



EMPLOYEE HANDBOOK

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EXPECTATIONS AND PAY

INTRODUCTORY STATEMENT/EMPLOYMENT AT WILL

This handbook is designed to acquaint you with Evergreen Park Public Library ("the Library") and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You are responsible for reading, understanding and complying with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Library to benefit employees.

The employee handbook cannot anticipate every circumstance or question about policy. As situations arise that are not addressed in the handbook, the need may arise to change policies described in the handbook. The Library therefore reserves the right to revise, supplement, deviate from, or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion, and without guaranteed notice to the employees. The Library will make an effort to notify you of any such changes as they occur.

The employee handbook does not constitute a contract of employment. Rather, it is simply intended to describe the Library's policies and procedures, employee benefits, and general guidelines. Employment and compensation can be terminated, with or without cause, except for unlawful reasons, and with or without notice, at any time at the option of either the employee or the Library. No representative of the Library, other than the Board of Trustees has the authority to enter into any agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be by individual agreement, in writing and signed by you and the President of the Board of Trustees. No one has the authority to make any verbal statements of any kind at any time, which are legally binding on the Library.

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

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

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

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

ACCESS TO PERSONNEL FILES

Personnel files are the property of the Library, and access to the information they contain is restricted. Generally, only officials and representatives of the Library who have a legitimate reason to review information in a personnel file are allowed to do so. With reasonable advance notice and

a written request, an employee may review material in his or her file up to two times per calendar year, but only in the Library's offices and in the presence of the individual appointed by the Library to maintain the file. Certain records, such as letters of reference, are not available for inspection. The Library will provide the employee with access to his or her personnel file within 7 working days of the Library's receipt of the request, except in unusual circumstances.

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

It is the responsibility of each employee to promptly notify the Library Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents*, marital status*, insurance beneficiary*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

The Library is not responsible for situations resulting from employees withholding correct and accurate information.

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

EMPLOYMENT CLASSIFICATIONS

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

Each employee is designated as either **NON-EXEMPT** or **EXEMPT** according to federal and state wage and hour laws.

NON-EXEMPT EMPLOYEES: are entitled to overtime pay and are subject to the specific provisions of federal and state wage and hour laws relating to overtime pay.

EXEMPT EMPLOYEES: are excluded from specific provisions of federal and state wage and hour laws relating to overtime pay.

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

REGULAR FULL TIME	<p>Those who are not in a temporary, introductory or part time status and who are regularly scheduled to work a minimum of 40 hours per week or more. Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.</p> <p>Any employee who works an average of at least 30 hours per week for more than 120 days in a year is eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program, and pro-rated sick leave benefits.</p>
REGULAR PART TIME	<p>Those who work an average of less than 30 hours per week on a regular, authorized, pre-arranged basis. Generally, they are eligible for some of the Library's benefit package, in addition to those required by law, subject to the terms, conditions, and limitations of the individual benefit program.</p>
TEMPORARY	<p>Those who work an average of less than 30 hours per week over a designated, pre- determined period of time, usually not to exceed 6 months. Temporary employees are not eligible for any of the Library's benefits except those required by law.</p>
INTRODUCTORY	<p>Those working within their first 90 days of employment with the Library. The introductory period is an opportunity for the employee and the Library to evaluate whether the employee is suitable for a position within the Library. An employee's introductory status may affect eligibility for some benefits. Once the employee successfully completes the introductory period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Library's employment at-will policy. The Library reserves the right to extend or shorten the introductory period within its discretion.</p>

HOURS OF WORK/ MEAL/BREAK PERIODS

Supervisors shall determine and establish a daily and weekly schedule of normal work hours necessary to provide services. The schedule may be changed in order to meet emergency or other defined needs. Employees may be permitted to alter work hours with the permission of their supervisor.

Employees earn paid break time according to the schedule below, to be taken on the day worked. The employee's supervisor shall determine scheduling of employee break times.

Hours Worked	Paid Break Time
4	15 minutes
6	30 minutes
8	1 hour, including meal time

- Employees who work 7 ½ hours or more must take a break of at least 20 minutes no later than 5 hours after the start of the work period.
- Employees may not shorten the work period by eliminating meal or break times.
- Regular meal and break times apply to employees who, with the permission of their supervisor, fulfil an 8-hour work day in two shifts.
- If an employee does not use a break period during a regular work day, the unused time is not cumulative and does not accrue, meaning that it cannot be used after that work day.

ATTENDANCE AND PUNCTUALITY

Consistent attendance and punctuality contribute to the success of the Library's business operations and are considered essential functions of most positions. Attendance problems disrupt operations, lower productivity, and create a burden for other employees. All employees of the Library are expected to assume responsibility for their attendance and promptness. Poor attendance and/or punctuality may be subject to disciplinary action up to and including termination.

Rules Concerning Attendance and Punctuality

1. Inform the supervisor in advance when possible. When an employee knows in advance that he or she cannot avoid absence from work, the employee must request the time off in advance with the supervisor for each absence. Failure to notify the supervisor in a timely manner is considered an unexcused absence and will be grounds for disciplinary action.
2. Contact the supervisor on the first day of the absence. If it is not feasible for an employee to provide advance notice of an absence, the employee is then required to contact the supervisor on the first day of the absence within one hour of the employee's normal starting time. In the event the employee cannot personally contact the supervisor, the employee should contact the Director or the Circulation desk. Due consideration will be given for an employee whose circumstances (incapacitation due to illness or injury of himself or family member, for example) prevent the employee from contacting a supervisor within one hour

of normal starting time.

3. The employee should be prepared to explain the reason for the absence and give an expected date of return to work. Keep the supervisor informed. Employees must personally contact the supervisor on a daily basis during all absences, except those arranged in advance with the supervisor.
4. In instances of absences due to employee's health, the Library reserves the right to require the employee to provide a physician's certification of the condition that renders the employee unable to work. Ordinarily any absence due to illness over 3 consecutive days requires a certification from the employee's doctor. Where deemed appropriate, the Library may delay returning the employee to work until a certification confirming the employee's fitness for duty is submitted to and reviewed by the Library.
5. 3 consecutive days of absence without notice to the Library constitutes job abandonment and will result in termination of an employee as a voluntary separation.

OVERTIME/TIMEKEEPING

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible.

Employees are expected to work overtime if additional work effort is required to serve our patrons.

Overtime payment is only available to eligible non-exempt employees, and is paid only after a non-exempt employee has worked more than forty hours during the work week. All overtime is paid at 1 ½ times the employee's regular hourly rate.

Non-exempt employees must have supervisory authorization prior to working hours in excess of regularly scheduled hours. It is prohibited to work unauthorized hours and employees who violate this policy may be disciplined up to and including termination.

All employees must complete daily time sheets. The time sheet is a record of the time worked by the employee on and daily and weekly basis, and is important. The time sheet is the basis on which all non-exempt employees are paid. Employee time sheets, signed by the employee's supervisor, are due as soon as possible after completion of the pay period. Falsification of this record or failure to accurately and/or timely complete the record is subject to discipline up to and including termination.

