

# PERSONNEL MANUAL



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# WELCOME AND INTRODUCTION

Welcome to the Glencoe Public Library! The Library's Personnel Manual is a comprehensive guide designed to ensure clarity, consistency, and compliance in all aspects of our operations. The manual serves as a resource for every member of our Library, providing detailed insights into personnel policies and procedures.

The Glencoe Public Library Board of Trustees and Executive Director are committed to maintaining the highest standards of professionalism, integrity, and efficiency. Please familiarize yourself with the contents of this manual so that you will have a strong understanding of the expectations the Library has for our staff members and the standards that we uphold.

Every library staff member is to read, understand, and adhere to the policies and procedures detailed in this manual. Regular updates will be made as necessary to reflect changes in policies and procedures to address the evolving needs of our organization.

The Library Board and Executive Director value your dedication and contribution to the Glencoe Public Library. Should you have any questions or require further clarification about any policy or procedure, please do not hesitate to reach out to your immediate supervisor or the Executive Director.

Thank you for your commitment to upholding the standards and values of our Library!

# WHO WE ARE

## MISSION STATEMENT

A vital and welcoming community partner that encourages personal connection and lifelong learning.

## VISION STATEMENT

Your first stop for information, discovery, and connections.

## VALUES

- **Service:** Offering a friendly, accepting, and helpful library experience for all
- **Community:** Serving as a community center and as a committed partner to local agencies and organizations
- **Access:** Providing a comfortable building complemented by community outreach, virtual programs, and 24/7 access to materials
- **Knowledge:** Helping patrons navigate a world of information
- **Intellectual Freedom:** Upholding the right of patrons to seek and receive information

## ORGANIZATION STRUCTURE

The Glencoe Public Library is governed by seven elected officials comprising its Board of Trustees. The purpose of the Board is to provide general administration and financial oversight, to formulate policy, to guide the direction of library operations, and to uphold the mission statement of the Glencoe Public Library.

The Library's management team is led by the Executive Director, the Board's sole employee. The management team consists of the Technical Services & Automation Operations Manager, the Children's Services & Public Operations Manager, the Head of Adult Services, the Head of Circulation Services, and the Head of Programs & Communication.

# EMPLOYMENT

## **Equal Employment Opportunity**

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information, military status, marital status, order of protection status or other protected statuses, all in accordance with applicable law.

The Library ensures that equal opportunity will be given to qualified individuals in all aspects of operation including recruiting, hiring, training, professional development, promotion, compensation and fringe benefits, creation and application of library policies and procedures, facility and service accessibility, discipline, and termination.

## **Americans with Disabilities Act**

The Library is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA).

Qualified individuals with disabilities, including women affected by pregnancy, childbirth, or related conditions may request reasonable accommodations from the Library consistent with the ADA. Such requests will be considered on a case-by-case basis and resolved in accordance with the requirements of applicable law.

A qualified individual with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, without posing a direct threat to the health or safety of themselves or other individuals in the workplace.

The Library will not knowingly participate in any contractual arrangement which would subject any employee to discrimination prohibited by the ADA. The Library will not knowingly participate in any activities that interfere with any qualified individual exercising the rights protected under the ADA.

## **At Will Employment**

Employment with the Library is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or the Library, with or without cause, with or without notice, and at any time. Nothing in this policy or any other library policy shall be interpreted to conflict with or to eliminate or modify in any way the at-will employment status of library employees.

## Employee Classifications

Classification	Scheduled Hours per Week	Status
Full-time	37.5	Exempt
Full-time	37.5	Non-exempt
Benefited Part-time	30 – 37	Non-exempt
Part-time	20 – 29	Non-exempt
Hourly	Under 20	Non-exempt
Substitute	As needed	Non-exempt

Library employees are designated as either non-exempt or exempt according to federal and state wage and hour laws.

- A Non-exempt employee is a worker who is entitled to earn at least the federal minimum wage and qualifies for overtime pay when they work more than 40 hours in a week
- An Exempt employee is a worker who is not eligible for overtime pay and is excluded from minimum wage requirements

To determine your employment status, refer to your job description.

## Scheduling and Operations

### Hours of Work

- The work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.
- A standard work week for Full-time employees consists of 37.5 hours per week excluding meal breaks.
- Work week schedules are arranged to meet the requirements for satisfactory operation of the Library. The work schedule for all employees may include weekend and evening hours as the Library requires.
- Weekend work is scheduled according to the needs of the Library.

### Time Sheets

Time sheets provide an authoritative record of hours worked, including but not limited to, sick leave, holidays, personal days, and vacation time. Employees are responsible for recording their time in, time out, and any breaks using the library's online payroll system, and reporting any missed punches or punch corrections to their supervisor. Time sheets are approved by the immediate supervisor at the end of the pay period.

Falsification of this record or failure to accurately complete the record is subject to disciplinary action up to and including termination and may delay some or all of the employee's pay.

### **Pay Periods, Paychecks, and Deductions**

Library employees are paid biweekly on alternating Fridays for all hours worked during the previous pay period.

A pay period begins at 12:00 a.m. on Sunday and goes through 11:59 pm on Saturday of the following week. Overtime (Compensatory time) eligibility is calculated using actual hours worked in a working week. Applied holiday, vacation, sick, and other paid time off (PTO) does not apply to the calculation of overtime hours.

If payday falls on a holiday, employees will be paid on the last banking day that falls before the holiday.

The Library takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck. Any discrepancies should be brought to the attention of the Executive Director. In the event that an adjustment is needed, corrections will be made as quickly as possible.

All employees are required to participate in Social Security. The requisite amount will be deducted from the employee's paycheck.

Employees eligible to participate in the Illinois Municipal Retirement Fund (IMRF) will have the requisite percentage amount deducted from each paycheck. Qualifying employees may not opt out of participation in IMRF. The Library also contributes for each participating employee.

All changes in the number of federal and state income tax exemptions should be reported promptly to the Executive Director.

### **Remote Work**

To ensure that the Library's needs are met, the expectation for any library employee is that work is to be performed onsite. On occasion, remote work may be permitted, allowing employees to work at home, on the road, or in a satellite location for a limited period of time. Remote work may be appropriate for some employees and jobs but not others.



### *Eligibility*

Remote work eligibility will be determined by the needs of the Library and the employee's job functions. In all cases, remote work arrangements must not negatively impact services to patrons, department operations, or colleagues' workload or productivity.

