1,040 hours worked the previous year, rather than 1,250 hours required by the act.)

Childbirth and to care for a child in the first 12 months of life after childbirth (leave must be taken at one time).

Placement of a child with an employee for adoption or foster care, within the first 12 months of the placement (leave must be taken all at one time).

To care for an immediate family member (spouse, child, parent or member of employee's household) with a serious health condition.

Because of an employee's own serious health condition, where the employee is unable to perform his/her job. This leave may be taken intermittently or on a reduced time basis if medically necessary.

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

An employee who assumes the role of caring for a child receives parental rights to family leave regardless of the legal or biological relationship.

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

An employee requesting Family Medical Leave must submit a written request at the earliest possible date, preferably at least four weeks in advance using the form provided by the Library. The Library may designate, or preliminarily designate leave as Family Medical Leave and require employees to provide medical certification within 15 days.

Family Medical Leave will be counted on a 12-month period rolling forward from the date of first Family Medical Leave. Family Medical Leave will run concurrently with other eligible leaves of absence (for example, sick leave, paid vacation, personal day).

Employees will be required to first use any accrued paid leave time before taking unpaid family leave.

## PERSONNEL CODE – Unpaid Leaves of Absence

The Library will continue to pay 85% of the health and life insurance premium for full-time employees receiving health insurance coverage through the library for a period of up to 12 weeks. Employees are responsible for payment of their portion of the applicable insurance premiums during the leave.

Employees on unpaid Family Medical Leave will not earn vacation leave, sick leave, or holiday pay unless their leave is intermittent and they work at least an average of 20 hours per week during the month.

## 806.2 Victims' Economic Security and Safety Act (VESSA) Leave

The library complies with the Illinois Victims' Economic Security and Safety Act.

Any part or full-time employee who is a victim of domestic violence, or who has an immediate family member defined as a spouse, parent, child, or a person residing in the same household, someone related by blood, by present or prior marriage, and someone who shares a relationship through a son or daughter who is a victim of domestic violence, may take up to 12 work weeks during any 12 month period VESSA leave to:

- Seek medical attention for, or recovery from, physical or psychological injuries;

- Obtain victim services;

- Obtain psychological or other counseling;

- Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or

- Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

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

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

VESSA leave will be counted on a 12-month period rolling forward from the date of the first day of VESSA leave. VESSA leave may be taken intermittently or on a reduced work schedule. The employee may choose to use their vacation, sick or personal time along with the VESSA leave. This does not extend the VESSA leave.



## PERSONNEL CODE – Unpaid Leaves of Absence

The Library will continue to pay 85% of the health insurance premium for full-time employees receiving health insurance coverage through the library for a period of up to 12 weeks. Employees are responsible for payment of their portion of the applicable insurance premiums during the leave. Employees on unpaid VESSA will not earn vacation leave, sick leave, or holiday pay unless their leave is intermittent and they work at least an average of 20 hours per week during the month.

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

### 806.3 Court Summons

Employees will be allowed unpaid time off if summoned to appear in court as a witness. Employees appearing in court as witnesses for the library will be paid at their regular rate of pay.

### 806.4 Other Leaves Without Pay

Paid leave (such as sick, vacation, personal day) must be used before these types of unpaid leave are granted. The employee will not earn seniority, vacation or sick leave, or holiday pay during these leaves. The employee is not entitled to any fringe benefits, however, the employee may pay the full cost of medical insurance if covered by the library's policy. A leave of absence without pay may be granted at the discretion of the Library Director.

#### 806.4.1 IMRF Benefit Protection Leave

IMRF covered employees may apply for IMRF Benefit Protection Leave in order to maintain eligibility for disability and death benefits and to receive service credit. Employee must pay his portion of the cost for those months of unpaid leave.

#### 806.4.2 School Visitation Leave

The Library will allow employees up to 8 hours unpaid leave to visit their children's schools during the school year. No more than 4 hours of school visitation leave may be taken in one day. Employees must provide their supervisor a written request for leave in advance and must submit documentation of the visit.

#### 806.4.3 Special Leave

A special leave may be requested for personal reasons. The requesting employee shall request the leave in writing and state when the employee desires the leave to begin and end. The request may be approved or disapproved based on the operational requirements of the department, availability of temporary substitutes, and the work and attendance record of the individual. An employee who is not eligible for Family Medical Leave may request a special leave for personal or family illness extending more than the time allowed per 805.4. Medical certification is required.

