

Normal Public Library: Personnel Code

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SEC. 1 GENERAL PROVISIONS:

- A. Purpose: It is the purpose of these provisions to establish usual procedure that will serve as a guide to administrative action concerning the various personnel activities and transactions. They are intended to indicate the customary and the most reasonable methods by which the aims of the personnel program can be carried out. **The provisions of this code are not to be considered as establishing a contract of employment or as establishing property rights. The library has the authority and discretion to waive application of these policies in any instance. Normal Public Library is an at-will employer and reserves the right to modify or alter these policies as necessary or advisable.**
- B. Positions Covered: Subject to the following exceptions and those specified elsewhere in this Code, this Chapter shall apply to all employees in the Library's Salary Administration Program.
 - a. Exempt employees shall not receive the benefits of, be subject to, or be regulated by the following provisions:
 - i. Overtime;
 - ii. Probation.
- C. Employee Conduct:
 - a. Employees are expected at all times to conduct themselves in accordance with law, Town ordinances, library directives, and in a positive manner to promote the best interests of the Library, the efficient operation of their department, the performance of their job duties, and the health and safety of themselves, fellow employees, and the public.
 - b. Employees have the responsibility for managing their behavior on and off duty. An employee who exhibits conduct on or off duty which violates state or local laws must promptly notify their supervisor.
- D. Attendance: Consistent attendance and punctuality contribute to the success of the library's

operations. Attendance problems disrupt operations, lower productivity, and create a burden for other employees. All employees are expected to assume responsibility for their attendance and promptness. Poor attendance will be reflected in an employee's performance review, and is subject to disciplinary action. Employees who are unable to report to work as scheduled must provide notice to their immediate supervisor as soon as possible. Employees who are absent for three or more days without calling are considered as having voluntarily quit. The library director may by directive adopt rules for the administration of this policy which will apply to all library employees.

- E. Residency Requirements: Each full-time employee of the Library shall reside within McLean County or within a 60-mile radius of the intersection of Main Street and College Avenue in Normal. The library director may waive this requirement on a case-by-case basis for good cause.
- F. Pecuniary Interest:
 - a. No library employee may have financial interest in the profits of any contract, service or work performed for the Normal Public Library.
 - b. Except as prohibited by state law, a Library employee may contract with the Library provided the following conditions are met: 1) prior approval is obtained from the library director; 2) the contract shall not exceed \$500.00; and 3) the employee shall not enter into more than three such contracts each fiscal year.
- G. Administration: These provisions shall be administered by the library director. The library director may issue formal directives, as necessary. Directives may be subject to review by the Board of Trustees of Normal Public Library.

SEC. 2 RECRUITMENT AND EMPLOYMENT.

It is the responsibility of each department manager to notify the library director of any vacancies. The library director or designee will have the responsibility for filling vacancies and employing personnel to fill newly created positions.

SEC. 2.1 EQUAL OPPORTUNITY

The Normal Public Library is an equal opportunity employer and will comply with all applicable federal, state, and Town laws prohibiting illegal discrimination in employment.

SEC. 2.2 PROBATIONARY PERIOD.

- A. The probationary period is intended to provide an opportunity for managers and other supervisory personnel to monitor, evaluate, and assess the skills, abilities, and attitudes of employees. This period affords an opportunity to evaluate the capability of the probationary employee.
- B. The probationary period is six months for all newly hired regular employees. The

probationary period is three months for all promoted, transferred, or demoted employees. The library director may extend the probationary period, not to exceed one year, in order to provide an opportunity for adequate evaluation of the employee.

- C. A manager may, with the consent of the library director, reprimand, suspend, or remove any probationary employee within their department for any reason, regardless of whether that reason would constitute sufficient grounds for disciplining or removing non-probationary employees.
- D. Transferred or promoted employees who are unable to perform satisfactorily on their jobs during or at the end of their probationary period may, at the discretion of the Library, be returned to their original jobs, if a vacancy exists.
- E. A probationary employee is not entitled to the hearing or appeal procedures afforded non-probationary employees by section 2.7 of this code.

SEC. 2.3 PHYSICAL EXAMINATIONS.

- A. A physical examination may be required for regular employees hired by the Normal Public Library. Such physical examination shall be at the Library's expense. A copy of the physician's report must be provided to the Library.
- B. A physical examination may be required at any time to determine the ability of an employee to continue or return to work. Such physical examination will be at the Library's expense. A copy of the physician's report must be provided to the Library.

SEC. 2.4 NEPOTISM PROHIBITED.

No person may be hired as a regular employee at the library if there is a regular employee who has a degree of affinity (marriage) or consanguinity (blood) to the applicant as close as or closer than that possessed by first cousins, except as required by law or except where the regular employee enters into a nepotism agreement obligating the regular employee to retire or resign from employment effective upon the new hire successfully completing probation.