Employees should write down all time worked for all tasks, including time spent reviewing and/or responding to out-of-work electronic communications required for the performance of the job.

CONDUCT AND WORK RULES

Employees are expected to adhere to acceptable business principles, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with patrons, staff members, and others.

This not only involves sincere respect for the rights and feelings of others but also demands that both in a business and personal setting, employees should refrain from any behavior that might be harmful to the Library.

Employees are encouraged to observe the highest standards of professionalism at all times. The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not all-inclusive, and that other conduct may, at the Library's discretion, also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from a supervisor or the Library Director on issues related to conduct.

Breaches of Conduct

1. Falsifying employment application, time sheet, expense report, personnel or other documents or records of the Library.
2. Unauthorized possession of Library, patron, or employee property.
3. Possession, distribution or use of weapons or explosives, or threats to use weapons or explosives, or violating criminal laws on the premises of the Library.
4. Fighting and/or other disorderly conduct.
5. Dishonesty, fraud, theft, or sabotage against the Library or its employees.
6. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of the Library or its patrons.
7. Insubordination or failure to perform reasonable, assigned duties.
8. Sleeping while on duty.
9. Unauthorized use of material, time, equipment, or property of the Library or a patron.
10. Damaging or destroying Library or patron property through careless or willful acts.
11. Conduct that the Library feels reflects adversely on the employee or the Library.
12. Performance that does not meet the expectations for the position.
13. Negligence in observing fire prevention and safety rules.
14. Abuse or negligence of Library security or confidential materials.
15. Installing unauthorized or illegal copies of software on a Library-owned computer or on the Library's network.
16. Revealing confidential information to any person who is unauthorized to receive it, and who does not need to know it.
17. Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
18. Violation of the Library's drug/alcohol policy.
19. Failure to comply with Library policies and/or procedures.
20. Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its employees, or patrons.

DISCIPLINARY STEPS

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

First offense:	Verbal warning
Second offense:	Written warning
Third offense:	Disciplinary suspension
Fourth offense:	Termination

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

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face termination. In this case, the Library may suspend the employee, with or without pay, pending the completion of the investigation. The objective of this suspension will be to determine if termination is the proper decision. Following the investigation, if the Library decides not to terminate the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

An employee receiving a disciplinary action may file a written appeal to the Director within 7 days after having received notification of the action. The Director will then review the situation and render a decision in writing, normally within 14 days after the receipt of the written appeal. The Director's decision may be appealed in writing within 7 days to the President of the Board of Trustees, which will review the matter and render a decision normally within 30 days after receipt, which will be final.

PERSONAL APPEARANCE

Work attire should complement an environment that reflects an efficient, orderly and professionally operated organization. The Library recognizes the growing popularity of casual dress and the positive effects of this shift to boost employee morale, improve quality, encourage more open communications, and increase productivity by creating a more comfortable work environment. Therefore, casual dress will be permitted.

Jeans may be worn, but must be clean, free of holes or rips, and cover the body appropriately.

Unacceptable attire: spandex or lycra clothing, flip-flops, tank tops, halter tops, spaghetti strap tops, clothing with offensive language or graphics, or that promote political or social causes, bare backs, bare midriffs or off the shoulder tops, beach wear, provocative attire, such as short skirts, shorts, low-cut blouses, low-rise skirts/pants, work out or athletic clothes, cut-offs, and underwear worn as outerwear.

Employees are also prohibited from wearing or maintaining in their work space any type of strong-smelling substance, including but not limited to, perfumes, after shaves, colognes, potpourri, or

other such substances. Employees are expected to maintain appropriate hygiene standards while at work or performing Library work.

It is within the Library's discretion to determine if an employee's outfit is in violation of this provision. Employees who have questions about the dress code should speak to their supervisor. An employee who reports for work in violation of this policy will be sent home without pay to correct the violation. Repeated violations will be grounds for additional discipline, up to and including termination.

ANTI-BULLYING POLICY

The Library is committed to creating and maintaining a professional and respectful workplace. Bullying is offensive and is not tolerated in the workplace.

Anyone responsible for bullying will be subject to disciplinary action, up to and including immediate termination.

What is bullying? Bullying is persistent, unwelcome, and unreasonable behavior that intends to mistreat, demean, intimidate, or humiliate individuals or a group of individuals. This behavior creates in its victim feelings of defenselessness and injustice, and can cause physical and emotional distress.

Examples of bullying:

- Abusive and offensive language.
- Psychological harassment.
- Verbal intimidation.
- Insults.
- Teasing after the victim has requested that the teasing stop.
- Spreading rumors.
- Repeated aggressive behavior.
- Unreasonable criticism.
- Shouting.
- Disruptive behavior.
- Abuse or misuse of power.
- Work interference.
- Cyber-bullying.
- Treating someone differently than the rest of the work group for an unwarranted reason.
- Excessive and unwarranted micro-managing.

Bullying can come from a peer, a supervisor, or a group of coworkers or others. "Tough" or "demanding" supervisors are not bullies as long as they are respectful and fair, and their primary motivation is to obtain the best performance by setting high, yet reasonable expectations for employees.

Steps to address bullying:

1. If the employee feels comfortable and able to do so, the employee should let the offender know that the bullying conduct is unprofessional and objectionable.
2. The employee should speak to the supervisor or Library Director, or the Board of Trustees (if the Library Director is the source of the concern or is advised of the concern

but fails to address it).

Retaliation: The Library expressly prohibits retaliation of any kind against any employee coming forward with a complaint about bullying or assisting in the investigation of a complaint about bullying.

EQUAL EMPLOYMENT OPPORTUNITY

The Library is an Equal Opportunity Employer. The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), military status, sexual orientation, unfavorable military termination status, citizenship, gender identity or expression, arrest record, pregnancy, or other protected classifications, all in accordance with applicable law. Such action shall include, but is not limited to; initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to the Library Director or the Library Board of Trustees. All such matters will be held in confidence to the extent possible, thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the Library's investigative procedures.

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

SEXUAL AND OTHER FORMS OF HARASSMENT

The Library is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Library will not tolerate harassment of Library employees or non-employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or other Library visitor. For purposes of this policy, "non-employees" include contractors, subcontractors, vendors, consultants, or other persons performing work for the Library pursuant to contract. Employees who violate this provision will be disciplined up to and including termination.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status (actual or perceived) such as sex, color, race, ancestry, national origin, age, disability, sexual orientation, gender identity, or other legally protected group status under federal or state law. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. For purposes of this policy, "working environment" is not limited to the physical location where an employee is assigned to perform his or her duties.

The conduct forbidden by this policy specifically includes, but is not limited to:

- Epithets, slurs, negative stereotypes, or intimidating acts that are based on a person's protected status.

- Electronic, written, or graphic material circulated within or posted within the workplace that shows hostility toward a person because of protected status.

