



HINSDALE
PUBLIC LIBRARY

Employee Handbook And Personnel Policies

Mission Statement

We celebrate lifelong learning and foster community connections through innovative educational and cultural experiences.

Strategic Goals

The Library will anticipate customer needs with services tailored specifically for the Hinsdale community.

The Library will offer distinctive collections, programs, and exhibits that stimulate literary, cultural, and recreational interests.

The Library will create inviting physical spaces that encourage the productive use of the Library by individuals and groups.

The Library will embrace technology to facilitate access to Library resources and creative experiences.

The Library will build a brand and ongoing communication effort to maximize awareness of Library resources, services, and programs.

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100 INTRODUCTION

101 WELCOME LETTER

On behalf of the Library Board of Trustees, your new colleagues, and myself, I welcome you to the Hinsdale Public Library and wish you every success during your tenure on staff.

I believe that each employee contributes directly to the Library's success or failure and to our commitment to public service. I know you will take pride in being a member of our staff.

This handbook is designed to acquaint staff members with the Hinsdale Public Library and to provide information about working conditions, employee benefits, and policies affecting employment. It describes many employee responsibilities and outlines the programs developed by Hinsdale Public Library to benefit employees. It is designed to provide a general understanding of our personnel policies, as well as to describe some of the Library's rules, regulations, expectations, and programs, and the benefits available to eligible employees. Our objective is to provide a work environment that is conducive to both personal and professional growth. Please familiarize yourself with its contents as soon as possible. It will answer many of the inevitable questions you will have about employment with the Library.

No handbook or manual can anticipate every situation or answer every question about employment. If you have any questions about a policy or procedure, contact your supervisor for clarification.

We all hope your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

Karen Kleckner Keefe
Executive Director

102 EMPLOYMENT AND POLICY DISCLAIMER

This Employee Handbook (the Handbook) sets forth guidelines and expectations for employees of the Hinsdale Public Library (the Library). Employees are asked to read it thoroughly and become familiar with its content. Employees should understand:

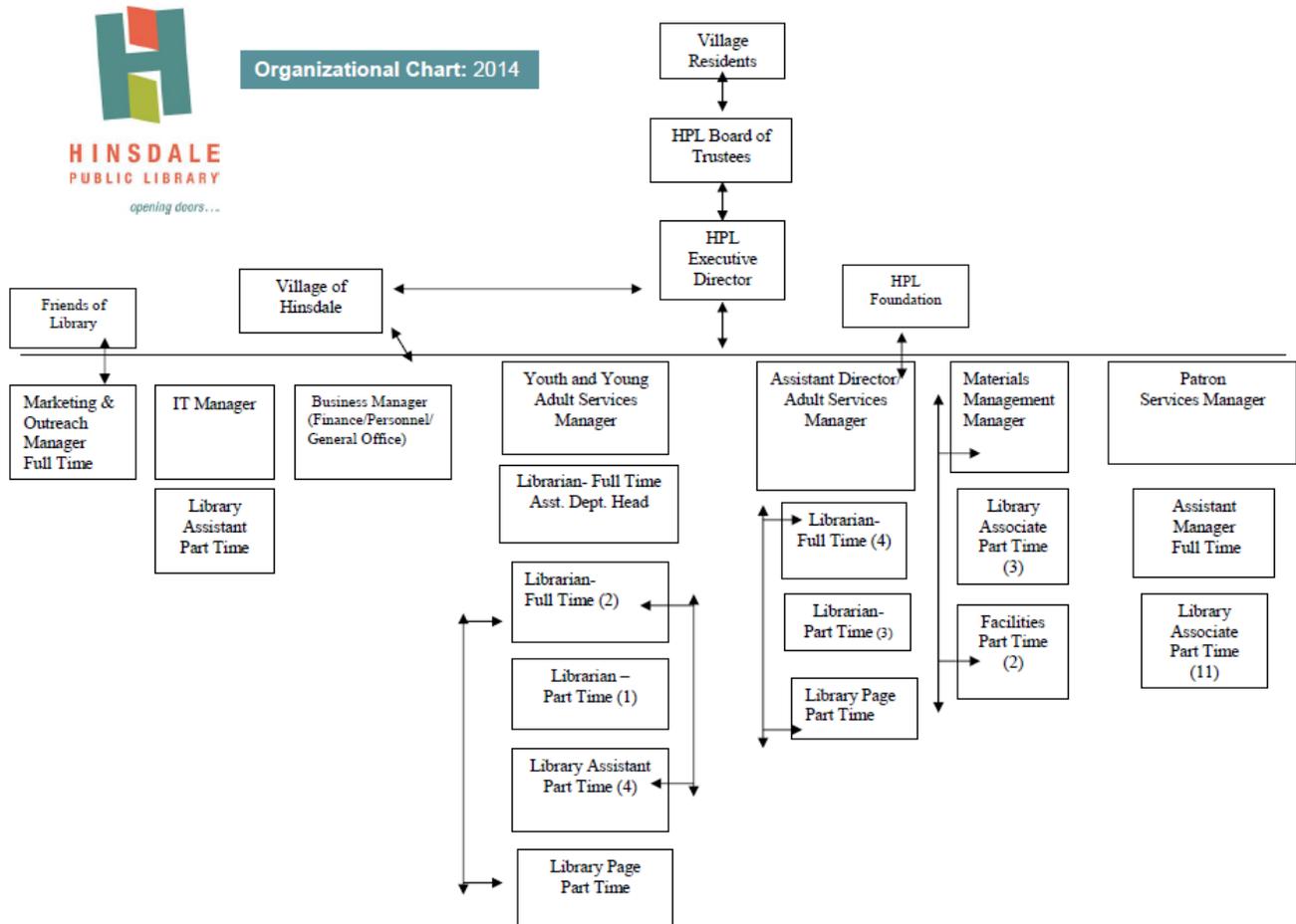
1. The Handbook does not constitute an employment contract, either express or implied, between the Library and any employee regarding the terms and conditions of employment.
2. Every employee's employment relationship with the Library is "at-will." Employment "at-will" means that either the employee or the Library has the right to terminate the employment relationship at any time, with or without cause. Nothing set forth in the Handbook should be construed as altering the at-will nature of the employment relationship between an employee and the Library.
3. The policies set forth in the Handbook supersede any previously written or unwritten policies governing the subject matter.
4. The Library reserves the right to modify, add to, delete or revoke any of the policies or benefits set forth or described in the Handbook at its sole discretion and without prior notice.
5. Any and all statements contained in the Handbook relating to benefits coverage are subject to the terms, conditions, restrictions and other eligibility requirements set forth in the benefit plan documents.
6. Please be advised that no supervisor, manager, or representative of the Library, other than the President of the Board of Trustees, has the authority to enter into any agreement with any individual for employment for any specified period of time or to make any promises or commitments contrary to the policies described in the Handbook. Any such agreement must be in writing and signed by the President of the Board of Trustees.