PERSONNEL CODE – Unpaid Leaves of Absence

806.4.4 Military Leave

Unpaid military leave shall be granted to the extent required by applicable state and federal laws.

806.5 Return from Leave

An employee who fails to return to an available job at the expiration of an unpaid leave shall be discharged from the library staff.

## PERSONNEL CODE – Health/Life Insurance Benefits

## 807 Health/Life Insurance Benefits

It is the policy of the Board to contribute 85% of the cost of group health and life insurance for each full-time employee and any employee who works 30 hours or more per the Affordable Care Act who desires such coverage subject to evidence of insurability in the library's group health insurance plan. Additional life, disability and cancer insurance policies may be offered to full and part-time employees regularly scheduled to work 20 hours or more per week. Employees who choose to participate will pay the total cost involved through payroll deduction.

## 807.1 Consolidated Omnibus Budget Reconciliation Act (COBRA)

In compliance with COBRA, qualified employees will receive a copy of "Notice of Right to Continue Group Health Coverage" (Appendix 890.13) when health insurance coverage would otherwise end. An employee who elects continued health insurance coverage is required to pay the entire cost of the continued coverage plus a 2% surcharge.

## 807.2 Health Insurance Continuation: Illinois Public Act 86-1444

IMRF (Illinois Municipal Retirement Fund) employees who have been covered by the library's health insurance plan and who are disabled or retired may be eligible for continued coverage. (A surviving spouse who has been covered by the library's health insurance may also be eligible.) Eligibility can be verified by IMRF. An employee who elects continued health insurance coverage is required to pay the entire cost of the continued coverage and to meet all requirements of PA86-1444.

## 807.3 Dental and Vision Insurance

The library may offer dental insurance or vision insurance as a voluntary contributory benefit to all employees working 20 hours or more. Employees will pay the total cost involved through payroll deduction.

## 807.4 Privacy Practices

We are committed to protecting your personal health information. We are required by law to (1) make sure that any medical information that identifies you is kept private; (2) provide you with certain rights with respect to your medical information; (3) give you a notice of our legal duties and privacy policy; and (4) follow all privacy practices and procedures currently in effect.

We may use and disclose your personal health information without your permission to facilitate your medical treatment, for payment for any medical treatments, and for any other health care operation. We will disclose your medical information to certain employees for the purpose of plan administration functions; but those employees may not share your information for employment-related purposes. We may also use and disclose your personal health information without your permission, as allowed or required by law. Otherwise, we must obtain your written authorization to any other use and disclosure of your medical information. We cannot retaliate against you if you refuse to sign an authorization or revoke an authorization you had previously given.

## PERSONNEL CODE – Health/Life Insurance Benefits

You have the right to inspect and copy your medical information, to request corrections of your medical information, and to obtain an accounting of certain disclosures of your medical information. You also have the right to request that additional restrictions or limitations be placed on the use or disclosure of your medical information, or that communications about your medical information be made in different ways or at different locations.

If you believe your privacy rights have been violated, you have the right to file a complaint with the library board president or with the Office for Civil Rights. We will not retaliate against you for making a complaint.

## PERSONNEL CODE – Retirement/Disability Benefits

## 808 Retirement/Disability Benefits

## 808.1 Social Security

All employees are covered by Social Security. Contributions to Social Security are by both the employer and by the employee at the rate specified by federal statute. Employee contributions are deducted from pay checks.

## 808.2 Illinois Municipal Retirement Fund (IMRF)

All employees under 70 years of age who are hired to fill a position which normally requires 1000 or more hours of work during a calendar year will be enrolled in the Illinois Municipal Retirement Fund (IMRF). Contributions to IMRF are by both the employer and the employee at the rate specified by IMRF. Employee contributions are deducted from pay checks. Employees who are members of IMRF also receive disability benefits. Detailed information concerning IMRF benefits is available from the library's IMRF representative.

## 808.3 Worker's Compensation Insurance

All paid employees and volunteers are covered by Worker's Compensation Insurance. Anyone injured at work must complete an accident Report Form.

## 808.4 Deferred Compensation (IRC 457) Plans

All employees are eligible to participate in the deferred compensation plans offered by the library according to IRS rules and regulations and the prevailing laws of the State of Illinois. Employees may participate in these plans by authorizing monthly payroll deductions. Withdrawals, costs, and payment options are set by plan administrators. Employees are responsible for providing a current address to the plan administrators after separation from Indian Prairie Library.

## PERSONNEL CODE – Staff Privileges

## 809 Staff Privileges

## 809.1 Borrowing Materials

Employees may receive an Indian Prairie Library card as a benefit of employment. In the use of library materials, the staff must follow the rules and regulations of the library district.