“Sexual harassment” consists of unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when made by an employee to another employee or non-employee where:

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

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

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

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee or non-employee who witnesses or overhears the conduct.

All Library employees are responsible to help prevent harassment in the Library. An employee or non-employee who believes that he or she has been subjected to sexual or other harassment or who has witnessed harassment should immediately report the situation to the Library Director in accordance with the following procedures. If the Library Director is the alleged harasser, then the report should be made to the Library Board of Trustees, who will be responsible for the investigation and procedures contained herein. Any employee who knowingly makes a false report of sexual harassment may be disciplined up to and including termination.

The Library shall promptly investigate all complaints. Reporting harassment or participating in an investigation will not reflect adversely upon an individual’s status or affect future employment. All forms of retaliation are absolutely prohibited, and any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including termination. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library’s legal obligations and with the necessity to investigate allegations of misconduct and to take appropriate corrective action.

Pursuant to the *State Officials and Employee Ethics Act*, 5 ILCS 430/70-5, members of the Board

of Trustees and other elected officials should promptly report claims of sexual harassment by a Board member. Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Library Director. If the report is made to the Library Director, the Director shall promptly notify the Board President, or if the Board President is the subject of the complaint, the Board Vice-President. When a complaint of sexual harassment is made against a member of the Board of Trustees by another Board member or elected official, the Board President shall consult with legal counsel for the Library to arrange for an independent review of the allegations. If the allegations concern the Board President, or the Board President is a witness or otherwise conflicted, the Board Vice-President shall so consult with legal counsel. If the allegations concern both the Board President and the Board Vice-President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

Additional Reporting Options

The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Contact information:

Illinois Department of Human Rights (IDHR)
555 West Monroe Street, Suite 700
Chicago, IL 60661
(312)814-6200
(866)740-3953 (TTY)

Illinois Human Rights Commission (IHRC)
160 North LaSalle Street, Suite N-1000
Chicago, IL 60601
(312)814-6269
(312)814-4760 (TTY)

United States Equal Employment Opportunity Commission (EEOC)
Chicago District Office
230 South Dearborn Street, Suite 1866
Chicago, IL 60604
(800) 669-4000
(312) 869-8001 (TTY)

REASONABLE ACCOMMODATIONS

The Library supports the Illinois Human Rights Act and the Americans with Disabilities Act as amended and will attempt to provide reasonable accommodations for pregnant individuals, qualified individuals with disabilities, and individuals with sincerely-held religious beliefs in the workplace unless such accommodations would present an undue hardship for the Library. The Library may require employees to undergo a medical examination to determine their ability to perform the essential functions of the job.

Reasonable accommodations apply to all covered employees and applicants and include, but are

not limited to accommodations related to hiring practices, job placement, training, pay practices, promotion and demotion policies, facility and service accessibility, and layoff and termination procedures.

A pregnant individual includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. A qualified individual with a disability is any individual with a disability recognized under applicable law. In both cases, the individual must, with or without reasonable accommodation, be qualified for and able to perform the essential functions of the job the individual has or wants, and not pose a direct threat to the health or safety of himself or herself or other individuals in the workplace.

If you are pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy, you have the right to:

- Ask the Library for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy;
- Reject an unsolicited accommodation offered by the Library for your pregnancy;
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Additionally, the Library cannot discriminate against you because of your pregnancy or retaliate against you because you requested a reasonable accommodation. Furthermore, it is illegal for the Library to fire you, refuse to hire you, or refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet at www.illinois.gov/dhr.

Reasonable accommodations for individuals with sincerely-held religious beliefs include wearing of any attire, clothing, or facial hair in accordance with the requirements of his or her religion.

Inform the Library Director as soon as possible should you require a reasonable accommodation in the workplace.

EMPLOYEE SOLICITATION

Employees may distribute literature or printed materials, sell merchandise, or indirectly solicit financial contributions for not-for-profit causes in the staff lounge only. Employees may not directly solicit financial contributions from or sell merchandise to fellow employees. Employees who are not on working time (such as those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature or printed material of any kind in working areas at any time.

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

PERFORMANCE REVIEWS/SALARY ADJUSTMENTS

Performance reviews are conducted on an as-needed basis. Performance reviews provide communication between the employee and supervisor on the employee's performance. The review may also serve as a basis for salary adjustment recommendations, and may impact other decisions including promotion and continuation of employment. However, a salary adjustment

does not necessarily result from a performance review.

PAY PERIODS AND PROCEDURES

Employees are paid twice per month, on the 15th and the last business day of the month. If either day falls on a weekend or holiday, payday will be on the last prior workday. Direct payroll deposit into an employee's personal bank account is available. Arrangements must be made with the Business Manager.

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

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

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

PAYROLL DEDUCTIONS

Deductions required by law include Social Security, Medicare, and federal and state income taxes. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments or wage garnishments.

BUSINESS USE OF EMPLOYEE 'S AUTOMOBILE

Employees may be required to use their personal vehicle for business (picking up supplies, attending meetings or workshops). Employees who drive a vehicle for Library business purposes must possess a valid driver's license. Any change in licensure status (suspended, revoked, limitations, etc.) should be reported immediately to the Library Director.

The insurance purchased on a specific vehicle is always "primary." The policy covering a vehicle pays first before any other policy. If an accident occurs while an employee is operating their car on an errand for the Library, the employee's personal insurance is the primary coverage.

REIMBURSEMENT OF TRAVEL, MEALS, AND LODGING

The Evergreen Park Public Library ("Library") will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal and lodging expenses incurred on behalf of the Library. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

Definitions

"Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the

purpose of the program or event.

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

Authorized Types of Official Business

Travel, meal, and lodging expenses will be reimbursed for employees and officers of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to: off-site or out-of-town meetings related to official business and pre-approved seminars, conferences, and other educational events related to the employee’s or officer’s official duties.

Categories of Expenses

Airfare—Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

Personal Automobiles—Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee’s or officer’s residence. When attending a training event or other off-site official business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee’s or officer’s normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile rentals—Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Public Transportation—In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the work location office to the training site (not from the traveler’s residence) regardless of the transportation method chosen. When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee’s or officer’s normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace.

Other Transportation—The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, then the use of the most economic transportation is encouraged.

Hotel/Motel Accommodations—The traveler will be reimbursed for a standard single-room at

locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Library Board of Trustees.

Meals—Meals will be reimbursed upon actual receipts, limited to the current U.S. General Services Administration (GSA) (www.gsa.gov) regulations in place at the time the expense is occurred.

Vacation in Conjunction with Business Travel—In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging, and/or any other expenses must be clearly identified on the expense form and paid by the traveler.

Accompanied Travel—When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.

Parking—Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.

Entertainment Expenses—no employee or officer of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event, or other official business.