103 LIBRARY OVERVIEW

Board of Trustees: The Library is governed by an autonomous, seven-member board of trustees (the Board or Board of Trustees) elected by community residents to serve four-year, staggered terms of office.

Executive Director: The Board hires an Executive Director to advise it, administer its policies, and manage the Library on a day-to-day basis.

The staff of the Library is organized as follows:



104 EMPLOYMENT CLASSIFICATIONS

Each employee is designated as either NONEXEMPT or EXEMPT according to federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay, which may be delivered as compensatory time (see Section 404), and are under the specific provisions of federal and state wage and hour laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

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

Regular full-time employees are those who are not in a temporary, introductory or part-time status and who are regularly scheduled to work a minimum of 37.5 hours per week. Generally they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular part-time employees are those who work an average of less than 37.5 paid hours per week on a regular, authorized pre-arranged basis. They may be eligible for some of the Library's benefit package, in addition to those required by law, subject to the terms, conditions and limitations of each benefit program.

Temporary employees are those who work a 37.5 hour week or less over a designated, predetermined period of time, usually not to exceed six months. They are not eligible for any of the Library's benefit package except those required by law.

Introductory employees are those employees who are in their first 90 days of employment with the Library. The introductory period is an opportunity for the employee and the Library to evaluate whether the employee is suitable for a position with the Library. An employee's introductory status may affect eligibility for some benefits; please see the Executive Director or the Library's Office Manager for more information. The introductory period may be lengthened or shortened at the discretion of management. Once the employee successfully completes the introductory period, the employee is designated a Regular employee for administrative purposes. This designation does not in any way alter the at-will nature of an employee's relationship with the Library.

105 REFERENCE AND BACKGROUND CHECKS

The Library may require professional, personal, and academic references from employment applicants.

Reference and Background Check Procedures

Reference checks are conducted by mail, email, telephone, face-to-face interviews, or a combination of methods. For certain positions, such as those involving financial or security matters, the Library reserves the right to use a Library representative or third-party agency to conduct background checks. The Library will notify applicants before conducting any reference checks.

Inaccurate or Fraudulent Information

The Library will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on his or her job application or resume or during an interview. Employees who are hired based on false information that is discovered after employment begins are subject to discipline, up to and including termination of employment.

External Employment Information Requests

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

1. Requests from Other Employers

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

The supervisor designated on a signed consent, may provide written or verbal information based on the employee's documented performance.

Hinsdale Public Library employees serving as "personal references" for current or former coworkers should inform the reference seeker that they are not speaking as a representative of the Library.

2. Other Information Disclosures

Except as provided in section 3 below, in responding to information requests from parties other than prospective employers (a mortgage company, for example), the Library will release information only if a signed consent form is supplied by the individual involved. Even with a consent form, the only information normally released is the individual's employment dates, most recent job title, and, where authorized, most recent pay rate. To obtain disclosure of any other information, a former or current employee must submit a release to the Executive Director specifying the information to be disclosed and the identity of the organization authorized to receive the information.