SEC. 2.5 PROMOTIONS, DEMOTIONS AND TRANSFERS.

All promotions, transfers and demotions will occur in conjunction with the Salary Administration Program's merit system.

- A. All recommendations for promotions and transfers will be based on merit and shall be approved by the library director. When an employee is promoted their salary may be adjusted by the library director after consultation with the employee and the manager involved.
- B. All recommendations for demotions based on lack of individual merit or the phasing out of former positions, will be cleared with the library director. Where a regular employee accepts a voluntary demotion to a lower pay grade, their pay shall be set a step in the lower range

as determined by the library director. Where a regular employee takes an involuntary demotion to a lower pay grade, she/he shall be placed in any appropriate step rate in the lower range that is less than the existing salary.

SEC. 2.6 DISCIPLINARY ACTION

- A. If an employee's performance, attitude, work habits, or personal conduct at any time falls below a desirable level, such employee's manager may initiate appropriate disciplinary action.
- B. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action seeking suspension or dismissal.
- C. In some instances, a specific incident may justify severe disciplinary action, or dismissal; however, the action depends on the seriousness of the incident and the entire pattern of the employee's past performance and conduct.
- D. The Library may use traditional forms of disciplinary action including, but not limited to, verbal counseling or coaching, written reprimands, suspensions with or without pay, or dismissal.
- E. At the manager's option, employees may be allowed employee assistance counseling in lieu of disciplinary action. In order to participate in employee assistance counseling in lieu of serious disciplinary action, the employee must: (1) waive confidentiality related to attendance and progress in completing any treatment plan recommended by the employee assistance counselor and/or other professional; (2) attend all scheduled meetings and complete follow-up recommendations and treatment plans. Information received from the employee assistance counselor or other professional shall be considered confidential and shared only on a need to know basis in order to assure compliance with the terms and conditions of referral. Failure to comply with the terms and conditions of the employee assistance counseling or continued performance and behavior problems will result in further disciplinary action.

SEC. 2.7 GROUND FOR SUSPENSION OR DISMISSAL OF REGULAR, NON-PROBATIONARY EMPLOYEES

- A. Grounds: The employee's manager—or the library director—may dismiss or suspend any employee for the good of the organization
- B. Reasons for dismissal or suspension may include but shall not be limited to:
 - 1) Failure to meet prescribed standards of work, morality, and ethics to an extent that makes an employee unsuitable for continued employment in the position in which the individual is employed;
 - 2) Theft, destruction, or improper or unauthorized use or disposition of Library property;
 - 3) Incompetency, inefficiency or negligence in the performance of duty;
 - 4) Insubordination that constitutes a serious breach of discipline;
 - 5) Conviction of a felony;

- 6) Unbecoming personal conduct;
- 7) Unauthorized absences, or abuse of leave privileges;
- 8) Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of their duties;
- 9) Falsification of records or use of official position for personal advantage;
- 10) Inability to get along with fellow employees so that work quality or quantity is affected;
- 11) Failure to follow the order of one's supervisor, manager, library director, or a designee;
- 12) Failure to report on-the-job injuries;
- 13) Possessing or using alcohol or controlled substances on the job or arriving on the job under the influence of alcohol or controlled substances, or sale of controlled substances in the workplace;
- 14) Failure to proactively or effectively communicate integral information regarding safety or Library operations to the appropriate staff or supervisor;
- 15) Providing unauthorized access to Library property or equipment;
- 16) Abuse of: staff library card account; information stored within Library records; borrowing privileges or access to materials; any privilege gained as a Library employee;
- 17) Unauthorized or inappropriate use of Library technology - including but not limited to - computers and networks;
- 18) Pattern of conduct that is offensive or threatening to fellow employees, or unlawful harassment of fellow employees;
- 19) Illegal conduct, including but not limited to unlawful discrimination based on a protected status recognized by law;
- 20) Pattern of behavior that negatively affects the service environment of the library and/or work environment of other staff;
- 21) Intentionally making a false statement on an application for employment, or in connection with any job duties performed by the employee which statement causes harm or a breach in trust in the employer/employee relationship.

SEC. 2.8 NOTICE AND APPEAL

The employee shall be furnished a notice of the nature of the disciplinary suspension or dismissal by the Director or the Supervisor involved, the reasons for the discipline, duty or pay status change, and their option to respond to the action to the library director or designee in writing by 5:00 p.m. on the close of the third business day following the notice. After the notice of disciplinary action, but prior to any proposed effective date of dismissal or suspension, the employee may be retained in one of the following employment statuses:

- a. On duty with pay;
- b. Suspended with pay;

c. Suspended without pay;

at the discretion of the Director or Supervisor. If the employee fails to respond to the notice of the disciplinary action, it shall be effective on the date specified with no need for additional action. If the employee answers the charges in writing, the library director or designee shall afford the employee a hearing or meeting and at the close thereof, affirm, modify, increase, reduce or reverse the proposed dismissal or suspension. Such a hearing or meeting shall be promptly held. The employee may appeal the result of the hearing to the Library Board of Trustees. Such appeal must be communicated in writing by 5:00 p.m. on the close of the third business day following the hearing.