Approval of Expenses

1. **Expenses for Officials or Employees Other than Members of the Library Board of Trustees**—Travel, meal, and lodging expenses incurred by any official or employee not a member of the Library Board of Trustees in excess of the GSA rate (www.gsa.gov/travel/plan-book/per-diem-rates) must be previously approved in an open meeting by a majority roll-call vote of the Library Board of Trustees.
2. **Advanced Expenses**—Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Library must be approved by roll call vote at an open meeting of the Library Board of Trustees prior to payment. Documentation of expenses must be provided, and any excess from the per diem must be repaid.
3. **Other Expenses**—All other expenses that do not fall within the above are subject to the Library Director's approval.

Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the Business Manager on an Expense Reimbursement Form.

- Name and job title of the individual.
- Date and nature of the official business for which the travel, meal, or lodging expense was expended.
- An estimate of the cost of travel, meals, or lodging if expenses have not been incurred, or a receipt for the travel, meals, or lodging if expenses have already been incurred.

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

EMPLOYEE EXPENSE REIMBURSEMENT

This policy governs the reimbursement of Library employees for non-travel, meal, or lodging expenses. The Library will only reimburse employees for reasonable and necessary expenses which are required in the performance of the employee's job duties and that are to the primary benefit of the Library. Reimbursement is subject to an employee's compliance with this policy and any related procedure.

The Library will not reimburse employees for any expenses which are to the primary benefit of the employee, personal expenses, expenses incurred by non-employees, or unreasonable expenses. The Library is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was the result of the Library's negligence.

Except for telecommuting or other arrangements pre-approved by the Library, employees are expected to use the equipment, computers, phones, fax, offices/workspaces, supplies, software, and network/email access, etc. provided or made accessible by the Library at the employee's work site in the performance of their duties. Unless the Library requires an employee in the performance of their job duties to have a cell phone, personal computer, home phone, or home internet access, such expenses are not eligible for reimbursement. If such is required, a reasonable stipend may be set by the Library and paid to the employee to defray part of the expense or the Library may require the employee to submit documentation to show that the expense is actually attributable to the employee's performance of their job duties and is to the primary benefit of the Library.

To be eligible to receive reimbursement, employees must submit a completed Expense Reimbursement Form along with attached receipts for actual incurred expenses within 30 calendar days of incurring the expense. For foreseeable expenses, (almost all expenses incurred on behalf of the Library will be foreseeable), the employee must receive written pre-approval to incur the expense from their direct supervisor or designee. Employees who comply with this policy will be reimbursed by the next regular payroll date after the reimbursement is processed.

Employees that misrepresent information to the Library about expenses or who submit or sign any related forms which contain false statements or information may be subject to disciplinary action, up to and including termination of employment, as well as possible criminal action.

All expense reimbursement documents and information submitted to the Library are subject to disclosure under the Freedom of Information Act, unless otherwise exempt from disclosure under that law.

The Library reserves the right to develop procedures consistent with this policy.

BENEFITS AND LEAVE

EMPLOYEE BENEFITS

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

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

Employees who were classified as regular full-time, working 30, but less than 40 hours per week prior to January 1, 2019 will receive the same benefits as regular full-time employees working 40 hours per week. Employees hired after January 1, 2019 will receive benefits according to the classification schedule below.

EMPLOYEE CLASSIFICATION	BENEFIT	MINIMUM HOURS PER WEEK TO QUALIFY
Regular Full-Time, including introductory employees	<ul style="list-style-type: none">• Health (Medical, Dental, Vision)• IMRF• Life Insurance• Supplemental Insurance (AFLAC)• Vacation• Sick Time• Paid Holidays• Floating Holidays	40
Regular Part-Time, including introductory part-time employees	<ul style="list-style-type: none">• Health (Medical, Dental, Vision)• IMRF• Life Insurance• Supplemental Insurance (AFLAC)• Pro-rated Vacation• Pro-rated Sick Time• Paid holidays• Floating holidays	30, but less than 40

Regular Part-Time, including introductory part-time employees	<ul style="list-style-type: none"> • IMRF • Supplemental Insurance (AFLAC) • Pro-rated Vacation • Pro-rated Sick Time 	20, but less than 30
Regular Part-Time, including introductory part-time employees	<ul style="list-style-type: none"> • Supplemental Insurance (AFLAC) • Pro-rated Vacation • Pro-rated Sick Time 	10, but less than 20

INSURANCE INFORMATION

Regular full-time and regular part-time employees who work a minimum of 30 hours per week may be eligible to participate in the Library's insurance plan offering health, dental, vision, and life insurance coverage. See the Library Director for more specific information about coverage and eligibility.

HOLIDAYS

The Library observes the following paid holidays, as approved on an annual basis by the Library Board of Trustees, for regular full-time employees:

- New Year's Day
- Birthday of Martin Luther King, Jr.
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Part-time employees that are scheduled to work on an observed paid holiday (see list above) will receive holiday pay (paid at their normal hourly rate) for the hours they were scheduled to work on that day. The Department Head is responsible for preparing and setting work schedules and hours.

In addition, regular full-time employees receive 3 floating holidays to be scheduled during the calendar year. Floating holidays must be used during the calendar year or they will be forfeited by the employee and not paid out.

The Library will be closed on Easter, Mother's Day, the Sunday before Memorial Day, but these are not paid holidays.

VACATION BENEFITS

Because the Library recognizes the importance of vacation time in providing the opportunity for

rest, recreation, and personal activities, it offers annual, paid vacation time for employees. The amount of vacation to which employees are entitled depends on the length of service as of the anniversary date of their hiring. Part-time employees are eligible for pro-rated paid vacation, depending on the number of hours, on average, they are expected to work per week.

Every effort will be made to accommodate employees' request for vacation time. However, the business of the Library and the operational needs of the department must be considered before any time off will be authorized. In general, supervisors will grant requests for vacation time in the order received.

Eligibility for vacation is as follows:

LENGTH OF SERVICE	TOTAL VACATION PER CALENDAR YEAR
After the 1st year	10 days
After the 5th year	15 days
After the 15th year	20 days

Full-time librarians with MLS degrees from an ALA accredited school are awarded 20 days of vacation time after the first year of employment. Part-time librarians are awarded 20 days of vacation on a pro-rated basis after the first year of employment.

Vacation is awarded at the beginning of each calendar year in advance of it being accrued throughout the year. Vacation will be awarded for any month in which an employee has worked any hours. For example, if an employee begins employment on the 20th of the month, the employee will earn the total vacation allotment for the month, provided the employee is still employed by the end of that month.

Part-time employees are eligible for vacation on a pro-rated basis. Vacation is awarded based on the number of hours, on average, the employee is expected to work per week in a given year. Vacation time must be used before requesting unpaid time off. Such time off must be approved by the employee's supervisor.

For example, an employee with 2 years of service who is expected to work 12 hours per week is eligible for 12/40 of what a full-time (40 hours) employee is eligible to earn:
 $10 \text{ days } (80 \text{ hours}) \times 12/40 = 24 \text{ hours.}$

Vacation time may be scheduled in hourly units.

A paid holiday falling in a scheduled vacation time will not be considered a vacation day.