3. Government Requests for Information

The only exception to the above procedures applies to information requests received by the Library from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. The Library honors all such requests and provides the information sought in the form requested by the agency or official.

200 COMPLIANCE STATEMENTS

201 LIBRARY EMPLOYMENT POLICY

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would create actual or substantial interference with the business operations of the Library, would involve direct supervisory responsibility, or would violate Illinois law or applicable conflict-of-interest laws.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above. If the conditions outlined above should occur, attempts may be made to find a suitable position within the Library to which one of the employees can transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

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

202 EQUAL EMPLOYMENT OPPORTUNITIES

The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

Accordingly, the Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information and sexual orientation all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination of employment.

Any employee who believes this policy has been violated should report the situation to the Executive Director or to the President of the Board of Trustees. Insofar as is possible, all such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. An employee's identity may have to be disclosed in order to conduct a thorough investigation. The Library will not retaliate against an employee reporting a violation of this policy through adverse employment actions, such as termination of employment, compensation decreases, unfair work assignments, or threats of physical harm. Please refer to the policy

governing sexual and other types of harassment for more detailed information concerning the Library's investigative procedures.

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

The Library supports the Americans with Disabilities Act and will attempt to provide reasonable accommodations for people with disabilities in the workplace unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies and layoff and termination procedures.

A qualified person 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, and does not pose a direct threat to the health or safety of himself /herself or other individuals in the workplace.

Contact the Executive Director for further clarification or to request a reasonable accommodation in the workplace.

203 SAFETY AND HEALTH

The Library is committed to providing a safe and healthful working environment and to compliance with applicable federal and state occupational health and safety laws. Accordingly, all Library employees are expected to work diligently to maintain safe and healthful conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. Specifically, all employees should:

- keep work areas clean and obstacle-free
- report any accidents or illnesses immediately
- report all unsafe conditions or work procedures immediately
- plan for and perform jobs in a safe manner

The Library promotes cell phone safety when operating a motor vehicle. If the employee finds that it is absolutely necessary to utilize a cellular phone, the following must be observed:

- Employees must place calls while stopped or have someone place the call for you. Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.
- Employees must refrain from using cellular phones while operating a motor vehicle in a school speed zone or in a construction/maintenance speed zone absent an emergency situation or the use of hands free/voice-activated equipment.
- When driving, employees must utilize voice-activated equipment and/or speed dial that involves pressing only one key to dial the desired number.
 - Keep the phone in any easy to reach location. Employees should not remove their eyes from the road to look for, reach or answer the phone.
 - Avoid intense, emotional or complicated conversations while driving.
 - Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
 - Give driving your full attention. Accordingly:
 - Do not take notes or look up phone numbers while driving.
 - *Do not compose, send or read electronic messages while operating a motor vehicle.*

Failure to adhere to this policy, including the safety rules, can result in severe discipline up to and including termination of employment.

204 DRUG AND ALCOHOL-FREE WORKPLACE STATEMENT

The Library expects all employees to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. The Library's policy with respect to drugs and alcohol is as follows:

1. The illegal use, sale, or possession of narcotics, drugs or controlled substances, including, but not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates, while on the job or on the Library's property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. This policy does not prohibit employees from the lawful use and possession of prescribed medications. (Use and possession must be lawful under both federal and state law). Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely and should promptly disclose any restrictions to their supervisor. (Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.)
2. The possession, distribution or consumption of alcoholic beverages by employees is prohibited during working hours. Individuals found to be consuming or under the influence of alcohol in violation of this policy will be subject to disciplinary action up to and including discharge. The responsible

possession, distribution or consumption of alcoholic beverages by employees during Library hosted or related events is permitted.

3. Employees who are impaired due to the effects of drugs or alcohol are in violation of this policy. Examples of impairment may include but are not limited to specific, articulable symptoms that decrease or lessen performance of duties or tasks including symptoms of speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment, disregard for the safety of others, or carelessness that results in any injury to others or to property.
4. Individuals who appear to be unfit for duty will be relieved from duty and may be requested to take a physical examination at a designated medical facility. Refusal to comply with a request for a physical examination, or a finding that an individual is unfit for duty following any such examination, may result in disciplinary action, up to and including discharge.
5. Employees who are arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, the Library will take into consideration the nature of the charges, the employee's present assignment and record with the Library, and the impact of the employee's arrest on the conduct of the Library's business.
6. Full-time employees are encouraged to request assistance through the Library's Employee Assistance Program in dealing with a personal alcohol or drug-related problem prior to becoming subject to discipline under this or another policy. All other employees are encouraged to seek treatment through other reputable sources prior to becoming subject to discipline under this or another policy. The Library treats all employee medical information confidentially.
7. Employees who wish to report drug and alcohol use in violation of this policy should contact the Executive Director or, in the event the matter concerns the Executive Director, the President of the Board of Trustees. The Library will make every effort to protect the identity of the reporting employee.
8. Employees are required to notify a member of management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

205 WORKPLACE SECURITY AND INSPECTIONS

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

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, illegal drugs and/or weapons may be subject to disciplinary action up to and including discharge.