SEC 2.9 DURATION OF SUSPENSIONS

No employee shall be suspended for a period of time in excess of thirty (30) days for one occurrence, provided however, this limitation shall not apply to or include the period of time between the furnishing of the notice of charges and the effective date of the suspension or disposition of an appeal if one is held.

SEC. 2.10 GRIEVANCES.

Any inquiry, complaint, dissatisfaction or grievance of any sort that directly affects an employee must be discussed with the employee's manager or supervisor within one (1) calendar week of the event or occurrence directly affecting the employee. If the employee cannot resolve the grievance to their satisfaction, the employee may request in writing through their manager that the decision be reviewed by the library director. The decision of the library director will be final.

SEC. 3 SEPARATION AND RETIREMENT

SEC. 3.1 SEPARATION.

- A. Separation of employees from positions in the Salary Administration Programs will be designated as one of the following types and shall be accomplished in the manner indicated:
- B. Resignation: An employee may resign by submitting in writing the effective date to the library director as far in advance as possible, but a minimum of two weeks notice is desired. Failure to comply with this requirement may be cause for denying future employment with the Library. Employees who are absent from work for three (3) consecutively scheduled days without proper notice will be considered as having voluntarily resigned.
- C. Layoff: The department manager with the approval of the library director may lay off a regular employee, provided no regular employee shall be laid off when another person in a classified position is employed on a provisional or seasonal basis in the same position. Layoffs longer than one (1) year shall be deemed termination from employment with no appeal rights.
- D. Disability. An employee may be separated for disability if the employee is unable, with reasonable accommodation, to perform the essential functions of the job because of a physical or mental impairment. Action may be initiated by the employee, or the Library, but

in all cases, it must be supported by medical evidence acceptable to the library director. The Library may require an examination at its expense and performed by a physician of its choice. Employees shall cooperate fully in such determination.

- E. Death: Separation will be effective as of the date of death. All compensation due will be paid to the estate of the employee, except for any payments that the law requires be paid to a surviving spouse.
- F. Retirement: If an employee meets the conditions set forth in this policy and the retirement plan regulations, the employee may elect to retire and receive all benefits earned under the retirement plan.
- G. Dismissal. The Library may separate any employee from service for cause or for any reason that is not prohibited by law.

SEC. 3.2 BENEFITS UPON SEPARATION AND REINSTATEMENT

- A. Separation and Reinstatement: Employees who separate employment are entitled to be compensated for all vacation time accrued as of the last day actually worked.
- B. Any employee who is reinstated following separation of employment may be allowed full or partial prior service credit with the Library to include vacation, sick leave and retirement benefits in accordance with IMRF Rules and Regulations, as determined by the library director.

SEC. 3.3 RETIREMENT

Employees are not required to retire at any designated age, except as may be determined by state or federal law. Employees and the Library may determine the retirement age of each employee based on their willingness, need, and ability to continue performing their job duties competently.

SEC. 4 SCHEDULES AND LEAVE TIME

All leave under this chapter is calculated based on the Library's fiscal year.

SEC. 4.1 OVERTIME

Upon approval of the library director, employees shall receive overtime pay or compensatory time for overtime work performed in accordance with this section of policy. No employee may work overtime absent library director authorization. This section does not apply to FSLA employees.

SEC. 4.2 COMPENSATORY TIME

- A. Upon approval of the library director, employees may receive compensatory time in lieu of overtime pay in accordance with this section.
- B. The taking of compensatory time shall be scheduled and authorized by the library director.
- C. An employee may accrue more than 80 hours of compensatory time. The city manager may authorize an employee to accrue up to 120 hours of compensatory time for the

following: (i) public safety activities; (ii) emergency response activities; and (iii) seasonal activities.

- D. Compensatory time may not be carried forward from one fiscal year to the next without the written authorization of the library director.
- E. Overtime pay may be paid to an employee for accrued compensatory time. This overtime pay will be calculated based on the regular hourly rate earned by the employee at the time that the employee receives the payment.

SEC. 4.3 CALL-BACK

A regular employee called back to work after having completed a working day will receive credit for 2 hours of work or the time actually worked, whichever is greater.

SEC. 4.4 WORKING OUT OF RANK

- A. Any full time employee who works out of rank to a higher classified job for 30 or more consecutive days will receive compensation for that work equivalent to the first step in the high classified job pay grant that results in an actual increase in pay.
- B. Any full time employee who works out of rank to a higher classified job for at least one complete duty day but less than 30 complete duty days will receive, in addition to such employee's regular rate of pay, one hour of overtime for each complete duty day. This subsection B does not apply to employees in Grade 40 and above, to assistant supervisors, or to FLSA exempt employees.