- Remote work for non-Library sponsored virtual or offsite meetings and events must be approved by the employee's immediate supervisor in advance
- Remote work arrangements related to other job functions must be approved by the Executive Director and assigned by the Executive Director or the employee's immediate supervisor
- Remote work arrangements may be approved by the Executive Director for circumstances when the library building is temporarily closed or inaccessible. These arrangements are approved on an as-needed basis only
- Remote work may not be requested in lieu of taking vacation, sick, or personal time

### *Guidelines*

- Remote work shifts will be scheduled during the Library's regular operating hours
- Employees must be available via phone, email, or other library-approved channels during their work shift
- Employees will only perform duties and workload as assigned by the Executive Director or the employee's immediate supervisor
- Employees approved to perform job responsibilities remotely, either exclusively or combined with onsite work, are required to abide by all library policies, procedures, rules, and regulations when conducting remote work, including but not limited to the Library's Employee Conduct, Anti-harassment, Drug and Alcohol-free Workplace, Identity Protection, and Library Equipment policies
- Any violation or abuse of library policies shall be subject to the disciplinary steps outlined in this manual

### *Time Worked*

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record and report all hours worked, including meal breaks, to the Executive Director or the employee's immediate supervisor. Overtime hours are not permitted. Failure to comply with this requirement may result in immediate termination of the remote work agreement.

### *Equipment*

On a case-by-case basis, the Library will determine the appropriate equipment needs (including hardware, software, modems, phone and data plans, and other office equipment) for each remote work arrangement. Equipment supplied by the Library will be maintained by

the Library. Equipment supplied by the employee will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the Library is to be used for work purposes only.

The Library will not be responsible for costs related to creating or maintaining an employee's remote workspace.

### **Rest Periods**

Non-exempt employees are allowed a 15-minute paid rest period for every four (4) hours of continuous work time scheduled, depending on public service requirements.

Additionally, a 30-minute meal break is required and included as unpaid time for non-exempt employees who are scheduled for seven (7.5) or more consecutive hours in a calendar day. Meal breaks must begin on or before the fifth hour of work.

Rest periods may not be combined nor used with meal breaks. Unused rest periods may not be used to shorten the workday.

Consecutive hours scheduled:	15-minute break (paid)	30-minute meal break (unpaid)
4 – 7	1	None
7.5 hours	1	1
8-11.5 hours	2	1
12+ hours	2	2 (1 <sup>st</sup> on or before 5 hours worked, 2 <sup>nd</sup> on or before 10 hours worked)

Employees who exceed their allowed rest period will be required to use vacation or non-compensated time to account for the extra time away from work activities. Employees who consistently abuse rest period guidelines will be subject to disciplinary action up to and including termination.

### **Emergency Closing Pay**

On occasions when it is considered unsafe for the Library to be open due to inclement weather, facility issues (heating, ventilation, electricity, plumbing, etc.), or order of state or local authorities, all staff members who are scheduled to work during closed hours will be paid for the hours they were originally scheduled to work, up to 37.5 hours or the equivalent of one week's pay.

Pay for closures of greater than one week (7 days) consecutive duration may be subject to approval by the Library Board.

## Additional Time Off (ATO) and Compensatory Time Policy and Procedure

Classification	Status	ATO Eligible	Compensatory Time Eligible
Full-time	Exempt	✓	
Full-time	Non-exempt	✓	✓
Part-time	Non-exempt	Paid for weekly hours worked (up to 40) at regular rate	✓
Hourly	Non-exempt		✓
Substitute	Non-exempt		✓

### ATO

ATO applies to Full-time employees.

- For Full-time Non-exempt employees, it is defined as >37.5-<=40 hours worked in one work week
- For Full-time Exempt employees, it is defined as >37.5 hours worked in one work week

A Full-time Non-exempt employee may work in excess of 37.5 hours but less than 40 hours in one work week, only if the employee first obtains approval from their immediate supervisor, except in the case of an emergency.

A Non-exempt employee shall be given ATO (equal to the amount of time over 37.5 hours and under 40 hours) to be taken off during the next pay period, provided that the business of the Library is not unreasonably disrupted. Any ATO not used in the next pay period will be lost unless the employee receives pre-approval from the Executive Director to take ATO in an alternate pay period.

An Exempt employee shall be given ATO (equal to the amount of time worked over 37.5 hours) to be taken off during the next pay period, provided that the business of the Library is not unreasonably disrupted. Any ATO not used in the next pay period will be lost unless the employee receives pre-approval from the Executive Director to take ATO in an alternate pay period.

It is the Library's intention to keep ATO to a minimum.

## **Compensatory Time**

Compensatory time is provided to non-exempt employees in lieu of overtime pay to which they otherwise would be entitled. Compensatory time applies to non-exempt employees only and is defined as hours worked in excess of 40 hours in one work week.

A Non-exempt employee may work in excess of 40 hours in one work week only if the employee first obtains approval from the Executive Director, except in the case of an emergency.

In lieu of receiving overtime pay, Non-exempt employees who work in excess of 40 hours in a given work week shall receive compensatory time on the basis of time and one-half for all approved hours worked in excess of 40 hours in a given work week.

For each hour worked over 40 by an eligible employee in a given work week, one and one half (1.5) hours of compensatory time shall accrue.

Compensatory time eligibility is calculated using the actual hours worked in a work week. Applied holiday, vacation, sick, and other PTO does not apply to the calculation of overtime hours.

Eligible employees may not accrue greater than 56.25 hours of compensatory time per year.

An eligible employee who has accrued compensatory time shall be allowed to use said time within one year following accrual so long as the business of the Library is not unreasonably disrupted. Any unused compensatory time after one year following accrual shall expire.

An eligible employee who is terminated, and who has accrued compensatory time, but has not used it, shall be paid for such accrued compensatory time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

Records will be kept providing evidence of the overtime hours worked by each eligible employee in each work week, and the number of compensatory time hours accrued by each eligible employee.

## **Hiring**

### **Employment Eligibility**

The Library is committed to employing only those individuals who are legally authorized to work in the United States of America and does not unlawfully discriminate on the basis of citizenship or national origin. The Library complies with the provisions of the Immigration Reform and Control Act of 1986.

Each new employee must complete the Employment Eligibility Verification I-9 form and present documentation establishing identity and employment eligibility within 3 days of beginning employment or be subject to termination.

### **Work Authorization**

Employees who have a work authorization that expires will need to provide an updated work authorization at least 30 days prior to expiration. The employee's I-9 will be updated to reflect the renewed work authorization.

Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the current authorization are subject either to immediate suspension without pay or to termination.

### **Background Check**

Completion and satisfactory outcome of a background check is required as a condition of employment for prospective employees 18 years of age and over. An individual under consideration for employment must authorize a release for a background investigation as a part of a conditional offer of employment. Individuals who refuse to authorize a background check may have their offer of employment rescinded.

Results from the investigation may result in the Library rescinding any offers of employment. Any information obtained from the background check shall be maintained on a confidential basis.

Background checks may not be comprehensive in nature and are conducted in compliance with all limitations imposed by federal, state, and local laws.

## **New Employees**

### **Orientation**

New employees will participate in a three (3) month orientation by their immediate supervisor to provide a helpful introduction to the Library and a solid foundation for ongoing staff development. Orientations will be specific to employee job descriptions and responsibilities. At the end of three (3) months, a formal conference between the new employee and their immediate supervisor is held to determine the effectiveness of the orientation. A summary of the conference is provided to the Executive Director and becomes part of the employee's personnel record.