206 SMOKE-FREE WORKPLACE

The Library adheres to the local ordinances of the Village of Hinsdale, which prohibit smoking in any public building and within 15 feet of any entrance, exit, window, ventilation intake, office, work area, restroom, conference room, classroom, break room, cafeteria and/or other common area. The Library also prohibits the use of electronic cigarettes, tobacco and herbal products in these areas. Any employee who fails to comply with these local ordinances, state law and/or this policy may be subject to fines imposed by the Village and disciplinary action, including written warnings, suspension, and possible termination of employment.

This smoking prohibition applies equally to all employees, patrons, and visitors.

207 ANTI-HARASSMENT POLICY

The Hinsdale Public Library is committed to maintaining a work environment that is free from harassment or unlawful discrimination of any type. Harassment of any individual based on sex, race, color, religion, national origin, age, sexual orientation, disability or any characteristic protected by federal, state or local law is unacceptable and grounds for disciplinary action. It is the responsibility of all employees to be knowledgeable about what constitutes harassing behavior and to report allegations of harassing conduct to a supervisor or the Executive Director.

Harassment

Harassment is inappropriate conduct in the workplace, based upon an individual's race, color, religion, sex, national origin, age, mental or physical disability, ancestry, sexual orientation, military status, marital status, order of protection status or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Harassment includes but is not limited to name-calling, letters, jokes, email cartoons, graffiti, pictures, posters, gestures, ethnic slurs, racial epithets, and other conduct that is aimed at a particular employee or group of employees.

Sexual Harassment

Sexual harassment encompasses a wide range of unwanted, sexually-directed behavior. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Harassment may include conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward an applicant for employment or a Library patron. Harassment can apply to conduct at the work site or during work-related activities outside the normal workplace.

Harassment Complaint Reporting Procedure

Step 1 – Reporting a Complaint of Harassment

All Library employees are responsible for helping to ensure that the Library is free of harassing behavior. An employee who believes that he or she has been subjected to sexual or other types of harassment, or who has witnessed harassment, should submit a complaint of harassment in writing, if possible, to his or her immediate supervisor or the Executive Director. If the Executive Director is the subject of the complaint, the employee should immediately submit the complaint to the President of the Board of Trustees.

Step 2 – Investigation of Complaint

All complaints and concerns will be promptly addressed through a thorough and neutral investigation tailored to the particular allegations at issue. The reporting employee will be interviewed regarding the basis of his or her complaint, as will all other parties who may have relevant information relating to the charge.

Step 3 – Conclusion of Investigation

Upon conclusion of the investigation, the employee filing the complaint will be informed of the outcome of the investigation.

Step 4 – Penalty for Violation of the Policy

In the event that the Library determines that there has been a violation of its anti-harassment policy, it will take prompt corrective action. Substantiated acts of harassment will be met with appropriate disciplinary action up to and including termination.

Confidentiality

An employee may request that his or her identity remain confidential when reporting a complaint. The confidentiality of all parties involved in an alleged incident will be protected against unnecessary disclosure to the extent possible in light of the need to investigate a complaint.

Protection Against Retaliation

The Library will not in any way retaliate against an employee for reporting a complaint of harassment or against an individual who participated in an investigation or proceeding. Threats or any other retaliatory behavior by the alleged offender or any other party will not be tolerated. Retaliation constitutes a serious violation of this policy and should be reported immediately. Any employee found to have retaliated against another individual will be subject to disciplinary action.

False or frivolous complaints refer to cases in which the accuser is using a harassment complaint to accomplish some end other than stopping harassment. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action, up to and including dismissal.

208 ANTI-BULLYING POLICY

The Library prohibits acts of harassment or bullying. The Library has determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the Library on a day-to-day basis and the Library's ability to successfully run its business.

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

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

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

- spreading malicious rumors, gossip, or innuendo
- excluding or isolating socially
- intimidating a person
- undermining or deliberately impeding work
- physically abusing or threatening abuse
- removing areas of responsibilities without cause
- frivolously changing work guidelines
- establishing impossible deadlines
- withholding necessary information or purposefully giving the wrong information
- making jokes, by spoken word or email, that are offensive
- intruding on a person's privacy by pestering, spying or stalking
- assigning unreasonable duties
- assigning a workload that is unfavorable to one person and creates unnecessary pressure
- creating a feeling of uselessness by not assigning sufficient work or work of appropriate responsibility
- criticizing a person persistently or constantly
- belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are not as important as compared to others).
- inflicting unwarranted punishment
- blocking applications for training, leave or promotion
- tampering with a person's personal belongings or work equipment.¹

The Library expects all employees to take responsibility for maintaining a work environment that is free of harassment and bullying. Employees are encouraged to report acts of bullying using the Harassment Complaint Reporting Procedure outlined in Section 207.