An unanticipated library closure occurring within a scheduled vacation time will be considered a vacation day.

Vacation time will be lost if not used during the calendar year. It is the employee's responsibility to schedule and take all earned vacation before it expires. Should vacation need to be carried over due to business circumstances, advance approval must be provided by the Library Director and arrangements need to be made to take vacation days within one quarter after their expiration.

Upon termination of employment, employees will be paid for vacation benefits not yet taken.

SICK LEAVE BENEFITS

The Library recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the Library provides paid sick leave benefits to all regular full-time employees and regular part-time employees who have successfully completed the introductory period of ninety days.

Regular full-time employees will earn 96 hours (12 days) of sick days each calendar year with such time accrued throughout the year. This time is pro-rated during the first calendar year of employment based upon the employee's date of hire.

Part-time employees will earn two weeks (10 days) of sick time commensurate with the average number of hours they typically work in a work week. For example, an employee who averages 12 hours per week is eligible for 12/40 of a forty hour week (40 hours): 10 days (80 hours) x 12/40=24 hours. Non-IMRF part-time employees are provided with their annual allotment of sick time at the start of each calendar year, whereas IMRF part-time employees accrue sick time throughout the year in the same manner as regular full-time employees. Non-IMRF employees must use all sick leave by the end of the calendar year. No carryover of unused paid leave for non-IMRF part-time employees will be granted and any unused leave at the end of the calendar year will be forfeited.

Sick leave is intended to be used when an employee is ill or injured and unable to work. Sick leave may be used by an employee in the event of illness or injury of an immediate family member for whose personal care the employee is responsible. Sick leave may also be used for medical appointments. For the purpose of this sick leave policy, immediate family member is defined as a parent, stepparent, parent in-law, spouse, domestic partner, grandchild, grandparent, child or sibling, or stepchild. However, employees have the discretion to utilize sick leave for any purpose.

Sick leave maybe scheduled in hourly units. Any employee using sick leave for a foreseeable reason is required to provide their supervisor with seven calendar days' notice before the absence. When use of sick leave is not foreseeable, the employee must provide notice to their supervisor as soon as practicable, preferably before the start of their workday. If the employee is physically unable to contact their supervisor, the employee should designate an individual to contact the supervisor on their behalf. The supervisor should also be contacted each additional day of absence. The Library reserves the right to deny requests for time off based upon operational necessity (e.g., whether granting leave during a particular time period would significantly impact business operations). Should a leave request be denied, the Library shall provide the employee with a written record of why their request was denied.

Unused sick leave hours are not compensable upon separation from employment. However, if an employee is re-hired within 12 months of separation, any previously accrued and unused sick leave shall be reinstated. Any unused sick leave may not be transferred to another employee during employment or at separation.

For IMRF employees (full and part-time), unused sick days may be carried over to the following calendar year up to a maximum of 60 days. Unused sick leave accrued from 61 days up to 240 days can be used to earn IMRF service credits upon retirement (subject to applicable IMRF

regulations and rules). Days accrued from 61 days up to 240 days cannot be used by the employee as sick leave days.

Employees who exhaust their sick time can use other available paid time off (vacation).

Employees may not borrow against future sick leave days. Sick leave does not accrue during paid or unpaid leaves of absence.

FUNERAL/BEREAVEMENT LEAVE

The Library recognizes the importance of family and the difficulties an employee faces following the loss of a loved one. For that reason, the Library grants its regular full-time and part-time employees paid bereavement leave in accordance with the following provisions:

If a member of an employee's "immediate family" (parent, spouse, domestic partner, child, brother, sister, grandparent, grandchild) dies, regular full-time employees will receive up to 3 days paid bereavement leave. Part-time employees will receive up to 3 days paid bereavement leave, pro-rated based on an average work week. Additional paid or unpaid leave may be allowed at the discretion of the Library Director.

In-laws, step-relatives, and relatives by adoption are included on the same basis as blood relatives and qualify as "immediate family" for purposes of this provision.

Additional paid or unpaid leave for persons not covered in the definition of "immediate family" member may be allowed at the discretion of the Library Director.

In certain circumstances, proof of the need for the leave and/or the relationship between the employee and the decedent, may be required.

UNPAID FAMILY BEREAVEMENT LEAVE

Employees who suffer the loss of a covered family member (consistent with below) may be granted up to 10 working days of unpaid leave under the Family Bereavement Leave Act.

Employees otherwise eligible to take leave under the Family and Medical Leave Act (FMLA) may take leave pursuant to this law, however, an employee may not take unpaid leave under the Family Bereavement Leave Act that exceeds the unpaid leave time available under FMLA. Thus, an employee who has used all of his or her FMLA leave may not take an additional 10 days of leave for reasons related to the death of covered family member (consistent with the below). The paid bereavement leave offered by the Library will run concurrently with the 10 days of unpaid leave, that is 3 of the 10 days will be paid.

Leave provided under this provision must be used within 60 days after the employee receives notice of the death of the covered family member or the date on which an event below occurs. Employees may use unpaid bereavement leave to:

1. Attend the funeral, or alternative to a funeral, of a covered family member.
2. Make arrangements necessitated by the death of a covered family member.
3. Grieve the death of a covered family member.

4. Be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

If an employee suffers the death of more than one covered family member in any 12-month period, the employee is entitled to take up to 6 weeks of unpaid bereavement leave in the 12-month period.

For the purposes of this policy, "covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this policy, "child" includes biological, adopted, or foster, stepchild, legal ward, or a child of a person standing in loco parentis.

BLOOD DONATION LEAVE

Any full-time employee who has been employed by the Library for at least 6 months is entitled to up to one-hour blood donation leave without pay, every 56 days. The employee must submit a written request for this leave before donating blood or attempting to donate blood. Medical documentation of the appointment to donate blood shall be provided with written request. The Library may require a written statement from the blood bank confirming that the employee kept the appointment to donate blood.

SCHOOL VISITATION LEAVE

Pursuant to the Illinois School Visitation Rights Act, qualified employees may request an unpaid leave of absence of up to 8 hours during any school year to attend school conferences, behavioral meetings, or academic meetings related to his or her child if it cannot be scheduled during non-working hours. No more than 4 hours of such leave may be taken in any single day. Leave will not be granted until the employee has exhausted all personal days and vacation days. Request for school visitation leave must be provided to the Library at least 7 days in advance of the need for leave. Employees should consult with their supervisor to ensure that leave is scheduled so as not to unduly disrupt Library operations.

BREASTFEEDING POLICY

Any employee who is currently nursing a child has the right to reasonable break times and a private location to express breast milk. If the employee does not have a private office, an office or private area will be provided as needed.

FAMILY AND MEDICAL LEAVE OF ABSENCE

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months and worked at least 1,250 hours in the last 12 months. The 12-month period is measured forward from the date the employee uses any FMLA leave.

Reason for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

1. The birth of a child and in order to care for such a child.
2. The placement of a child with the employee for adoption or foster care and in order to care for such a child.
3. To care for a spouse, domestic partner, son, daughter, or parent ("covered family member") with a serious health condition. FMLA does not include in-laws.
4. Because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position.