SEC. 4.5 HOLIDAYS.

The following are considered holidays by the Normal Public Library:

The first day of January, commonly known as New Year's Day; Memorial Day, the date of celebration of which will be designated by the library director prior to the start of the calendar year; the 4th of July; the first Monday in September, commonly known as Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Day. The following will be treated as floating holidays: Martin Luther King, Jr. Day, commonly designated as the third Monday in January, Juneteenth, designated on June 19th, and Indigenous People's Day, commonly designated as the second Monday in October. The library will be closed on Christmas Eve, which will be treated as a paid holiday when it falls on a Monday, Tuesday, Wednesday, or Thursday. The library will close at 5:00 PM on December 31st. With Library Board of Trustees approval, the library director may designate additional floating holiday(s). The library will be closed on the holiday commonly known as Easter.

If a holiday occurs on Saturday, the preceding Friday will be observed as the holiday. If a holiday occurs on Sunday, the following Monday will be observed as the holiday. All other holidays will be observed on the actual day.

For the purpose of computing overtime in a calendar week in which a holiday occurs, an employee

shall receive credit for the number of hours which the employee normally would have worked on the observed holiday.

Certain employees who work on holidays or who observe holidays on days which they would otherwise not work are entitled to the following benefits:

- A. Employees whose weekend is defined as two (2) days other than a Saturday and Sunday, shall, when an observed holiday falls on a day in this employee's weekend, be given additional time off equivalent to the observed holiday, (this additional time off is considered an excused absence, but it is not considered an observed holiday), as scheduled by the manager, or in lieu thereof, monetary compensation equivalent to that paid for eight (8) hours of work at the employee's regular rate of pay for a full day.
- B. Employees who are required to work as part of their regularly scheduled work period on an observed holiday, shall be compensated at one and one-half (1 ½) the employee's regular hourly rate that may be taken as additional time off (this additional time off shall be considered an excused absence, but is not considered an observed holiday), as scheduled by the manager, or in lieu thereof, monetary compensation for the time actually worked on the observed holiday. For the purposes of computing overtime in a calendar week in which a holiday is observed, an employee will receive credit for the number of hours that the employee normally would have worked on the observed holiday.
- C. The pay rate for each full-time employee includes compensation for the holidays set forth in this section. In addition to this compensation, employees who work on holidays or who observe holidays on days that they would otherwise not work are entitled to the following benefits:

(1) For an employee whose weekend is defined so as not to include Saturday or Sunday, if an observed holiday falls on a day that is included in his or her weekend, then that that employee will be given additional time off of one day (or one-half day if the observed holiday is a half- day holiday) for each observed holiday that falls on his or her weekend. This additional time off will be considered an excused absence but will not be considered an observed holiday. This additional time will not accrue until the completion of the observed holiday. The employee, at his or her option, may, instead of time off, elect to receive monetary compensation equivalent to the hours of additional time off granted under this subsection at the employee's regular rate of pay.

(2) If an employee is required to work on an observed holiday as part of his or her regularly scheduled work period, then the employee will be compensated at his or her regular rate of pay plus additional time off in an amount equivalent to 50% of the hours that he or she worked during the observed holiday. This additional time off will be considered an excused absence but will not be considered an observed holiday. This additional time will not accrue until the completion of the observed holiday. The employee, at his or her option, may, instead of time off, elect to receive

monetary compensation equivalent to the hours of additional time off granted under this subsection at the employee's regular rate of pay.

SEC. 4.6 VACATIONS.

A. Employees will accrue vacation benefits from the date of hire as follows:

(1) Employees with a scheduled work week of 40 hours will accrue vacation time at the following rates:

(a) 6.67 hours per month for employees with less than five completed years of employment.

(b) 10 hours per month for employees with at least five but less than 10 completed years of employment.

(c) 13.33 hours per month for employees with 10 or more completed years of employment or positions grade 38 and higher.

(2) Employees with a scheduled work week of 37.5 hours will accrue vacation time at the following rates:

(a) 6.25 hours per month for employees with less than five completed years of employment.

(b) 9.375 hours per month for employees with at least five but less than 10 completed years of employment.

(c) 12.5 hours per month for employees with 10 or more completed years of employment.

(3) Regular part-time and regular temporary employees will earn a prorated share of vacation leave under subsection (A)(1) of this section based on their work schedule as approved by the library director.

B. Unless otherwise authorized by the library director, an employee may not carry forward into the next fiscal year vacation time that exceeds an amount equal to the vacation time accrued in the prior fiscal year plus one week.