### **Salary Guidelines**

The Library strives to maintain competitive compensation to reward and retain qualified personnel and attract qualified applicants.

The salary of the Executive Director is annually reviewed by the Library Board. The salaries of other employees are set in accordance with the Employee Classification and Salary Scale.

Salary ranges have established minimum, midpoint and maximum salary and wage amounts. Factors contributing to those established salary range points will be reviewed periodically and revised when necessary. Employees generally will be hired at the minimum salary point of the salary range assigned to their job description with exceptions made whenever qualifications and/or experience justify a salary up to the midpoint of the range.

Individual raises in salary or wage rates are not automatic but may be granted on the basis of such factors as: skill, ability, satisfactory or meritorious performance.

The Library may periodically offer salary or wage rate increases on the basis of cost-of-living or Salary Scale adjustments.

All salary increases are subject to the Library's budgetary limitations.

Compensation structure related to internal promotions and reclassifications are governed by the Salary Administration Policy.

### **Identity Protection**

As an employer, the Library is required to obtain social security numbers from each employee. That information is kept in a confidential file and is not made available for any purpose other than payroll filing requirements, except as required by law.

### **Library Card**

Any employee, regardless of location of residence, may request a Glencoe Public Library card for the duration of employment. Employee cardholders receive the same benefits as resident cardholders. Penalties assessed for lost or damaged materials are the responsibility of the employee.

### **Parking**

Employees with vehicles are authorized to request a Village of Glencoe business parking permit. Permits allow employees to park in available spaces in designated lots. Employees are not to park in any other locations. Permits must be renewed annually. The Library is not responsible for any fees or fines incurred due to the failure of the employee to secure a valid permit or for parking in unapproved locations.

### **Continuing Education and Professional Development**

All employees are expected to attend department, all-staff, and in-service/staff development meetings. These meetings are important opportunities to learn about the Library's operation and to develop skills vital to work performance.

All staff members are encouraged to engage in some planned program of continuous professional development, which may include organizational membership, classes, training programs, conferences, workshops, and similar activities.

American Library Association, Public Library Association, and Illinois Library Association Conferences – the Executive Director will ordinarily attend the ALA, PLA, and ILA Conferences. With the approval of the Executive Director, other staff members may attend conferences with full pay for the days involved and may receive reimbursement for expenses outlined in the Library's Reimbursement of Expenses Policy.

Other Professional Education Conferences and Meetings – with the approval of both the employee's immediate supervisor and Executive Director, staff members may attend out-of-state professional education courses, conferences, and meetings at full pay for the days involved (including time needed to travel to and from a course, conference, or meeting) and may receive reimbursement for expenses outlined in the Library's Reimbursement of Expenses Policy. Employees will receive full pay for traveling to in-state courses, conferences, or meetings that are 75 or more miles from the Library.

## **Ongoing Employment**

### **Performance Evaluations**

The performance of the Executive Director shall be formally reviewed by the Library Board or by a committee thereof at least once per year.

The performance of all other employees shall be formally reviewed annually by their direct supervisor. A written copy of the evaluation is shared with both the employee and the Executive Director and becomes a part of the employee's Personnel Record.

### **Milestone Work Anniversaries**

Employees will be recognized for their years of service beginning with five (5) years and every (5) years thereafter on their work anniversary date with a monetary award to be included in the paycheck that corresponds with their work anniversary date.

The calculation of longevity is one (1) year of service equal to one (1) calendar year from an employee's start date.

An employee will be awarded \$20.00 for every (1) year of service to be paid out in (5) year increments.

5 years	\$100
10 years	\$200
15 years	\$300
20 years	\$400
25 years	\$500
30 years	\$600
35 years	\$700
40 years	\$800

### **Change of Personal Status**

To keep tax, insurance, retirement, and personnel records current, the Executive Director should be notified as soon as possible regarding changes in name, address, telephone number, and the name of any persons to be called in an emergency.

## **Termination of Employment**

All employment relationships with the Library are on an at-will basis. Nothing shall restrict the employee's right to terminate their employment at any time and nothing shall restrict the



right of the Library to terminate an employee's employment at any time, with or without cause, and with or without notice.

However, whenever possible, advance notice of resignation should be given to the Executive Director in writing as a professional courtesy.

- Four (4) weeks advance notice is requested from Full-time employees
- Two (2) weeks advance notice is requested from all other employees

The Library may request an exit interview with outgoing employees after the notice of intent to terminate is received. The main purposes of this interview are to:

- Review eligibility for benefit continuation and conversion
- Ensure that all necessary forms are completed
- Collect all library property that may be in the employee's possession
- Provide employees with the opportunity to discuss their job-related experiences

Employees who electively terminate their employment relationship while in good standing with the Library may reapply for employment with the Library in the future.

# BENEFITS

## Benefits Summary

Classification	Insurance Eligibility	IMRF Eligible	Vacation Days (Hours)	Personal Days (Hours)	Sick Days (Hours)	Paid Leave
Full-time Exempt	Health, Dental, Vision, Life	✓	23 (172.5)	2 (15)	12 (90)	-
Full-time Non-Exempt	Health, Dental, Vision, Life	✓	23 (172.5)	2 (15)	12 (90)	-
Benefited Part-time (30-37 hrs week)	Health, Dental, Vision, Life	✓	Pro-rated	2 (15)	Pro-rated	-
Hourly (20+hrs week)	None	✓	Pro-rated	Pro-rated	Pro-rated	-
Hourly <20 hours/week)	None		None	None	None	Hours worked pro-rate
Substitute	None		None	None	None	Hours worked pro-rate

### Pro-rating

Benefited Part-time and Hourly (20+) employees receive vacation and sick leave benefits on a pro-rated basis.

The pro-rating calculation used is the proportion of actual hours worked to the number of hours worked by a Full-time employee in a standard work week.

$$\# \text{ of regular weekly hours} / 37.5 = \% \text{ of benefits}$$

The % of benefits is then multiplied by the full allotment of vacation and sick time that is otherwise received by a Full-time employee. For example, an employee who works an average of 25 hours per week will receive 66.7% of the benefits that would be allotted to a Full-time employee, or 15.3 vacation days and 8 sick days.

Hourly (<20) and substitute employees receive paid leave benefits on a pro-rated basis. Employees earn 1 hour of paid leave for every 40 hours worked.

## Benefits Plans

### Group Health and Dental Insurance Plans

Employees may elect to participate in such benefits as the Library Board may adopt and for which they are eligible. The Library Board reserves the right to periodically amend the benefits available to the extent permitted by law.

The following medical insurance plans and coverage are available to employees:

Plan	Library Covers (%)	Employee Covers (%)
HMO Single	100%	0%
HMO Single + Child	70%	30%
HMO Family	70%	30%
PPO1 Single	100%	0%
PPO1 Single + Child	70%	30%
PPO1 Family	70%	30%

### Flexible Spending Account (FSA)

The Library offers a flexible spending account in which all employees enrolled in benefits may participate on a voluntary basis. The account allows employees to pay eligible expenses on a pre-tax basis. Eligible employees may elect to participate in the program each year during the benefits open enrollment period. Details are available upon request.