Leave due to reasons 1 and 2 above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons 1 or 2, or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' prior written notice. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable, generally within one or two business days of learning of the need for leave.

Medical Certification

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

The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it has reason to doubt the medical certification initially provided. If the second health care provider's opinion differs from the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final, binding opinion. The Library may also require medical recertification periodically during the leave. The Library may require employees to present a fitness for duty verification upon the completion of leave for their own illness.

Exhaustion of Paid Leave

FMLA is unpaid leave. However, during an employee's use of FMLA leave, sick time will run concurrently with FMLA leave. An employee is not required to exhaust paid vacation time to use FMLA. Should an eligible employee choose to use paid leave (vacation time, short term/long term disability, workers' compensation); the leave will run concurrently with FMLA and not extend the leave period beyond 12 weeks.

If you have any further questions, please see the Library director.

Benefits during Leave

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed. If paid leave is substituted for unpaid leave, the Library will deduct the employee's portion of the premium as a regular payroll deduction. If the leave is unpaid, the employee must pay the employee's portion of the premium during leave. Group health care coverage may cease if the premium payment is more than 30 days late. If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the Library for premiums paid by the Library for maintaining coverage during unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

Intermittent Leave

FMLA leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. Because all FMLA leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced schedule, the Library may temporarily transfer the employee to an available alternate position, which better accommodates the recurring leave and which has equivalent pay and benefits.

Job Restoration

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

MILITARY CAREGIVER LEAVE

Military caregiver leave allows an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness to take up to a total of 26 work weeks of unpaid leave during a single 12-month period to provide care for the service member. The Library complies with the FMLA provisions relating to military caregiver leave.

VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

As a unit of local government, the Library complies with the Victims' Economic Security and Safety Act (VESSA), which provides an employee who is a victim of domestic violence, sexual violence, or gender violence, or any other crime of violence or who has a family or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence with up to 8 weeks of unpaid leave within any 12-month period to address problems stemming from domestic, sexual, or gender violence, or any other crime of violence.

An employee may take VESSA leave to seek medical attention, obtain victim services (including counseling), participate in safety planning or seek legal assistance or remedies, including preparing for or participating in legal proceedings related to the domestic, sexual, or gender violence, or any other crime of violence. Leave under this provision may be taken intermittently or

on a reduced work schedule.

Employees may elect to use any accrued paid leave credits (including sick, personal, or vacation leave) toward the satisfaction of the 8 week leave period. However, employees are not required to substitute available paid leave for unpaid leave under VESSA.

Employees may be required to provide certification by a doctor or other relevant individual of the employee's or family member's need for such leave under VESSA.

During VESSA leave, the Library will maintain the employee's health benefits as if the employee continues to remain actively employed. The employee will, however, be required to reimburse the Library for the employee's share of the monthly premiums.

Upon the employee's return to work, he or she will be restored to his or her prior position or to an equivalent position with equivalent employment benefits and pay.

GENERAL LEAVE OF ABSENCE

Occasionally an employee may need to apply for a personal leave of absence when he/she does not qualify for leave under another of the Library's policies. Under these circumstances, an employee may qualify for an unpaid leave of absence. This leave of absence may be granted for a minimum of 30 days and a maximum of 3 months at the Library's sole discretion.

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

During a general leave of absence, the Library will maintain the employee's health benefits as if the employee continues to remain actively employed. The employee will, however, be required to reimburse the Library for the employee's share of the monthly premiums.

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

JURY DUTY

Employees will be granted leave to serve on a jury. The Library will grant paid time off for up to 2 weeks to regular, full-time employees who are summoned for jury duty. Any remaining time required for jury service may be unpaid. Any employee summoned for jury duty should provide a supervisor with as much notice as possible. Employees requesting and/or returning from jury duty leave may be required to provide verification of jury duty service. Employees may keep the jury duty pay.

MILITARY LEAVE

Leaves of absences for Military or Reserve duty are granted to all employees of the Library in accordance with applicable law. Employees called to active military duty or to Reserve or National

Guard training, or volunteering for the same, should submit copies of the Military orders to their supervisor as soon as is practicable. Employees will be granted a Military leave of absence for the period of Military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required Military training. Their eligibility for reinstatement after the completion of their military duty and training benefit continuation/eligibility issues are determined in accordance with applicable Federal and State laws.

PROFESSIONAL MEMBERSHIPS AND DUES

The Library desires to encourage staff to participate in job-related membership associations. With approval of the Director, the Library will pay for one annual membership in a professional, civic, or community-wide organization for each requesting department head.

For the Executive Director, the Library will pay annual membership dues in the Illinois Library Association, the American Library Association, the Public Library Association, and other appropriate community organizations.

Other membership dues for the Library may be paid at the discretion of the Director.

COMMUNICATION AND SAFETY

OPEN DOOR COMMUNICATIONS/PROBLEM SOLVING PROCEDURE

This problem solving procedure should be used to address problems that typically occur in the workplace. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure applies:

STEP 1	The employee should informally discuss the situation with his/her supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and get back to the employee.
STEP 2	The employee should informally discuss the situation with the Library Director as soon as possible. The employee should give the Library Director an opportunity to investigate and get back to the employee.
STEP 3	If the employee is not satisfied with the Library Director's response or feels the problem is not resolved, the employee can present the problem in writing to the Library Director as soon as possible. The employee should give the Library Director an opportunity to reconsider the situation and get back to the employee in writing.
STEP 4	If the employee is still not satisfied that the problem is resolved, the employee can present the problem to the Board of Trustees, in writing, as soon as possible. The Board of Trustees will consider the situation and make a decision, which will be final.

USE OF ELECTRONIC AND TELEPHONE EQUIPMENT

Purpose

To describe the Library's policy regarding the use and monitoring of communication systems, including electronic and telephone communications systems, including, but not limited to mail, email, telephone systems, voice mail, facsimiles, video equipment and tapes, recording devices and recordings, cell phones, computer networks, the Internet, and computer directories and files.

Policy

It is the policy of the Library to provide or contract for the communication services and equipment necessary to promote the efficient conduct of business. All business equipment, electronic and telephone communications systems, and Internet access, and all communication and stored information transmitted, received, or contained in the Library's information systems are the Library's property and are to be used primarily for job-related purposes. To ensure the proper use of communications systems and business equipment, the Library may monitor the use of these systems and equipment from time to time without notice to employees.

Employees are also prohibited from using codes, accessing files, or retrieving stored communication without prior clearance from an authorized Library representative. No employee may use a password unknown to the Library.

Employees who violate this policy are subject to disciplinary action, up to and including termination.