C. Disposition of Accrued Unused Vacation. The library director may by directive provide for the disposition of accrued vacation time accumulated over the maximum accumulation set forth above. Such disposition may include one or more of the following:

1. Loss of all or portion of such time.
2. Continued accumulation for a specified period of time.

3. Payment in cash of all or a portion of such time.

D. Requests: Employees are required to submit their choice for their vacation period as soon as possible prior to the date requested to their manager or supervisor. Employees may only request vacation if the leave time is available as previously accrued and documented in the designated system. The manager may, but is not required to, accept vacation requests less than five (5) days prior to the date requested.

E. Scheduling: Vacation periods shall be set by the manager with due regard to length of service with the Library and preference to the employees and consistent with the requirements of efficient operation of the Normal Public Library. The manager may deny a request for vacation leave. Should working conditions warrant, the manager will have the right to cancel an employee's vacation and request the employee to submit a new date for vacation, provided the employee is notified of the decision as soon as possible in advance of the beginning of the previously approved vacation period. Requests for vacation period changes by employees may be considered by the manager if the change can be accommodated for the Library or departmental schedule.

SEC. 4.7 JURY DUTY.

- A. An employee is permitted to perform jury duty or otherwise appear at required court appearances and, with the approval of the library director, will be paid at their regular daily wages during that service.
- B. For the purpose of computing overtime in a regularly scheduled work period in which an employee performs jury duty, the employee will be considered to have worked the lesser of:
(i) actual number of jury-duty hours served or (ii) the number of hours the employee was regularly scheduled to work for the Library.

SEC. 4.8 SICK LEAVE.

Eligibility and Accrual:

- A. Each regular employee who has been employed for more than 30 days is eligible for earned sick leave.
- B. An employee on payroll, receiving either a paycheck or worker's compensation benefits, will accrue sick leave at a rate of one day for each month of service, cumulative to a maximum of 120 days.
- C. Beginning June 1, 2007, an employee who has accumulated a maximum of 120 days of unused sick leave may continue to accrue sick leave to a maximum of 240 days. Any such additional accrued sick leave will not be available for use as sick leave, but will be tracked and recorded solely for the purposes of converting that sick leave to creditable service under the Illinois Municipal Retirement Fund at the time the employee retires from active employment with the Library.

Use:

- A. An employee may use sick leave in the following circumstances:
 - (1) Illness, injury, or medical appointments of the employee.
 - (2) Illness injury, or medical appointments of the employee's spouse, child, or parent if the following conditions are met:
 - (a) the employee's presence with the spouse, child, or parent is required; and
 - (b) prior approval has been obtained.
- B. The Library may require an employee to submit documentation attesting to the necessity of the employee's sick-leave use. An employee who takes three or more consecutive sick days shall furnish a physician's statement to their department head and complete paperwork necessary to use any applicable FMLA leave. All documentation must be in the form and manner acceptable to the Library.
- C. Any employee may not use more than 120 sick days in any fiscal year.
- D. The use of sick leave will not release an employee from his or her obligation in maintaining a satisfactory attendance record. The abuse of sick leave, including evidence of patterns of use around an employee's weekend, as well as the excessive use of sick leave on a frequent and recurring basis will constitute just cause for disciplinary action.

SEC. 4.9 COORDINATION OF SICK LEAVE AND OTHER MEDICAL BENEFITS.

- A. An employee who is receiving compensation under the provisions of Illinois' Workers Compensation Act will be eligible to take sick days during this period and will be eligible to receive that portion of his or her regular salary that will, together with compensation from the Workers Compensation Act, equal his or her regular salary.
- B. The use of sick leave under subsection (A) is at the discretion of the employee.
- C. If an employee is eligible for leave under the Family Medical Leave Act ("FMLA leave"), then that FMLA leave will run concurrently with leave for on the job injury.

SEC. 4.10 SICK LEAVE REINSTATEMENT.

- A. This section applies only to employees hired before January 1, 2024.
- B. An employee who has accrued 120 days of sick leave and who, due to his or her illness, injury, or disability, takes at least 10 days of sick leave in a single occurrence and who furnishes a physician's statement attesting to the illness, injury, or disability is eligible for the reinstatement of the lesser of (i) the actual number of sick-leave days taken in that occurrence or (ii) the amount of sick-leave at which the employee would reach the maximum accrual in the sick-leave bank.
- C. The reinstatement under subsection (B) will occur if the returning employee works the succeeding 12 consecutive months after returning from the sick leave without taking more than five sick days during that 12-month period.

SEC. 4.11 MILITARY LEAVE.

Library employees who are enlisted in the United States military service, including the ready reserves and the National Guard, will be entitled to all rights and benefits afforded by law, Illinois law, and any applicable contract. The Library will at all times comply with the laws applicable to those on military leave.

SEC. 4.12 LEAVE PROVISIONS.