Employees are not subject to overdue fines at Indian Prairie Library for items checked out on their Indian Prairie Public Library card that have a daily overdue fine of \$.25. Staff must pay overdue fines for items that have a daily overdue fine of \$1.00. However, if an overdue item reaches the billing stage, staff will be responsible for any fines at the time that it is returned or paid for.

## 809.2 Photocopying, Printing, Faxing

Employees are permitted a total of 10 free personal photocopies per month on the office black and white photocopy machine or staff computer printers or 10 free faxes. After 10 pages, copies are \$.05 per page. An employee may occasionally use the library's fax machine to send a limited number of personal pages. Long distance faxes should be billed to a personal calling card or home telephone number.

## 809.3 Staff Recognition

Service awards are presented at staff meetings to employees who have attained continuous employment increments of five year periods. A farewell, special event or retirement reception may be hosted by the employee's department.

PERSONNEL CODE – Reimbursement

810 Reimbursement

810.1 Professional Meetings

Employees and trustees are encouraged to participate in professional workshops and meetings. The library director will authorize attendance and reimbursement for these activities in accordance with the amount allocated for professional training in the annual library budget and the need to provide adequate staffing to operate the library. Travel time should be included in recording hours worked.

When reimbursement for attendance by staff has not been allocated in the budget, the Library Director may authorize up to 3 days of paid work release time for professional staff (Grade VII and higher) to attend state or national conferences at their own expense. Adequate coverage during the absence must be assured.

810.2 Permitted Travel Expenses

The Indian Prairie Public Library District shall reimburse expenses, including transportation, meals, and lodging which are necessary for library district business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, workshops and any other event or program consistent with the library’s purpose as well as errands for library business. All modes of transportation relative to conferences must be approved by the library director prior to travel. Appropriate receipts must be submitted as part of the reimbursement request.

Maximum Reimbursable Rates for Transportation

Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (cost to drive to a conference may not exceed airfare cost). Mileage will be determined by round trip from point of origin.
Tolls	Actual rate
Parking	Actual reasonable rate
Rental Car	Lowest reasonable rate (midsize car, cost shall not exceed airfare)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, etc.	Actual reasonable rate

Maximum Reimbursable Rates for Meals

The maximum per diem is \$55.00 for conferences not in the Chicago area. The per diem amount will be reduced on departure and return days based on the times of departure and return. Meals provided at a conference or seminar will be considered as part of the per diem. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost if they are part of the workshop/meeting or when the employee is unable to return to the library by mealtime. Alcohol is not a reimbursable expense.

## PERSONNEL CODE – Reimbursement

## Maximum Reimbursable Rates for Lodging

Reimbursement will be made for locations convenient to the activity with prior approval by the Library Director. Attendees are expected to share a room whenever possible. In such cases, the maximum reimbursable rate will be half the cost of a standard double-room. If an attendee is not able to share a room the reimbursable rate will be for a standard single-room.

## Entertainment Expenses

No expenses will be reimbursed unless ancillary to the purpose of the program, conference or other official business and approved in advance by the Library Director.

## 810.3 Advanced Expenses

Travel and lodging expenses advanced to an employee or trustee require proper documentation of anticipated costs. Actual receipts must be provided within 30 days of completion of travel. Any amount paid by the library in excess of the actual receipts filed must be repaid to the library within 30 days.

## 810.4 Approval of Expenses

No expenses shall be reimbursed without the approved reimbursement request form. The Library Director will approve all expenses incurred by staff as described in 810.2. Expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees. Expenses in excess of the amounts stated in 810.2 must be approved by roll vote at an open meeting of the Library Board of Trustees.

## 810.5 Tuition Reimbursement

If the library requires an employee to take a class, the Library Director may authorize full tuition reimbursement and allow work release time for class attendance.

An employee may be required to take a class at his own expense without work release time in order to qualify for a position or to meet minimum skill levels.

## 810.6 Library Association Memberships

The library will reimburse professional librarians, full-time staff and supervisors 50 percent of their membership dues in the Illinois Library Association and the American Library Association.

## 810.7 Professional Librarian Job Candidates

The Director may authorize travel expenses for candidates who have been chosen as finalists after a preliminary interview (i.e., telephone, conference) and after references have been checked.



## PERSONNEL CODE – Volunteer Staff

## 811 Volunteer Staff

Volunteer staff are an important part of providing quality library services at the Indian Prairie Library. They are considered members of the library staff with assigned job responsibilities and hours of work.