### Commuter Spending Account (CSA)

The Library offers a commuter spending account in which all employees enrolled in benefits may participate on a voluntary basis. This account allows employees to pay for eligible parking and transit expenses on a pre-tax basis. Eligible employees may elect to participate in the program each year during the benefits open enrollment period. Details are available upon request.

### Life Insurance

A term life insurance policy is provided to each employee who participates in the health insurance plans at no premium cost to the employee.

### Employee Assistance Program (EAP)

An EAP is a work-based intervention program designed to assist employees in resolving personal problems that may be adversely affecting the employee's performance. EAP coverage is included with the life insurance premium. Full-time and Benefited Part-time employees enrolled with life insurance coverage are automatically covered by the EAP. Part-

time and Hourly employees can enroll in the EAP for an additional monthly cost. Employees interested in enrolling should direct inquiries to the Executive Director.

When there is reason to believe that an employee's work-related difficulties are due to personal problems, the immediate supervisor may recommend to the Executive Director that the employee seek assistance through the EAP. Under no circumstances may an employee be required to participate in this program or follow through with the recommendations received.

In situations where an individual's employment is in jeopardy, and with the written permission of the employee, the EAP may inform the Executive Director of the employee's follow-through and progress. This will occur only when the employee voluntarily signs a written consent form. Should the employee not wish to authorize release of information, this decision shall not be held against the employee in any way.

If performance problems are not satisfactorily corrected whether or not the employee chooses to participate in the EAP, the Library's usual disciplinary procedures shall continue to be followed.

#### **Illinois Municipal Retirement Fund (IMRF)**

Employees who are scheduled to work a minimum of 1,000 hours annually are eligible for IMRF. Hourly (20+) employees are automatically enrolled in the plan upon hire. Both the Library and the participating employees contribute to the fund. Eligible employees may not opt out of IMRF participation.

#### **International City/County Management Association (ICMA)**

All employees may participate in a 457 deferred compensation retirement plan offered through the Village of Glencoe. The Library does not contribute to this plan. Details are available upon request.

### **Other Benefits**

#### **Professional Memberships**

The annual basic membership dues for the ALA, PLA and ILA will be paid by the Library for the Executive Director and supervisory staff members provided that all such dues, fees and reimbursements shall pertain to organizations which are non-discriminatory in their policies and practices.

Other employees shall also be entitled to library-supported membership to either ALA or ILA as deemed appropriate by their immediate supervisor and the Executive Director.

Annual basic membership dues for administrative, civic, and community-wide organizations may be paid for by the Library for the Executive Director and supervisory staff members.

Staff members incurring expenses, including travel and lodging, while performing library business will be reimbursed after submitting a written and itemized statement of expenses with appropriate receipts attached. Staff are to adhere to the Reimbursement of Expenses Policy.

Apart from the cost for ALA basic membership dues, all costs related to the activities mentioned above shall be subject to the Library's budgetary limitations.

### **Workers' Compensation**

Library employees are covered by workers' compensation for injuries sustained in the performance of their positions. All accidents in which employees are injured must be reported immediately to their manager and documented with a formal incident report.

## **Paid Time Off**

### **Vacation**

Both Full-time Exempt and Full-time Non-exempt employees receive 23 days of paid vacation per year.

Benefited Part-time and Part-time employees receive vacation time on a pro-rated basis which is proportional to the employee's regularly scheduled hours of work. Annual paid vacation days will be calculated at the time of the offer of employment.

The full allotment of vacation time is awarded to benefited employees at the end of the first pay period of the new year.

For new hires, the vacation allotment for the first calendar year is calculated on a pro-rated basis based on the employee's start date and is awarded after the completion of the three (3) month orientation.

Paid vacation days must be taken within the calendar year from January 1 to December 31. Any unused vacation time may not be carried over into the following calendar year and will be forfeited effective January 1.

Employees must request and have vacation time approved by their immediate supervisor. Department Heads must request and have vacation time approved by the Executive Director.

Vacation schedules will be managed with one's immediate supervisor. The orderly operation of the Library is the primary consideration by which vacation requests are considered and approved.

If an employee becomes sick during their vacation, the Library still considers the days the employee misses work as vacation days.

A holiday which occurs during an employee's vacation will not count as a vacation day. If the Library closes due to an emergency during an employee's vacation, the Library still considers the days it closes as vacation days.

An employee who resigns, with or without notice, or is terminated for any reason, shall to the extent required by law, receive unpaid vacation pay.

### **Personal Days**

Full-time, and Benefited Part-time employees receive two (2) paid personal days annually, equal to 15 hours.

Personal days shall not be cumulative nor paid out upon termination.

### **Sick Leave**

#### *Accrual*

All employees receive an allotment of sick leave annually coinciding with the first pay day of the calendar year. Full-time employees receive 12 days (90 hours) of sick leave.

Benefited Part-time and Part-time employees receive a pro-rated number of sick leave days based upon regularly scheduled hours of work.

For new hires, the sick leave allotment for the first calendar year is calculated on a pro-rated basis based on the employee's status and start date and is awarded immediately upon hire.

Sick leave pay is calculated at the employee's regular pay rate.

Classification	Status	Sick Leave Accrual (Annual)	Rollover
Full-time	Exempt	12 days (90 hours)	✓
Full-time	Non-exempt	12 days (90 hours)	✓

Part-time	Non-exempt	Pro-rated	✓
Hourly	Non-exempt	none	
Substitute	Non-exempt	none	

Employees participating in the IMRF pension program may accrue up to 240 days (or 1,800 hours) which is the maximum unused sick time allowed for participants to allocate toward service credit at time of termination.

Sick leave for employees not eligible to participate in the IMRF pension program expires on the date that the next annual sick leave lump sum is awarded.

### *Eligibility & Use*

An employee may use personal sick leave benefits for:

- Absences related to their own illness or injury
- Their own medical appointments
- Absences due to an illness, injury, or medical appointment of the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- Personal care of a covered family member listed above

Sick leave may be taken in 15-minute increments.

Employees will not receive sick leave pay for days that they would be eligible for other benefits such as: vacation, holiday, bereavement, workers' compensation for a work-related illness or injury, or any other such benefit.

Upon termination of employment for any reason, any unused portion of the sick leave accumulation is cancelled and may not be claimed except for retiring employees accruing service credit in the IMRF pension program.

### **Paid Leave**

The Library's Paid Leave Policy applies to hourly, substitute, and temporary employees who are not entitled to at least 40 hours of paid time off under other library policies. Paid Leave is provided pursuant to Illinois' Paid Leave for All Workers Act.

### *Accrual*

Eligible employees earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. The 12-month "accrual period" is as follows:

The Library will award paid leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees start accruing one hour of paid leave time for every 40 hours worked. Once the individual employee reaches 40 hours of paid leave time, the employee will stop accruing leave during that calendar year.