- A. Bereavement Leave: Each employee is entitled to leave in accordance with the Family Bereavement Leave Act (820 ILCS 154/). The library director is authorized to adopt rules for the administration of this leave. These rules may allow for paid time off for bereavement leave.
- B. Leave Without Pay: The library director may grant a regular employee leave without pay for a period not to exceed 365 days when it is in the interest of the Library to do so.
 - a. During the employee's approved leave, their position may be filled by a temporary appointment, promotion, or reassignment.
 - b. Upon the expiration of the leave without pay, the employee will be reinstated to the position previously held, if that position still exists or, if it does not, then to any other vacant position in the same class at their previous salary level adjusted up or down by the cost of living adjustment.
 - c. Approved leave without pay will not constitute a break in service. Employees on approved leave will not accrue or be entitled to any benefits including sick leave, vacation leave, or personal convenience leave. Insurance coverage may continue at the Library's option, at the employee's expense.
- C. Employees shall be granted leave in accordance with the Federal Family & Medical Leave Act, Victims' Economic Security and Safety Act, and other federally or state mandated leave requirements, pursuant to policy as determined by the library director.

SEC. 4.13 PERSONAL CONVENIENCE DAYS.

- A. Personal convenience leave is granted as follows:
 - (1) Each regular full-time employee who is employed as of the first day of the fiscal year will be granted three days of personal convenience leave for use in that fiscal year.
 - (2) Newly hired regular full-time employees will be granted personal convenience leave hours on a prorated basis, based on the days remaining in the fiscal year.
 - (3) Regular full-time employees will be granted one additional day of personal convenience leave annually beginning on the first day of the fiscal year following completion of the employee's 20th year of employment.
 - (4) Regular full-time employees will be granted one additional day of personal convenience leave annually beginning on the first day of the fiscal year following completion of the employee's 30th year of employment.

- B. An employee may use the leave under this section for any reason.
- C. The leave under this section may not be carried forward to the next fiscal year and is not subject to any buyout.
- D. An employee may request leave only if the leave time is available in their leave bank. The leave must be taken in increments of at least one quarter hour. An employee must request vacation leave at least five days before the requested leave date. A manager may accept a leave request that was made less than five days before the requested leave.

SEC. 4.14 EMERGENCY CLOSINGS.

Emergency closing decisions are the responsibility of the Director (or Director's designee). In the rare instance that the library must close due to a circumstance such as severe weather, power failure, fire, or pandemic, notification will be made to the public and to the employees. If the library must suspend all work activities, employees will be notified by management that there is an emergency closing for the public and for staff.

- A. Employees who are scheduled, but excused from work due to an emergency closing, will be paid for their scheduled time.
- B. Employees who are not scheduled to be at work due to a pre-approved vacation, personal day, floating holiday, or previously chose the day off for working the weekend, will not be paid for the emergency closing but will be expected to take the day off as vacation, personal day, or a floating holiday.
- C. Employees who call in sick the day of an emergency closing must use sick time to be paid for the day. Employees who are not scheduled to work on the day of an emergency closing will not be paid for the day.
- D. Staff who are designated essential may be required to work at the facility or remotely during an emergency closing depending upon the nature of the situation.

SEC. 4.15 PARENTAL LEAVE.

Employees may be entitled to parental leave for the birth or adoption of children. The library director may by directive adopt rules for the administration of this leave which will apply to qualifying library employees.

SEC. 4.16 TELECOMMUTING.

Employees may be entitled to telecommuting options. The library director may by directive adopt rules for the administration of telecommuting which will apply to qualifying library employees.

SEC. 4.17 FLEX WORK.

Employees may be entitled to flex time and flex place options. The library director may by directive adopt rules for the administration of flex time and place which will apply to qualifying library

employees.

SEC. 4.18 IMRF BENEFIT PROTECTION LEAVE.

- A. Employees covered under the Illinois Municipal Retirement Fund are eligible to take Benefit Protection Leave upon proper application to the Illinois Municipal Retirement Fund and meeting all of the qualifications for leave imposed by the Fund.
- B. The maximum amount of Benefit Protection Leave granted over an employee's IMRF career may not exceed 12 months.

SEC. 4.19 MANDATED LEAVE.

Employees will be granted leave in accordance with federal or state mandated leave requirements, pursuant to policy as determined by the library director.

SEC 5 SALARY AND BENEFITS

SEC. 5.1 SALARY ADMINISTRATION PROGRAM.

- A. The Library Board of Trustees may adopt a job classification and salary administration program on an annual basis. The Salary Administration Program will cover each full-time position in the library, excluding unclassified personnel.
- B. The Salary Administration Program will consist of (i) the classification for each full-time position and (ii) a schedule of salary steps for each classification.
- C. The library director has the responsibility and authority to place library employees in steps within their job classification.
- D. For employees beginning at the first step, progression to the next salary step will automatically occur at six-month, 12-month, and 24-month anniversary of employment, and thereafter any progression will be based solely on merit. For employees beginning higher than the first step, all progressions will be based solely on merit. No employee may progress above the maximum salary step for that classification.
- E. Regular part-time employees will progress through the Salary Administration Program with a prorated salary based on the salary schedule for full-time employees. All other part-time employees and all temporary employees will receive an hourly wage based on a wage schedule determined by the library director.
- F. The library director may report to the Library Board of Trustees any recommendations for changes in existing job classifications, classifications of new positions, changes in the salary schedule, and the general review of the Program.