209 WORKPLACE VIOLENCE

The Library prohibits any acts or threats of violence, including violent or threatening behavior and obscene, abusive or threatening language or gestures. When acts or threats of violence are brought to the Library's attention, the Library will:

- with regard to employees, take prompt remedial action, up to and including immediate termination of employment
- take appropriate action when dealing with patrons, former employees, or visitors to the Library's facilities, which may include notifying the police or other law enforcement personnel. Furthermore, the Library will maintain viable security measures to ensure that the Library's facilities are reasonably safe and secure. In addition, the Library prohibits unauthorized firearms or other weapons on Library premises in accordance with the Illinois Firearm Concealed Carry Act.

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

210 BLOODBORNE PATHOGEN

With the possible exception of blood, Library employees are not exposed to what would be considered "potentially infectious material" (potentially infectious body fluids) as defined by the OSHA Occupational Exposure to Bloodborne Pathogens Standard. Though exposure to blood is not part of the regular day-to-day work of Library employees, there is the possibility of a patron or staff member being injured at the Library and blood being present.

Although staff are not trained in the provision of first aid, they may try to assist an injured person. It is recommended that, in the presence of blood, staff provide appropriate first aid materials but do as little as is possible, considering the circumstances, in actually applying the first aid materials. Paramedics should be called in all but minor injuries involving blood.

The Library will provide employees with gloves and clean-up kits to use in an incident involving blood. Bags are provided as containers for used gloves and clean-up materials. Hand washing facilities are available and employees are to wash their hands and any other potentially contaminated skin area with water and soap immediately after an incident.

Having assisted an injured or ill patron or staff member, or having cleaned up blood, an employee must immediately fill out and submit a Library Incident Report.

If, while on duty, a staff person assists in the provision of first aid and blood is present, the staff person will be offered a post-exposure vaccine for hepatitis B and an HIV test, paid for by the Library. If the staff person refuses the vaccine or blood test, the staff person must sign a waiver stating that he or she was offered the vaccine and blood test and refused them.

The Library has prepared "Bodily Fluids: Cleanup Procedures," available in the Emergency Manual, to assist staff in dealing with incidents in which they may be exposed to blood. Staff may also be exposed to other types of body fluids, such as vomit, saliva and urine, which are not considered "potentially infectious material". However, in the interest of sanitation and good health, the guidelines address these as well. Staff will review policy, guidelines, procedures and information about bloodborne pathogens on an annual basis.

211 WHISTLEBLOWER POLICY

A whistleblower is an employee of the Library who reports an activity that he or she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest activity, the employee is to contact a supervisor, the Executive Director or the President of the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination of employment.

Whistleblower protections are provided in two important areas -- confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower through adverse employment actions, such as termination of employment, compensation decreases, unfair work assignments, or threats of physical harm. Any whistleblower who believes he or she is being retaliated against should contact the Executive Director or the President of the Board of Trustees. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director, who is responsible for investigating and coordinating corrective action, or, in the event that the Executive Director is the accused, to the President of the Library Board of Trustees.

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

300 WORKPLACE GUIDELINES

301 PERSONNEL RECORDS

Access to Personnel Files

The Library maintains a personnel file on each employee. This file normally includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the Library. Access to the information they contain is restricted. Generally, only supervisors and management personnel of the Library who have a legitimate reason to review information in a personnel file are allowed to do so. Employees have the right to review their respective personnel files in the Administrative Office with the consent of the Executive Director or Office Manager. Supervisors have access to their employees' files when the reason is job-related. In certain circumstances, it may be necessary for the Executive Director to share contents of an employee's personnel file with

members of the Library Board or an outside professional assisting the Library with a Human Resource issue.

Data Changes

Each employee is responsible for notifying the Administrative Office about any changes in important personal data, including: address, telephone number, - emergency contact, number of dependents, and insurance beneficiary. Educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, employees should notify their supervisor or the Office Manager.

Employment Applications

The Library relies upon the accuracy of information contained in employment applications, resumes, and other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. Applications of those who are hired become part of the personnel file of the employee.

302 PAY DEDUCTIONS

It is the policy of the Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance. Employees who believe their pay has been improperly deducted should report such improper deduction immediately to their supervisor. The complaint will be promptly investigated and the results of the investigation will be delivered to the reporting employee. If the employee is dissatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.

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

303 BUSINESS ETHICS

Conflicts Of Interest

Employees have a responsibility to act in the best interests of the Library and to avoid conflicts of interest in their work at the Library and in their outside activities. Accordingly:

- Library employees are expected to deal with suppliers, patrons, contractors and others doing business with the Library on the sole basis of the Library's best interests, without favor or preference based on personal considerations.
- While the Library encourages employees to participate in professional associations and activities, such work should not conflict with the operations of the Library or cause an additional workload for colleagues.
- If an employee also works as an independent consultant or contractor, the employee should inform all clients that his or her work is in no way connected to or authorized by the Library.
- An employee may not use confidential information gained in the course of his or her employment for any personal gain or any disadvantage to the Library.
- Employees may not accept any payment or loan from any source or person doing or seeking to do business with the Library, and a gift from such a source or person worth more than \$25.00 is to be returned immediately.