Procedure

1. Electronic systems are owned/leased and maintained by the Library, and electronic communications are the sole property of the Library. Excessive personal use of electronic systems and the distribution of personal messages by employees are prohibited. Personal software, devices, or messages shall not be installed or stored on Library electronic equipment or its Network unless approved by the Library Director.
2. The Library will, or reserves the right to, monitor the use of electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
3. The use of personal passwords, assigned to the employee, is not grounds for an employee to claim privacy rights in the Library's electronic or communications systems. The Library reserves the right to override personal passwords on Library software and hardware and to review information protected by such personal passwords. Employees will be required to disclose passwords and/or codes to assure access to Library Networks, software, and hardware.
4. The Library's prohibition against sexual, racial, and other forms of harassment is extended to include the use of electronic and telecommunications systems. Offensive, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Communications that may defame or disparage the Library, employees, patrons or vendors are also prohibited from general publication on any electronic systems. Employees who receive emails or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor.
5. Employees are prohibited from disseminating, printing, or copying copyrighted materials or

in any other way violating copyright laws. The electronic posting of copyrighted information is also prohibited, unless the Library or the employee has created the information or owns the rights to it.

6. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Library. Therefore, employees should be cautious and use the systems only in an appropriate manner.
7. Employees should exercise care so that no personal correspondence, including email messages, appears to be an official communication of the Library. Library stationery, business cards, and other personalized items may only be issued by the Library. Employees may not use Library stationery or postage for personal letters.

Violation of this policy can result in discipline, up to and including termination.

USE OF CELL PHONES/LIBRARY PHONES

Personal cell phones must be turned to vibrate and out of sight when an employee is in the public areas of the Library. Employees may make and/or receive calls or texts on personal cell phones during non-working time, such as scheduled lunch or break times, in the non-public areas of the Library.

The Library prohibits employees from texting, reviewing or responding to email, and from using the cell phone, when operating a motor vehicle for Library-related purposes, unless through a hands-free method. Employees should utilize telephones provided by the Library in the office, as opposed to a personal cell phone, for all Library business.

The Library will not be liable for the loss of personal cell phones brought into the workplace.

SOCIAL MEDIA POLICY

Social media can be a fun and rewarding way to share one's life and opinions with family, friends, and co-workers around the world. However, the use of social media also presents certain risks and carries certain responsibilities. The guidelines below may assist employees in making responsible decisions regarding appropriate use of social media.

Guidelines

Social media includes all means of communicating or posting information or content of any kind on the Internet, including the employee's or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with the Library, as well as any other form of electronic communication.

Ultimately, the employee is solely responsible for what he or she posts online. When creating online content, consider the risks and rewards. Remember that an employee's conduct that adversely affects his or her job performance, the performance of co-workers, or otherwise adversely affects patrons, vendors, or community members may result in disciplinary action up to and including termination.

Carefully review these guidelines, along with the policy against harassment and the Library's computer usage guidelines. Ensure that your postings are consistent with these policies and

guidelines. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

1. **Be respectful**—Always be fair and courteous to fellow co-workers, patrons, vendors, or community members. Keep in mind that work-related complaints will be resolved more efficiently by speaking directly with co-workers or using the problem-solving procedure outlined in this handbook. Nevertheless, if posting a complaint or criticism on social media, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages co-workers, patrons, vendors, or community members, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or Library policy.
2. **Be honest and accurate**—Always be honest and accurate when posting information or news. Correct mistakes quickly. Acknowledge any content that has been modified or altered. The Internet archives almost everything; even deleted posts can be searched. Never post any information or rumors known to be false.
3. **Post appropriate content only**—Do not disclose information that is confidential, proprietary to the Library, or protected by law. Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards. Do not link to the Library's web site without identifying as a Library employee.
4. Make clear that the views expressed are the employee's alone and do not necessarily reflect the views of the Library. Only employees officially designated by the Library are authorized to speak on its behalf. To reduce the potential for confusion, it is best to include a disclaimer such as, "The views expressed here are mine alone and do not necessarily reflect the views of my employer".
5. **Library-sponsored social media**—Only employees designated and authorized by the Library can add, delete, edit or otherwise modify content on Library-owned and sponsored social media. Employees who create such accounts or who have access do not obtain ownership rights to the accounts or the content therein. Employees who create such accounts or who have access must provide all passwords and/or login information immediately upon request, and must transfer management or ownership status (as defined by the particular social media site) upon request.

Designated employees are responsible to see that Library-sponsored social media conforms to all applicable Library rules and guidelines. These employees are authorized to immediately remove without advance warning any content (including content such as pornography, obscenities, profanity, and/or material that violates the Library's EEO and/or anti-harassment policies).

6. **Media contacts**—All media inquiries should be referred to the Library Director. Only the Library Director, or his/her designee, is authorized to speak to the media on the Library's behalf.
7. **Monitoring employees' public use**—The Library reserves the right to monitor employees' public use of social media including but not limited to statement/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums. Employees should have no expectation of privacy while using Library equipment and facilities for any purpose, including the use of social media.

ILLEGAL DRUGS AND ALCOHOL/DRUG FREE WORKPLACE

1. The Library has a strong commitment to its employees to provide a safe and healthy work environment. The Library expects all employees to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. The Library's policy with respect to drugs and alcohol is as follows:
2. The illegal use, sale, or possession of narcotics, drugs or controlled substances while on the job or on the Library's property is a terminable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The possession, distribution, or use of alcoholic beverages by any Library employee is prohibited during working hours. Individuals found using alcohol during working hours will be subject to disciplinary action up to and including termination.
3. The possession, use of, being under the influence of, or being impaired by cannabis in the workplace or while performing any work for the Library, regardless of when and/or where the use occurred, is prohibited and will subject employees to disciplinary action up to and including termination. Being under the influence of or being impaired by cannabis while on call, regardless of when and/or where the use occurred, is also prohibited and will subject employees to disciplinary action up to and including termination. For purposes of this policy, an employee is deemed "on call" when he or she is scheduled with at least 24-hours' notice by the Library to be on standby or otherwise responsible for performing tasks related to his or her position, either on the Library's premises or another previously designated location to perform a work-related task. Employees disciplined for being impaired or under the influence of cannabis while working or while on call will be provided a reasonable opportunity to contest the basis of the Library's determination.
4. Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be under the influence of drugs or alcohol will be relieved from duty and may be requested to take a physical examination at a designated medical facility. Refusal to comply with a directive to undergo a physical examination or substance testing, or failure to pass the examination or a positive test result may bring about disciplinary action, up to and including termination.
5. Employees are encouraged to seek assistance and/or in dealing with a personal alcohol or drug-related problem or concern.
6. Employees who wish to report drug and alcohol use in violation of this policy should contact the Library Director or, in the event the matter concerns the Library Director, the Library Board of Trustees. The Library will maintain the confidence of this information to the extent possible.
7. Employees are required to notify the Library Director of any criminal drug statute conviction no later than five days after such conviction.
8. Nothing in this policy requires the Library to conduct reasonable suspicion drug and/or alcohol testing prior to disciplining and/or terminating an employee for violating the policy.