New hires will begin accruing leave on their first day of employment. Paid leave may be used after a newly hired employee has been employed for at least 90 days.

During the first year of paid leave adoption (January 1 – December 31, 2024), the Library will permit an employee to use unearned paid leave of up to a total of 22.5 hours, provided that the total amount of paid leave (earned and unearned) taken by the employee in the calendar year does not exceed 40 hours. An employee with a negative paid leave balance will have future accruals applied to the negative balance.

#### *Notice of Leave*

If the use of paid leave is foreseeable, the employee must provide their immediate supervisor with at least seven (7) days' notice of the planned leave. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify their immediate supervisor as soon as practicable.

#### *Use of Paid Leave*

Paid leave may be used at any point once accrued. Paid leave must be used in increments of at least two (2) hours.

Employees may use their paid leave for any reason. Employees are not required to provide the Library with a reason for the leave nor are they required to provide documentation or certification in support of the leave.

#### *Carryover*

Employees may carryover any accrued but unused paid leave to the following accrual period but may not use more than 40 hours of paid leave per accrual period (regardless of any carryover). Employees who have access to 40 hours of leave either through accrual or carryover or both will not accrue additional time until they fall below the 40-hour mark.

#### *Payment of Leave*

Paid leave will be paid at the employee's base pay rate at the time the leave is taken. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be paid any accrued but unused paid leave upon termination of employment.



## Holidays

The Library observes and closes on the following holidays:

<b>New Year's Day</b>	January 1
<b>Memorial Day</b>	The last Monday in May
<b>Independence Day</b>	July 4
<b>Labor Day</b>	The first Monday in September
<b>Thanksgiving Day</b>	The fourth Thursday in November
<b>Christmas Eve</b>	December 24
<b>Christmas Day</b>	December 25

If one of the aforementioned holidays falls on a Sunday, it will be observed (and the Library will be closed) the following day.

The aforementioned are paid holidays for Full-time and Benefited part-time employees. Additionally, Full-time, and Benefited part-time employees will receive partial day holiday pay (3.5 hours) on New Year's Eve (December 31) beginning at 1:00 p.m. when the Library closes.

Full-time employees will be paid for holidays regardless of individual work schedules. When a paid holiday falls on a day on which an employee is not scheduled to work, then Full-time employees will be given an otherwise scheduled day off and benefited part-time employees will be given time off on a pro-rated basis.

An employee who is a member of a religious group which observes holidays other than those listed may schedule time off with their immediate supervisor. The employee may reschedule this time or charge it to vacation or personal leave allowance.

## Leaves of Absence

In addition to vacation, sick and personal time, staff may be eligible for various types of Leaves of Absence. See each type for a summary of eligibility criteria. The chart below shows which leaves of absence are eligible for paid benefits in addition to Vacation, Sick and/or Personal Time.

Type	Paid	Unpaid
Bereavement		✓
Family and Medical Leave of Absence		✓
Jury Service Leave	✓	
Parental Leave	✓	
Personal Leave of Absence		✓
Voting Leave	✓	

### Bereavement Leave

Eligibility
<ul style="list-style-type: none"><li>• All Employees</li><li>• In the event of the death of a covered family member</li></ul>
Benefit
<ul style="list-style-type: none"><li>• Up to 2 weeks (10 workdays) of unpaid leave per event</li><li>• Up to 6 weeks (30 workdays) of unpaid leave during a rolling twelve (12) month period</li></ul>

All employees shall be entitled to use a maximum of two (2) weeks (10 workdays) of unpaid bereavement leave related to the death of a covered family member or other qualifying event under Illinois' Family Bereavement Act (820 ILCS 154/). Covered family members include an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Leave must be completed within 60 days of the death of the family member or qualifying event.

In order to grant leave, the Library may require reasonable documentation, including but not limited to a death certificate, published obituary, or written verification of a death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious organization, or government agency.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to 6 weeks of bereavement leave during the 12-month period, However, the employee may not take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by FML.

An employee may substitute accrued PTO (vacation, sick, personal) to cover any unpaid leave covered by the Library's Bereavement Leave policy.

### **Jury Service Leave**

<b>Eligibility</b>
<ul style="list-style-type: none"><li>• All Employees</li><li>• In the event of in-person jury service</li></ul>
<b>Benefit</b>
<ul style="list-style-type: none"><li>• Regular rate of pay for every workday that they appear in-person for jury service</li></ul>

All employees must submit a copy of their Jury Duty summons to their immediate supervisor promptly for scheduling purposes. Employees who miss work due to jury service must submit proof of jury service (e.g., jury compensation stub) in order to receive their regular rate of compensation from the Library.

## Family and Medical Leave of Absence (FML)

### Eligibility

- Employees with at least 12 consecutive months of service
- Have not exceeded 12 total weeks of FML in the preceding 12-month period
- Have worked at least 1,250 hours during the preceding year
- Requires a qualifying event
- May be required to provide documentation from a healthcare provider

### Benefit

- Up to 12 weeks leave without pay
- May be taken consecutively or as intermittent/reduced leave schedule

Qualifying events are limited to:

1. The birth of a child and in order to care for such child
2. The placement of a child with the employee for adoption or foster care
3. To care for a spouse, child, or parent (“covered family member”) with a serious health condition
4. The employee’s own serious health condition renders the employee unable to perform one or more of the essential functions of the employee’s position

Leave because of 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) and (2) or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Requests for FML must be presented in writing to the Executive Director and clearly state the reason for the absence and the time period requested. Where the need for leave is foreseeable, the employee is expected to notify the Executive Director as soon as practicable, and absent unusual circumstances, in accordance with the Library’s normal leave procedures.

The Library reserves the right to request documentation verifying a qualifying condition from a healthcare provider in order to grant FML. Such documentation shall be provided to the Executive Director within 15 days of the initial request for FML, or as soon as is reasonably possible under the circumstances.

Failure to provide requested medical certification in a timely manner may result in denial of leave until proper documentation is provided.

The Library may require an examination by a second healthcare provider designated by the Library, at the Library's expense, if it reasonably doubts the medical certification the employee initially provides. If the second healthcare provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable healthcare provider to conduct an examination and provide a final binding opinion.

When FML is needed for elective medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.

The employee must use accrued paid time off (vacation, personal, and sick leave) concurrently with FML until paid leave is exhausted, after which the remainder of the leave may be taken as unpaid time.

Employees who participate in IMRF may be eligible for disability benefits and are encouraged to contact an IMRF representative to ensure their claim will be processed expeditiously. IMRF service credits will continue to accrue.

An employee shall be entitled to maintain their group health insurance coverage during FML, but the employee must continue to pay their share of the premium. Failure of the employee to pay their share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library for payment of health insurance premiums during the FML.

During the unpaid portions of FML, the employee will not receive pay for holidays. Employment benefits accrued by the employee up to the day on which unpaid FML begins will not be forfeited.