Employees are also expected to comply with the Library's Prohibited Gift and Political Activity Policy.

Any questions regarding a possible conflict of interest or the confidentiality of information should be discussed with an immediate supervisor or with the Office Manager.

304 PERSONAL APPEARANCE

Dress codes exist to set expectations about what is appropriate to wear to work. Our business casual dress code strikes a balance between comfortable attire for active work and the professional and confident image the Library presents to the community. Therefore:

- Neatness matters. Every Library staff member should present a neat, clean, tidy and well-groomed appearance.
- All clothing should be clean and fit appropriately.
- Shoes should be clean, in good condition, and safe for assigned duties.
- No clothing choice should expose large amounts of skin.

More specifically:

- Exposed undergarments, sleep wear, workout wear, beach wear, tee shirts, and logo wear are not appropriate for work.
- Outerwear should not be worn indoors.
- Jeans are generally not appropriate for staff who work with the public unless approved by your manager. Custodial staff and pages may wear jeans as long as they are clean, neat, and not excessively worn or torn.

In general, clothing that is distracting to patrons or to other staff is not appropriate for work. If in doubt about a particular type of clothing, please consult your manager.

305 PARKING

The Village of Hinsdale issues parking permits to all Village and Library employees for specified parking areas. Library employees are expected to adhere to these parking regulations.

306 WORK AND LUNCHROOM AREAS

The Library strives to maintain attractive, comfortable, and safe working conditions and asks staff members to keep their desks and work areas orderly and neat.

Staff members are welcome to bring food and beverages into the Library for their enjoyment during lunch and break times. However, food items are not allowed in the public work areas of the building. Employees may have food and beverages at their work areas, provided that those work areas are not considered public work areas.

It is each employee's responsibility to keep the staff kitchen clean and to throw away garbage and remove old food from the refrigerator on a regular basis. Each department will be assigned clean-up duties on a rotating basis.

307 NO SOLICITATION/NO DISTRIBUTION

In the interest of maintaining a proper working environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time or in working areas. Non-employees may not solicit employees on Library premises at any time. Violation of this policy should be reported immediately to the Executive Director.

400 ATTENDANCE AND WORK HOURS

401 ATTENDANCE

The Library considers regular attendance and punctuality to be critical to acceptable job performance. Employees are expected to begin work on time and to work their scheduled hours. Excessive absenteeism or tardiness in connection with scheduled work times, breaks or meal periods will result in disciplinary action, up to and including dismissal.

The Library recognizes that circumstances beyond an employee's control may occasionally cause an absence or tardiness. Should an employee be unable to report to work on time, the employee must notify his or her supervisor of the reason for the tardiness or absence. Every effort should be made to notify a supervisor as soon as possible, preferably no later than one hour before the employee's scheduled start time. Failure to properly notify the Library may result in an unexcused absence.

Employees absent from work for three (3) consecutive days without giving the proper notice, as described above, will be considered to have voluntarily resigned their employment with the Library.

402 NORMAL WORK HOURS

The Executive Director or department managers shall determine and establish daily and weekly schedules of normal work hours necessary to provide services. Schedules may be temporarily changed in order to meet emergency or other defined needs. It is the personal responsibility of each employee to be at his or her work station and fully prepared to begin work at the time his or her scheduled work hours begin. Employees are not permitted to alter work hours without the permission of the Executive Director or department manager. Altering work hours includes arriving early and then leaving early and/or arriving late and staying late. See Also: Alternate Work Policy

403 OVERTIME

Occasionally, in order to best serve our patrons, employees may be required to work overtime. Supervisors will attempt to provide reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible. Failure to work scheduled overtime, or overtime worked without prior authorization, may result in disciplinary action, up to and including termination of employment.

Determination of Overtime Hours

Overtime hours are any hours worked in a given work week in excess of forty (40) hours. The work week for each eligible employee shall commence at 12:01 a.m. each Sunday.

404 COMPENSATORY TIME

For the purpose of compensatory time, an eligible employee is a non-exempt employee who is subject to the federal Fair Labor Standards Act. Eligible employees may be given compensatory time in exchange for working hours in excess of 40 hours in a regular work week. Working additional hours beyond a normal schedule, and the subsequent receipt of compensatory time, must be approved by a department manager.

Accrual of Compensatory Time

For each hour of overtime worked by an eligible employee in a given work week, one and one half (1-1/2) hours of compensatory time shall accrue, up to a maximum of 75 hours of compensatory time.

Payment of Cash in Lieu of Compensatory Time

Nothing herein shall prohibit the Library, at the Library's discretion, from substituting payment via monetary reimbursement, in whole or in part, for compensatory time off. Similarly, a monetary payment for overtime does not affect the right of the Library to subsequently grant compensatory time in future work weeks or work periods. This policy notwithstanding, except upon termination of employment as provided below, no employee shall have the right to receive, upon request, monetary reimbursement in lieu of accrued compensatory time.