## 811.1 Qualifications

Volunteers must be 11 years of age or older. A parent's signature is required for any volunteer under 18 years of age. Paid full-time employees who are non-exempt under the Fair Labor Standards and Board members are not eligible to become volunteer staff. Applicants are required to complete an application form.

## 811.2 Court Ordered Community Service

The library will accept Community Service volunteers who are performing court ordered service for certain offenses as determined by staff. Library staff will provide documentation upon written request from the community service volunteer or from court authorities. Library staff are not responsible for enforcement of volunteer attendance. Court ordered community service volunteers are not entitled to privileges described in #811.6.

## 811.3 Working Conditions

## 811.3.1 Schedule

The volunteer's schedule will be planned according to the needs of the library. Each volunteer will enter his/her time worked on a time sheet provided by the library.

## 811.3.2 Conduct

Business-like conduct is expected of volunteers.

## 811.3.3 Accidents

On the job accidents are covered by Workers' Compensation Insurance. Injury must be reported to the volunteer's supervisor or the Librarian-in-Charge immediately.

## 811.3.4 Privacy of Information Between Volunteer Staff and Public

The relationship between volunteer staff and patrons is confidential. Information about patron records, circulation records, or reference assistance may not be revealed to any person or governmental agency without authorization by the Board of Trustees. Volunteer betrayal of this trust will be cause for dismissal of the volunteer.

## 811.3.5 Drug-Free Workplace

Volunteers are required to sign the Drug-Free Workplace Agreement

## 811.3.6 Volunteers Who Drive for the Library

Volunteers who use private vehicles for library business must provide a copy of their automobile liability insurance and valid driver's license statement annually indicating that they are duly licensed and have appropriate auto liability insurance in effect. Volunteers may not text and may only talk on a cell phone hands free while driving for library business.

## PERSONNEL CODE – Volunteer Staff

## 811.4 Involuntary Termination of Volunteer's Services

The Library District reserves the right to terminate the services of volunteers for the following: criminal acts, dishonesty, insubordinations, unsatisfactory performance, lack of need or failure to notify the library of absence.

## 811.5 Personnel Records of Volunteer Staff

Information about the volunteer's work records will be given out only with the volunteer's written permission. Volunteer records will be kept five years from the date of separation.

## 811.6 Volunteer Privileges

Current trustees plus those who volunteer in the library an average of two hours per week receive the following privileges:

Volunteers who live in an unserved area may receive a six-month card after the first month to be used only in the Indian Prairie Library.

Trustees and volunteers are permitted 10 free personal copies per month on the office photocopy machine.

Volunteers who work at least 8 hours per month will receive \$2.00 in IPPL coupons monthly that can be used for overdues or rentals.

Trustees are not subject to overdue fines at Indian Prairie Library for materials checked out on their Indian Prairie Public Library card.

Teen summer volunteers, school service and court ordered community service volunteers are not entitled to privileges.

## 811.7 Trustee Library Cards

Trustees who have served at least two terms may receive a lifetime local Indian Prairie library card at no charge if they move out of the district into an unserved area.

Adopted 4/13/88, complete review & revision approved 4/18/07, Rev. 9/19/07, 1/21/09, 4/15/09, 4/20/11, complete review & revision approved 3/21/12, Rev. 1/16/13, 4/17/13, 8/21/13, complete review and revision approved 3/19/14, Rev. 3/18/15, complete review & revisions approved 5/18/16, revisions approved 6/15/16 & effective 7/1/16, revisions approved 8/17/16, revision approved 11/16/16, revision approved 11/16/16 & effective 1/1/17, revisions approved 3/15/17, complete review & revisions approved 3/21/18

## PERSONNEL CODE - Prohibition of Harassment, Discrimination, and Retaliation

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

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

#### A. Discrimination

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

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

#### B. Harassment

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

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

##### 1. Harassment Relating to a Protected Status:

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

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;

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- Written or graphic material that is circulated, available on the Library's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

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

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

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

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

## C. Retaliation

The Library will not retaliate or allow retaliation against an individual who has made a report of a violation of

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

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

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

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

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

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

2. Report Immediately: Verbal complaints, as stated, must be made immediately. The Library may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. No Exception to Reporting: Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation: Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

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

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

6. Confidentiality: To the fullest extent practical, the Library will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the Library must inquire of employees or officials involved. The Library also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

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

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

1/17/18

## Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted January 22, 2008, by the ALA Council