An employee shall return to employment immediately following the termination of the leave period. Upon return to work, the employee will be reinstated in the employee's same or equivalent position with equivalent pay, benefits, and other employment terms. If the employee fails to return to work at the expiration of the leave period, then it shall be assumed that the employee has resigned from library employment.

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

While on leave, the employee may be asked to report periodically to the employee's immediate supervisor and Executive Director regarding the status of the medical condition and the employee's intent to return to work.

The Library may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to perform the essential functions of their job.

#### *Intermittent/Reduced Schedule FML*

In the case of FML taken for a serious health condition, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition), or on a reduced hours basis if necessary.

Furthermore, if intermittent or reduced hours leave is required for planned medical treatment, the Library may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If paid time-off benefits for a Non-exempt employee have been exhausted while the employee is still leave-eligible, the Library will reduce the employee's pay based on the amount of time not worked.

A fitness-for-duty certification may be required to return from an intermittent absence if reasonable concerns exist concerning the employee's ability to perform their job duties.

## Parental Leave

Employees with newborns or newly adopted children may be eligible to receive up to four (4) weeks of paid leave for care and bonding with the child(ren).

### Eligibility Criteria

- Full-time and benefited part-time employees
- Employed by the Library for at least 12 consecutive months
- Have a newborn or newly placed (foster or adoption) child within the last six (6) months

### Benefit

- Up to four (4) weeks of paid leave (awarded in addition to Vacation, Sick, and Personal time benefits)
- Paid parental leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within six (6) months immediately following the birth or placement
- Unused paid parental leave may not be carried over to a time period following the six (6) months after the birth or placement of the child(ren)
- The amount of paid parental leave is the same regardless of the number of simultaneous births, placements, or adoptions
- Paid parental leave will run concurrently with the maximum of 12 weeks offered for an unpaid Family and Medical Leave of Absence
- Parental leave shall be granted when it is possible to do so without unreasonable disruption of library services
- Parental leave will not include any time taken by the birthing parent for their own health condition following delivery
- Employees on paid parental leave will be paid on regularly scheduled pay dates
- There is no payment for unused parental leave upon termination of employment

Any legally recognized parent will be eligible to take parental leave. The combined leave taken by multiple parents employed by the Library may not exceed eight (8) weeks during the applicable 12-month period.

Employees who intend to seek this leave should inform the Executive Director at least two (2) months before the anticipated start of the leave when possible and submit a letter requesting such leave with the estimated start date and duration of the leave.

## Personal Leave of Absence (PLA)

### Eligibility

Employees with at least 12 consecutive months of service may request a PLA without pay if all accrued vacation and personal days have been used.

PLA without pay may be granted by the Executive Director for reasons such as for travel, conferences, or study, or for more vacation days than allowed under the paid vacation allowance. The request must be in writing and clearly state the reason for the absence and the time period requested.

The request must be submitted to the Executive Director at least four (4) weeks prior to the date upon which the leave is to begin. Approval of a request for a leave of absence is dependent upon current staffing levels and service priorities for the Library. PLA may not exceed four (4) weeks, and the full cost of benefits such as IMRF and medical insurance must be paid by the employee during this leave period if applicable.

### Voting Leave

In accordance with Illinois law, an employee may take two (2) hours of paid leave for the purpose of voting in a state or national election if the employee's work hours begin less than two (2) hours after the opening of the polls and end less than two (2) hours before the closing of the polls. An employee should notify their immediate supervisor of plans no later than the day before the election. The supervisor will assign a two (2) hour block for voting purposes. Proof of attendance at the polls may be required.



# CODE OF CONDUCT

## **Ethical Standards**

The Library values open communication, integrity in all its business relationships, and responsible management of resources. It has been the long-standing policy of the Library to maintain the highest ethical standards in the conduct of library affairs and in its relationship with patrons, suppliers, employees, and the larger community it serves. All employees of the Library are expected to maintain those high ethical standards in all activities related to the Library.

If an employee has any reason to believe that conduct that breaches the library standards is occurring, the employee should promptly report such conduct to the employee's immediate supervisor, Executive Director, or to the President of the Library Board. The Library will not retaliate against any employee who reports any violation or potential violation of this policy.

Employees are encouraged to speak to their immediate supervisor whenever they have a question or issue concerning their work, or regarding any other aspect of their association with the Library. Should there be occasions when the answer of the immediate supervisor is not satisfactory, or if speaking with the immediate supervisor is not an option, then employees may make their question or issue known to the Executive Director. An investigation, if appropriate, may ensue and after consideration, a response will be provided.

## **Grievance Policy**

A library employee with a grievance about the workplace, other than a complaint that has specific grievance procedures set forth elsewhere in this manual, should bring the matter to the Executive Director. If the grievance is not resolved satisfactorily, a library employee may bring the matter to the Library Board.

An employee's grievance to the Library Board shall be submitted in writing to the Library Board President in the following format:

- Statement of grievance
- Executive Director's response to the grievance
- Action, if any, taken by the Executive Director
- Explanation of why the Executive Director's response is deemed unsatisfactory

The Library Board shall respond in writing in a timely fashion. The Library Board's response may affirm, overrule, or modify the Executive Director's response.

In the event the grievance involves the conduct of the Executive Director, an employee may submit the written grievance directly to the Library Board President.

## **Employee Conduct**

Employee conduct reflects on the Library not only when an employee is at work, but also when an employee is away from the Library. Employees are encouraged to observe the highest standards of professionalism at all times. This not only involves sincere respect for the rights of others but also that employees should refrain from any behavior that might compromise the employee, coworkers and/or the Library.

The following list includes behaviors that could result in disciplinary action up to and including termination. This list is not all inclusive. Employees may seek further clarification from the Executive Director on issues related to employee conduct.

## **Breaches of Conduct**

- Falsifying information on an employment application, time sheet, expense reimbursement form, or other documents or records of the Library
- Unauthorized possession and/or use of library, patron, or other employee property
- Possession, distribution, or use of weapons or explosives; using and/or carrying a firearm in violation of the Illinois Firearm Concealed Carry Act
- Violating the Library's Anti-harassment Policy
- Fighting and/or other disorderly conduct
- Fraud, theft, or sabotage against the Library, its employees, or patrons
- Threatening, intimidating, coercive, abusive, or vulgar language
- Insubordination or failure to perform assigned duties
- Damaging or destroying library or patron property through willful acts
- Unauthorized use of a library-owned computer
- Conduct that reflects adversely on the Library or its employees or patrons
- Discussion, release, broadcast, or other unauthorized use of any confidential information relating to the Library or any library patron or employee
- Disparagement of the Library, Library Board Trustees, library staff, or library patrons
- Repeated tardiness or absence; abuse of leave privileges
- Violation of the Library's drug and alcohol policy
- Any behavior that results in an employee not performing their job

Any other acts/practices as the Library determines to be inconsistent with the employee rules of conduct or library policies.

## Disciplinary Steps

Based on violations of employee conduct or any other of the Library's policies, rules, or procedures, an employee may be subject to disciplinary action as follows:

<b>First offense</b>	Verbal warning
<b>Second offense</b>	Written warning
<b>Third offense</b>	Suspension (with or without pay)
<b>Fourth offense</b>	Termination

Discipline may begin at any step including immediate termination depending on the severity of the violation.