Use of Compensatory Time

An eligible employee who has accrued compensatory time shall be allowed to use said time within a reasonable period following accrual so long as the operations of the Library are not unduly disrupted. Compensatory time shall not be counted as hours worked in the period in which such hours are used.

Payment on Termination of Employment

An eligible employee who is terminated, and who has accrued compensatory time, shall be monetarily reimbursed 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

Records shall be maintained to evidence the overtime hours worked by each eligible employee in a given work week, if any, and the number of hours of compensatory time accrued by each eligible employee, if any.

405 BREAKS

Generally, meal breaks will be half an hour and are not compensated. No employee will be permitted to work through meals to compress the workday.

In addition to a meal break for employees working at least 5.5 consecutive hours, each full-time employee will be given the opportunity to take a 15-minute paid relief period for each half day of work. Part-time employees will be given the opportunity to take one such work break for each consecutive four-hour work period. Employees may not skip or shorten a work break in order to compress their workday. Non-exempt staff may not perform library work during an unpaid meal break.

Supervisors may schedule meal and work breaks for their employees at times that best meet the needs of their department and the Library.

500 COMPENSATION

501 PAY PERIODS AND PAYDAYS

Employee salaries are paid on a biweekly basis in accordance with the Village of Hinsdale's payroll schedule. Paychecks for each biweekly period are distributed on the Friday following the close of that period. Employees may arrange to have their paychecks directly deposited into their bank accounts. Employees who terminate their employment in the middle of a pay period shall be paid for the actual time worked during that pay period. Terminated employees shall receive their final paycheck on the first regularly scheduled payday following their date of termination of employment.

Department Managers will maintain and certify time sheets that provide a record of the hours worked during each time period by all employees under their supervision.

600 BENEFITS

A summary plan description (SPD), which explains some of the benefits in greater detail, is available from the Administrative Office. The actual plan documents, which are available in the Administrative Office, are the final authority in all matters relating to benefits described in the Handbook, where applicable, or in the SPD and will govern in the event of any conflict. Additionally, the Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

601 INSURANCE

A brief description of the various insurance benefits offered to Library employees is provided below. This section is to serve only as an overview of the benefit plans currently available to Library employees, and employees should be aware that these plans may be modified or revoked, with or without notice. Benefit coverage is subject to the terms, conditions, restrictions and other eligibility requirements set forth in the benefit plan documents. Employees should obtain detailed information about these benefit programs from the Library Administrative Office.

Group Health and Life Insurance

Eligible employees must select coverage within 30 days of employment. Coverage will be effective their first day of employment. The Library pays the major part of insurance premiums for most insurance coverage. Employees are required to pay a portion of premium costs and/or share in the cost of services.

Detailed information about rates and eligibility is available from the Library's Administration Offices. The Library adheres to all applicable laws and regulations relating to health and life insurance benefits.

Dental Insurance

Eligible employees may participate in our Dental Insurance Plan, which is provided to us through the Village of Hinsdale. The employee pays 100% of the cost of this plan.

COBRA

Under **The Consolidated Omnibus Budget Reconciliation Act (COBRA)**, an employee may elect to continue certain benefits that are in force for the employee and dependent family members upon the occurrence of certain events that would normally result in termination of coverage under the health insurance plan. The Library will not pay any portion of the premium for benefits continued under COBRA provisions.

Disability Insurance

The Library provides long-term disability insurance to all IMRF-participating employees through the Illinois Municipal Retirement Fund (IMRF). All regularly scheduled employees who work 1,000 hours or more per year are IMRF members and may receive a portion of their regular compensation while disabled if they meet the eligibility terms of the plan. Details of this program are available from the Library Administrative Office.

Workers Compensation and Unemployment Insurance

Every employee of the Library is covered by workers compensation and unemployment insurance, as provided for by state statutes. The Library pays the total cost of this coverage.

An employee who is injured from a cause arising out of, and in the course of, employment may be eligible for benefits under workers compensation. An employee who is injured on the job is required to report the injury to a supervisor as soon as practicable but in any event within 24 hours of the injury.

602 PENSION AND RETIREMENT BENEFITS

IMRF

All employees are covered by Social Security. In addition, all regularly scheduled employees who work 1,000 hours or more per year must be enrolled in the Illinois Municipal Retirement Fund (IMRF) pension plan. This plan involves both Library and employee contributions.

Section 457 Plan

A deferred compensation plan established and administered under Section 457 of the U.S. Internal Revenue Code is available to all full-time and part-time employees, except temporary employees. Deferred compensation is a tax-sheltered supplemental retirement savings program involving payroll deductions, which are automatically transferred to an investment fund—or a mix of funds—selected by the employee. Payment of federal income taxes on money invested in a 457 program is deferred until the employee withdraws this money, which may be done when the employee retires, ceases to work for the Library or experiences an “unforeseeable emergency” as defined by the Internal Revenue Service.