G. Cost of Living Adjustment method may be approved by the Library Board of Trustees annually:

- a. Each year the proposed annual budget will include the cost-of-living adjustment to be added to the salary for each classified employee. The adjustment is the lesser of:
(i) the net percentage increase in the CPI computed for the 12-month period beginning January 1 and ending December 31 of the preceding calendar year; or (2) 5%.
- b. The cost-of-living adjustment for the fiscal year will be in the amount set forth in the annual budget.
- c. For purposes of this section, "CPI" means the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor.

SEC. 5.2 INSURANCE PROGRAM.

The Library shall provide group insurance programs to qualified Library employees and retirees with the level of benefits and the premium contributions to be determined annually by the Library Board of Trustees.

SEC. 5.3 RETIREMENT.

Employees are not required to retire at any designated age, except as may be determined by state or federal law. Employees and the Library may determine the retirement age of each employee based on their willingness, need, and ability to continue performing their job duties competently.

SEC. 5.4 UNIFORM PROVISIONS.

The library director shall have authority to provide uniforms or cash allowances for uniforms and general staff apparel.

SEC 6 CONTINUING EDUCATION AND TRAINING

SEC. 6.1 CONFERENCE ATTENDANCE.

Expenses will be provided by the Library for conference attendance upon approval of the department manager and the library director. The library director may by directive adopt rules for the administration of funds for travel and training related to conferences.

SEC. 6.2 QUALIFIED EDUCATIONAL ASSISTANCE PROGRAM

Employees may qualify for educational assistance. The library director may by directive adopt rules for the administration of qualified educational assistance.

SEC. 6.3 DUES.

The Library desires to encourage staff to participate in job-related membership associations. With the approval of the Director and subject to available funds, the Library will pay for the annual membership in a professional, civic, or community-wide organization for requesting employees.

SEC. 7 PERSONAL USE OF LIBRARY PROPERTY.

The use of Library property for personal purposes is prohibited, except the library director may, for the good of the service, issue rules permitting the personal use of Library property.

SEC. 8 USE OF PERSONAL PROPERTY FOR LIBRARY BUSINESS.

The library director may authorize the use of property owned by Library employees for Library business and may establish reimbursement rates for the use of such personal property.

SEC. 9 POLITICAL ACTIVITY.

Except as allowed by law, Library employees may not engage in political activity on Library property, while at work, or use Library resources for political causes.

SEC. 10 GIFT BAN.

In furtherance of the prohibitions contained in the State Officials and Employee Ethics Act (5 ILCS 430/1-1 et seq.), no Library officer or employee shall accept or solicit any gift from a prohibited source if such gift exceeds 25 dollars in value unless such gift qualifies as a listed exception in 5 ILCS 430/10-15.

An officer or employee does not violate this provision if the officer or employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt for income taxation under Section 501(C)(3) of the Internal Revenue Code of 1986 as now or hereafter amended, renumbered or succeeded.

Appendix A: Definitions

1. Appeal: A written application for review of an alleged grievance submitted or instituted by an employee to a higher authority.
2. Applicant: An individual who has completed and submitted an application for an announced position of employment with the Library.
3. Calendar Week: A time period beginning at 12:01 a.m. Sunday and continuing for seven (7) consecutive days.
4. Compensation Pay: The standard rates of pay which have been established for the respective grades of work as set forth in the Salary Administration Program.
5. Compensatory Time: Time off work to offset one and one-half (1 1/2) hours for each one (1) hour of overtime.

6. Cost of Living: A percentage adjustment made in an employee's salary "to compensate for an increase (or decrease) in the price of common goods purchased." This percentage is determined by the U.S. Bureau of Labor Statistics.
7. Demotion: Assignment of an employee from one class to another which has a lower maximum rate of pay.
8. Department: The primary organization unit which is under charge of a manager.
9. Dismissal: Separation from Library employment for any reason not prohibited by law.
10. Eligible: A person who has successfully met required qualifications for a particular class.
11. Employee: An individual who is legally employed by the Library and who is compensated through the Library payroll for services. Individuals or groups compensated on a fee basis are not included. Employees may be classified as follows:
 - a. "Classified employee" means any employee other than a non-classified employee.
 - b. "FLSA exempt employee" means any employee in a job position that is exempt from overtime compensation under the Fair Labor Standards Act.
 - c. "Non-classified employee" means (1) any temporary employee, and (2) any non-regular part-time employee.
 - d. "Non-regular employee" means an employee who is hired into a position that is of a short-term duration, seasonal in nature, or work hours are expected to be below 20 hours per work week.
 - e. "Non-regular part-time employee" means an employee hired on a part-time basis to work in a classified position for no more than 999 hours in a fiscal year.
 - f. "Non-regular temporary employee" means an employee hired for a specific purpose or program not to exceed 1300 hours in a fiscal year; or an employee who is hired for a definite stated period to fill-in for an employee on leave; or an employee hired to fill a vacant classified position until such position is filled by a regular employee.
 - g. "Regular employee" means a regular full-time employee, regular part-time employee, or regular temporary employee.
 - h. "Regular full-time employee" means an employee hired to work 1950 hours in a fiscal year (37.5 hours per week) or 2080 hours in a fiscal year (40 hours per week).
 - i. "Regular part-time employee" means an employee hired to work at least 1,000 hours but less than 1,950 hours in a fiscal year.
 - j. "Regular temporary employee" means an employee hired for a definite stated period