MEDICAL MARIJUANA IN THE WORKPLACE POLICY

If an employee uses marijuana for medical purposes, the employee must have obtained the necessary forms and permissions to establish his/her right to use medical marijuana.

WORKPLACE SECURITY AND INSPECTIONS

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

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises or may be directed to leave. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be considered to be in possession of stolen property or illegal drugs, and will be subject to disciplinary action up to and including termination.

Employees are reminded not to accumulate excessive personal belongings outside of their locker or assigned workspace. Unclaimed belongings will be disposed of after 60 days.

WORKPLACE VIOLENCE

The Library is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the Library. The Library prohibits any acts or threats of violence by any employee or former employee against any other employee, patron or visitor, or Library property, in or about the Library facilities, at Library-sponsored events, or while engaged in Library-related business at any time. The Library will not condone any acts or threats of violence against the Library's employees or patrons on the Library's premises at any time or while they are engaged in business with or on behalf of the Library, on or off Library premises.

In keeping with the spirit and intent of this policy, and to ensure that the Library objectives in this regard are attained, it is the commitment of the Library:

1. To provide a safe and healthy work environment.
2. To take prompt remedial action, up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any abusive or threatening language or gestures.
3. To take appropriate action when dealing with patrons, former employees, or visitors to the Library's facility who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees, former employees, patrons, and visitors from bringing unauthorized firearms or other weapons onto Library premises.
5. To establish security measures to ensure that the Library's facility is secure to the maximum extent possible and to properly handle access to the Library's facility by the public, off-duty employees, and former employees.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, each employee has a duty to report any threat, instance of harassment or offensive conduct, or violent act observed or experienced at work. In addition, any employee has a reason to believe that a violent act may be committed on the worksite or against an individual related to the business in any way must promptly report that belief or suspicion to the Library Director. No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Library, in its sole discretion deems offensive, inappropriate, violent, abusive, or threatening, will be subject to disciplinary action, up to and including termination.

Any employee who applies or obtains a protective or restraining order, which lists Library premises as being protected areas, should inform the Library Director. The Library may require the employee to furnish a copy of the order.

ILLINOIS FIREARM CONCEALED CARRY ACT POLICY

This policy is designed to protect the safety of employees, patrons, and visitors of the Library and in recognition of the Illinois Firearm Concealed Carry Act (430 ILCS 66) (the "Act").

In this policy, the word "employee" shall include all Library employees, volunteers, and trustees or any elected or appointed Library official. This definition shall not include law enforcement officials specifically authorized to carry a firearm or any other employee authorized to do so by statute.

Prohibition from Carrying

Employees of the Library are prohibited from carrying firearms in the Library or on its premises, in any Library vehicle, or at any time in an area that is associated with Library employment while the employee is acting within the course and scope of his or her employment.

Safekeeping of Weapon

1. Employees of the Library are prohibited from bringing a firearm onto a Library owned or leased parking lot, even if it is kept in his or her own vehicle, except for employees who possess a valid license to carry a concealed weapon.
2. A Library employee with a valid license to carry a concealed weapon who chooses to carry a concealed weapon while driving to and from work and park in a Library owned or leased parking lot, must secure his or her weapon in his or her own locked vehicle, either in a locked compartment within the vehicle or in the trunk before he or she acts in the course and scope of his or her employment.

Violations

1. Employees who bring a weapon into any building, real property, or parking area under the control of the Library while acting within the course and scope of his or her employment will be subject to disciplinary action including, but not limited to termination of employment with the Library.

2. Any Library employee who violates this policy shall be considered as acting outside the course and scope of his or her duties and will be subject to disciplinary action up to and including termination by the Library.

Mandatory Signage

Pursuant to the Firearm Concealed Carry Act, the Illinois State Police has approved signs regarding firearms. The Library is required to, and does, clearly and conspicuously post the approved sign. The Library may post a larger sign if it feels that it is necessary or required.

SMOKING

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

No smoking of any kind will be permitted in the Library or within 15 feet of any entrance, exit, window, ventilation intake, office, or work area, restroom, or staff room.

Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations. Employees may report violations of this policy without fear of retaliation to the Library Director.

This policy applies to all employees, patrons, and visitors.

EMERGENCY WEATHER CLOSING

The Library Director, with the assistance and advice of the Board of Trustees, will make the decision to close the Library due to inclement weather.

Employees will be notified by telephone if the Library will be closed due to inclement weather. All employees scheduled to work on the day of the closing will be paid for their regularly scheduled work hours. If an employee chooses not to come to work due to inclement weather when the Library remains open, the employee may choose to use any remaining vacation time or take a day without pay.

WHISTLEBLOWER COMPLIANCE

The Library complies with all federal, state, and local laws/regulations, including business ethics policies. Therefore, the Library asks that any violation of federal, state, or local law or regulation, including any financial wrongdoing witnessed or learned of by an employee of the Library be reported immediately to the Library Director to allow the Library to investigate and, if applicable, correct the situation or condition.

If the Library Director is involved or believed to be involved in the matter being reported, employees may, in the alternative, make a report to the Board of Trustees. The Library will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit.

“Financial wrongdoing” may include, but is not limited to:

- Questionable accounting practices.

- Fraud or deliberate error in financial statements or record keeping.
- Deficiencies of internal accounting controls.
- Misrepresentations to the Board of Trustees or the accounting department (including deviation from full reporting of financial conditions).

If any employee reports in good faith what the employee believes to be a violation of the law and/or financial wrongdoing to the Library or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is the Library's policy that there will be no retaliation taken against the employee, including but not limited to termination, harassment, or disciplinary action, by the Library or any of its employees. Retaliation against an employee who makes a good-faith report pursuant to this policy is grounds for discipline up to and including termination.

TAPE RECORDING POLICY

It is a violation of the Library's policy to voice record conversations with any recording device unless all parties in the conversation give their consent. Violation of this policy will result in disciplinary action, up to and including dismissal.

TERMINATION OF EMPLOYMENT

Employees desiring to terminate their employment relationship with the Library are urged to notify the Library at least two weeks in advance of their intended termination. Professional staff is requested to give 30 days' notice. Such notice should preferably be given in writing to the Library Director.

All employment relationships with the Library are on an at-will basis. Thus, although the Library hopes that relationships with employees are long-term and mutually rewarding, the Library reserves the right to terminate the employment relationships at any time.

Exit interviews with the Library Director are normally scheduled for outgoing employees after the notice of intent to terminate is received. The purposes of this interview are to review eligibility benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all Library property that may be in the employee's possession (keys, for example) and to provide employees with an opportunity to discuss their job-related experiences.

Employees who terminate their employment relationship with the Library are welcome to reapply for employment with the Library in the future. If re-hired, such employees will not be credited for any previous service with the Library.

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about the Library and I understand that I should consult the Library Director regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will normally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors has the right to approve and adopt any revisions to the policies in this handbook.

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

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

DATE

EMPLOYEES NAME (TYPED OR PRINTED)

EMPLOYEE'S SIGNATURE