## Anti-harassment Policy and Procedure

It is the policy of the Library to maintain a working environment free from all forms of harassment. The Library will not tolerate harassment of library employees by supervisor, coworker, vendor, patron, contractor, or other visitor.

### Discrimination

Harassment is a form of employment discrimination that violates multiple federal and state laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), and the Americans with Disabilities Act of 1990 (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age (beginning at age 40), disability, or genetic information (including family medical history) or other protected status.

The Library will not tolerate harassing conduct that affects or interferes unreasonably with an individual's work performance or that creates a work environment that would be intimidating, hostile, or offensive to reasonable people.

Conduct not tolerated includes, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Employees who engage in conduct that is found by the Library to be prohibited by this policy are subject to disciplinary action up to and including termination and reporting to appropriate authorities.

## **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by when:

- Submission to such conduct is made either an explicit or implicit term or condition of employment
- Submission to or rejection of such conduct is used as a basis for any employment decision
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment

Examples of prohibited conduct include but are not limited to:

- Uninvited sex-oriented dialogue including demeaning sexual innuendos, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature and graphic or suggestive comments about an individual's body, and referring to a person as or calling a person a sexualized name
- Making derogatory or provoking remarks about or relating to a person's gender identity
- Harassing acts or behavior directed against a person on the basis of their sex or sexual orientation
- Displaying sexually explicit objects, photographs, or drawings
- Unwelcome physical contact such as patting, pinching, or brushing against any part of another's body, or physical assaults of a sexual nature
- Continued invitations to a person to socialize on-or off-duty when the person has indicated that they are not interested
- Off-duty conduct that falls within the above definition and affects the work environment

## **Procedure for Reporting**

Employees who feel they have been subject to harassment are expected to report the harassment promptly.

Employees who observe workplace harassment are expected to report the incident or complaint under all circumstances, including if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member or relative,

Supervising Personnel who witness or who receive a complaint of workplace harassment are required to report conduct which may violate this policy to the Executive Director and/or the Library Board President promptly.

Supervising Personnel who have knowledge of any conduct inconsistent with or prohibited by this Policy and do not report it to one or more of the above may be subject to disciplinary action up to and including termination.

Employees or Supervising Personnel may report harassment by:

- Filling out a confidential Incident Report form
- Contacting their Supervisor, a member of the management team, Executive Director, or Library Board President verbally or in writing

Employees are not required to report harassment to any individual who is creating or contributing to the harassment.

Depending on the nature of the harassment, employees may also file a charge in writing with the Illinois Department of Human Rights (IDHR) and/or the U.S. Equal Employment Opportunity Commission (EEOC).

### **Procedure for Investigation**

The Library will attempt to keep complaints confidential; however, complaints may be disclosed to the extent necessary to conduct an investigation of alleged misconduct and to take corrective action when this conduct has occurred.

The Library may put reasonable interim measures in place to reduce contact between involved parties while an investigation takes place.

### **Disciplinary Action**

Anyone who is found to have violated the Library's anti-harassment policies may be subject to discipline up to and including termination and/or reporting to appropriate authorities.

Failure to cooperate in an investigation may subject an employee to disciplinary action up to and including termination.

Persons knowingly making a false report are subject to disciplinary action up to and including termination and reporting to appropriate authorities.

### **Retaliation**

The Library will not retaliate or allow retaliation by an employee against an individual who has made a report of a violation of this policy or for cooperating in an investigation. Anyone who is found by the Library to have engaged in retaliation may be subject to discipline up to and including termination and reporting to appropriate authorities.

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

## **Drug and Alcohol-free Workplace**

The Library follows Illinois State Law (30 ILCS 580), also known as the Drug Free Workplace Act.

As a condition of employment, each employee shall agree to abide by the Library's policy concerning a drug and alcohol-free workplace.

For the purpose of this policy, a controlled substance is as defined in the Illinois Controlled Substance Act; cannabis is as defined in the Cannabis Control Act.

The Library shall be free from non-medical use of controlled substances and free from alcohol. All employees are prohibited from the following:

- The unlawful manufacture, distribution, dispensing, possession of, consumption or being under the influence of a controlled substance while on library property or while engaged in library business
- The distribution, possession of, consumption or being under the influence of alcohol while on library property or while engaged in library business
- Using any other substance which is:
  - Not legally obtainable; or
  - Being used in a manner different than prescribed; or
  - Legally obtainable but has not been legally obtained

Consequences for violation of this policy extend to and include termination of employment, and referral for prosecution consistent with applicable local, state, and federal law. The Library reserves the right to require an employee who violates this policy to satisfactorily participate in an approved drug or alcohol abuse program.

Any employee involved in a library project or activity who is convicted of any local, state, or federal criminal drug statute violation occurring in the workplace must notify the Library's Executive Director within five (5) days after such conviction.

Any such employees convicted of violating any local, state, or federal criminal drug statute for a violation occurring in the workplace shall be sanctioned by the Library in accordance with this policy or be required to satisfactorily participate in a drug abuse rehabilitation program.

The Library shall make available to its employees' information from anti-drug/alcohol abuse organizations and enlist the aid of community and state agencies to provide information to the library employees.

The Executive Director shall notify the appropriate federal agency or state agency from which the Library receives grant monies or contracts of any employee's conviction within 10 days after receiving notice of the conviction.

### **Concealed Carry**

The Library follows Illinois State Law (Public Act 98-63, 430 ILCS 66) which prohibits the carrying of any weapon, concealed or partially concealed, in the library building, real property, parking area, or other areas under the control of the Library.

### **Workplace Security**

For purposes of safeguarding employees, their property, patrons and the Library, and to adhere to the Library's Drug and Alcohol-free Workplace and Concealed Carry policies, the Library reserves the right to inspect any packages, parcels, handbags, purses, briefcases, backpacks or any other possessions or articles carried to and from the library property.

In addition, the Library reserves the right to search any employee's office, desk, locker or any other area or article on library premises. Inspections may be conducted at any time at the discretion of the Library.

Employees who refuse to cooperate in an inspection, as well as employees who after the inspection are found in violation of any library policies will be subject to disciplinary action up to and including termination.

### **Workplace Conduct**

#### **Solicitation and Distribution**

Solicitation and/or distribution of materials by any non-employee on library property is strictly prohibited. Solicitation and/or distribution of non-work-related materials by any employee on library property is strictly prohibited.

#### **Policies**

Employees are responsible for having a working knowledge of patron and staff policies. Employees will be informed of any new or revised policies within a reasonable period after adoption.

### **Use of Personal Vehicle for Library Business**

Employees using a personal vehicle for library business, including but not limited to attending offsite meetings, workshops, conferences, or any other professional gathering for library business, or picking up items or making deliveries, must have a valid driver's license and vehicle liability insurance coverage. The Library does not insure personal vehicles.