to work less than 1,000 hours in a fiscal year.

12. Job Description: A written description of an employment position consisting of a job title, a general statement of the level of work expected of the position, an enumeration of the distinguishing features of the position, examples of the duties and responsibilities of the position, an indication of the desirable qualifications for the position and a designation of the appropriate grade into which the position falls in the Salary Administration Program.
13. Job Grade: A level in the Salary Administration Program into which are grouped various employment positions by job description, which are deemed to be sufficiently alike to warrant the same pay range.
14. Layoff: The involuntary, non-disciplinary separation of an employee from a position.
15. Leave: Approved type of absence from work as provided by these rules and reported in hours to the nearest one quarter (1/4) hour. An exception to this, all floating holiday hours must be used in increments of 4 or 8 hours.
16. Manager: Leads and directs the routine functions of the department including hiring and interviewing staff, administering daily service and schedule, and enforcing Library policies and practices.
17. Maximum Salary: The maximum salary attainable in any one pay grade.
18. Merit Pay Increase: An increase in compensation established in the Salary Administration Program which may be granted to an employee for meritorious service and completion of minimum prescribed periods of employment in grade. Merit pay increases are step increases in the Salary Administration Program.
19. Minimum Salary: The minimum salary receivable in any one pay grade.
20. Overtime: Approved time actually worked in excess of the number of hours in a regularly scheduled work week. A regularly scheduled work day varies based on the position and operational needs of the library. A regularly scheduled work day may be: 7.5 hours, 8 hours, 10 hours or other periods of time. A regularly scheduled work week varies based on the position and needs of the library. A regularly scheduled work week may be 37.5 hours, 40 hours, or other periods of time.
21. Overtime Pay: Compensation pay to an employee for overtime work performed in accordance with this Division, at a rate of one and one-half (1 1/2) the regular hourly rate.
22. Pay Period: A bi-weekly period of time commencing on a Sunday and ending on the second Saturday thereafter.
23. Pay Rate: A specific dollar amount expressed as either an annual rate, a monthly rate, a semi monthly rate, a bi-weekly rate, or an hourly rate as shown in the Salary Administration

Program.

24. Personnel Ordinance: An ordinance establishing general personnel policies and providing rules for vacation, sick pay and establishing holidays, all for the general administration of the Library's employees.
25. Position: Any office or employment, whether occupied or vacant, full-time or part-time, and consisting of duties and responsibilities assigned to one individual by competent authority.
26. Probationary Period: The working test or trial period of employment beginning with the date of an employee's first appointment to the classified service.
27. Promotion: Career advancement within the organization, which includes increased authority, level of responsibility, status, and pay.
28. Regular Hourly Rate: An hourly rate of pay used for purposes of calculating overtime compensation. Such a regular hourly rate of pay is calculated as follows: Divide the pay rate by the number of hours which the pay rate is intended to compensate to determine a regular hourly rate of pay.
29. Regularly Scheduled Work Period: The number of regularly scheduled work hours that fall within a pay period.
30. Retirement: Separation from employment with an attained age and accumulated creditable service which together qualify the employee for immediate receipt of pension benefits at the time of separation from employment.
31. Salary Administration Program: The official or approved system of grouping positions by job description into appropriate grades and specifying the various steps therein.
32. Step: A level within a job grade or pay grade in the Salary Administration Program.
33. Supervisor: Assists in leading and directing the routine functions of the department including administering daily service and schedule and enforcing Library policies and practices.
34. Suspension: An enforced leave of absence, with or without pay, for disciplinary purposes or pending investigation of charges made against an employee.
35. Transfer: Assignment of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay range, between positions of the same grade, or between positions of different grades.
36. Working Day: Scheduled number of hours an employee is required to work per day.

*Significant portions of this policy are based on the Town of Normal Personnel Code. **Approved by***

*the Board of Trustees of the Normal Public Library: August 28, 2013 Distributed
October 1, 2013; Amended May 27, 2020; Amended November 15, 2023*