Employees regularly required to drive for library business must provide current proof of vehicle liability insurance to be kept on file with the Library.

### **Use of Library Phones and Personal Devices**

- Employees may make and receive occasional local personal calls on the Library's telephone during work hours provided they are brief
- Mobile phone and personal device use for non-work related reasons should not interfere with the employee's job duties
- The Library prohibits employees from using mobile phones and personal devices when operating a motor vehicle for library business

### **Computer/Internet Use**

Use of Library non-public computers and software, including on laptops issued by the Library for remote work, is limited to library business use only. The Library reserves the right to monitor the use of its computer system and laptops issued for remote work to the extent permitted by law. Employees have no reasonable expectation of privacy when using library computers with respect to any hardware, software, electronic mail or other computer or electronic means of communication or storage.

The Library's email system is the property of the Library and is to be used for appropriate business purposes only. All communications and information transmitted by, received from, or stored in this system are records and property of the Library, and are subject to Freedom of Information Act requests.

All library business Internet use must be in conformity with local, state, and federal laws, policies, regulations, and court orders. The use of computer resources to view, access, store, or distribute obscene or pornographic material is prohibited. No employee shall load any software onto any library computer, including laptops issued by the Library for remote work, without permission from the Technical Services and Automation Operations Manager or Network & Digital Services Librarian.

Employees may not use computers at public service desks for personal business.



### **Personal Use of Social Media**

The Library's Anti-harassment and Equal Employment Opportunity policies apply to the use of social media in the workplace.

Subject to applicable law, employees are prohibited from discussing confidential library matters on social media platforms or elsewhere on the Internet, including but not limited to, collection, patron data, or employee personal or medical information.

Employees may not use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against coworkers, trustees, patrons, vendors or suppliers, any organizations associated or doing business with the Library, or any members of the public, including website visitors who post comments.

Employees may not share content or information protected under current copyright law without advanced authorization from the copyright holder.

### **Library-sponsored Social Media**

Only employees designated and authorized by the Library may prepare content for or delete, edit, or otherwise modify content on library-sponsored social media accounts.

Designated employees are responsible for ensuring that library-sponsored social media conforms to all applicable library rules and guidelines. These employees are authorized to remove any content that violates Library Policies.

Employees who create or are provided access to library-sponsored social media accounts must provide the Library with all passwords and/or log-in information to such accounts immediately upon request and must transfer "manager" or "owner" status (as defined by the particular social media site) upon request.

Employees who post comments on social media accounts managed by the Library in response to content must identify themselves as employees.

### **Library Equipment**

An employee may bring home equipment owned by the Library with the approval of their immediate supervisor or the Executive Director. Borrowed equipment will be the responsibility of the employee. Damage incurred to borrowed equipment in an employee's possession should be immediately reported to the Executive Director. The Library may require the employee to pay (or reimburse the Library) the cost to repair or replace damaged equipment.

## **Attendance**

All employees of the Library are expected to assume responsibility for their attendance and promptness. Absenteeism and/or lack of punctuality will be reflected in an employee's annual performance evaluation and is subject to disciplinary action.

In all cases when an employee is unable to report to work as scheduled, the employee should provide a reason for the absence prior to the beginning of their scheduled shift and give an expected time or date of return to work.

Employees who do not provide advance notice of their absence or who are absent without approval from their immediate supervisor, or the Executive Director may be subject to disciplinary action.

The Library may require that documentation for tardiness or absence be provided, especially in the case of absences of over three (3) consecutive days.

In instances of absence related to an employee's health or medical condition, the Library may require the employee to obtain a healthcare provider's report explaining the illness or condition and any work-related restrictions. When deemed to be appropriate, the Library may delay an employee's return to work until a healthcare provider's report is submitted to the Library.

Three (3) consecutive days of absence without notice to the Library constitutes job abandonment, and results in the termination of an employee as a voluntary separation.

## **Personal Appearance and Hygiene**

The Library is committed to creating a professional and welcoming environment. Therefore, employees are to present themselves in a manner that reflects the Library's dedication to providing excellent service and to encourage respectful demeanor.

### *Name Badges*

Employees must wear name badges identifying themselves as employees of the Library when they are working. Employees may choose to wear name badges with their first name, last name, first and last names, or departments only.

### *Dress Standards*

Employees are expected to dress in accordance with the duties of their job.

Unsatisfactory work attire includes but is not limited to:

- Clothing that poses a danger to employee or patrons' health and safety
- Undergarments worn as clothing, or clothing that intentionally exposes or reveals undergarments
- Bare midriffs and/or excessive exposed skin on the chest, back, or torso
- Tights or leggings as pants
- Beach, athletic, or exercise attire
- Casual beach or water shoes such as flip flop sandals or Crocs
- Ripped or frayed clothing
- T-shirts or casual attire featuring logos, graphics, or text, except for those issued by the Library
- Shorts, except under pre-approved circumstances

Shoes should be selected with safety in mind and should be appropriate for work assignments.

Special considerations and/or exceptions to work attire can be made by an employee's immediate supervisor dependent on work and responsibilities involved.

### *Body modifications*

Personal expression through body modifications including but not limited to tattoos, jewelry, hair color, and hair style is allowed. However, personal expression must not interfere with personal safety, violate the Library's Anti-harassment policy, or constitute a breach of conduct (as listed elsewhere in the personnel manual).

### *Hygiene*

Employees are expected to maintain appropriate hygiene standards while at the Library or performing library duties. Employees are prohibited from wearing or maintaining in their workspace any type of strong-smelling substance including but not limited to perfumes, aftershaves, colognes, potpourri, or other such substances.

An employee who reports for work in violation of the Personal Appearance and Hygiene policy may be sent home without pay to correct the infraction. Repeated violations will be grounds for additional discipline up to and including termination.

For questions about appropriate attire or hygiene, an employee should consult with their immediate supervisor.

Adopted	April 20, 1994
Reviewed	
Revised	October 21, 1998; February 21, 2001; January 16, 2008; February 20, 2008; March 19, 2008; February 15, 2011; April 17, 2013; January 16, 2015; September 19, 2017; January 16, 2018; November 20, 2019; December 16, 2020; August 18, 2021, December 20, 2023



## **Employee Acknowledgement Form**

I acknowledge that I have received and reviewed the Glencoe Public Library Personnel Manual. I understand that this Manual is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract. Rather, this Manual is an overview of personnel policies related to my employment.

All employment relationships with the Library are on an at-will basis. That means my employment is subject to termination at any time by me or the Glencoe Public Library, with or without cause, and with or without notice.

I also understand that all the policies, rules and regulations in the Manual may be revised as deemed necessary by the Glencoe Public Library Board of Trustees and the Executive Director. I further understand that I may ask any supervisor for an explanation or for further information on any subject contained in this Manual.

This Manual rescinds and supersedes all previous Personnel Policies published by the Glencoe Public Library.

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Print Name

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Employee's Signature

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Date

Policy Revision Date: December 20, 2023