603 FLEXIBLE SPENDING PLAN

Full-time employees may participate in a flexible spending plan established by the Village of Hinsdale under Section 125 of the U.S. Internal Revenue Code. This plan, which involves payroll deductions, permits full-time employees to pay for certain medical, insurance and dependent care expenses from “pre-tax” dollars. It thereby excludes these expenses from gross income, reducing the taxable portion of employee salaries. Details about this program are available from the Library Administrative Office.

604 VACATION

Employees may not waive vacation time in order to receive double pay. An employee who resigns, retires or otherwise leaves the Library will be paid for unused vacation leave, up to his or her maximum allotment of accrued vacation days.

Vacation Accrual

Employees who are regularly scheduled to work 20 hours per week or more (“eligible” employees for the purposes of this section) receive paid vacation leave. Temporary employees do not receive paid vacation even if they work more than 20 hours per week. Eligible employees earn vacation in accordance with the schedule provided below. (For part-time employees, a “day” is defined as the total number of regularly scheduled weekly work hours divided by five).

- Executive Director
1.66 days per month during the first year of service (20 days per year)
2.08 days per month during all successive years (25 days per year)
- Department Managers, LAN/Systems Manager and full-time Librarians
1.25 days per month during the first two years of service (15 days per year)
1.75 days per month during all successive years (21 days per year)
- Full-time Library Associates
1 day per month during the first through fifth years of service (12 days per year)
1.25 days per month during the sixth through ninth years of service (15 days per year)
1.75 days per month during all successive years (21 days per year)
- All Eligible part-time Employees*
.5 day per month during the first year of service (6 days per year)
.75 day per month during the second through fifth years of service (9 days per year)
1 day per month during all successive years (12 days per year)

Employees do not earn vacation during any unpaid leave of absence. Vacation will continue to accrue, however, while an employee is on a paid leave of absence—including vacation leave—and during time lost because of an on-the-job injury.

*Employees with an anniversary date of 1/1/2014 or earlier who were hired to work between 16 and 20 hours per week are considered “Eligible part-time Employees.”

Vacation Maximum

Employees may accrue and carry over no more than five days of annual vacation into the following year.

Vacation Use

An employee may take vacation as it is earned after the first full month of employment with the approval of the employee’s supervisor. Although the employee’s wishes will be considered, Library scheduling needs will be the

primary factor in determining whether or not vacation leave may be taken at a given time. If a paid holiday occurs during an employee's scheduled vacation, that day will be considered a holiday and will not reduce the employee's vacation leave. Vacation time will be paid at the rate of pay in effect when the employee uses the vacation time.

Credited Service Time

The employment anniversary of part-time employees who are given a full-time appointment will change to the date that they assume a full-time schedule. Such employees will be credited with one full year of service time for each two consecutive years they have worked a regular schedule of 20 hours or more per week for the Library in a part-time position at a comparable level, and their vacation leave will be calculated accordingly.

605 PERSONAL TIME

Personal time is available for personal business which cannot normally be accomplished during an employee's non-working time such as doctor's appointments, home repairs, real estate transactions, court dates, etc. Full-time employees are granted 22.5 paid hours of personal time each year at their anniversary. New employees will receive an allotment of 11.5 hours personal time once they have worked for six full months.

Personal time must be approved in advance by the employee's supervisor. No compensatory pay is provided for unused personal days after termination of employment. Personal days may not be credited to IMRF. Unused personal days cannot be carried over to the following year.

606 SICK LEAVE

Generally, sick leave is to be used for a brief absence from Library duties due to illness or injury. Employees are expected to use sick leave in the event of personal illness, to care for an ill or injured immediate family member, or to receive medical treatment. For purposes of this policy, "immediate family" is defined as:

- Mother or father
- Mother- or father-in-law
- Sister or brother
- Sister- or brother-in-law
- Son or daughter
- Son- or daughter-in-law
- Spouse or domestic partner
- Grandfather or grandmother
- Guardian, adoptive or step relations of the above categories

SICK LEAVE ACCRUAL

Employees who are regularly scheduled to work 20 hours per week or more ("eligible" employees for the purposes of this section*) receive paid sick leave. Temporary and seasonal staff do not receive paid sick leave even if they work more than 20 hours per week. Eligible employees accrue sick leave in accordance

with the schedule provided below. For part-time employees, a “day” is defined as the total number of regularly scheduled weekly work hours divided by five

Paid sick leave is accrued as follows:

- Regular full-time employees: 1 day per month up to a maximum of 90 days
- *Eligible part-time employees working 20 hours per week or more: 1 day per month up to a maximum of 30 days

Regular part-time employees working less than 20 hours per week on a regularly scheduled basis, along with temporary or seasonal employees, do not earn sick leave. At the discretion of the Executive Director or the department manager, work hours lost due to illness can be made up.

Employees who are absent for more than three consecutive days may be required to produce a note from the treating physician indicating that the employee is fit to return to duty. Employees who establish a pattern/practice of use of sick leave that is questionable (at the discretion of management) may be requested to produce a note from the treating physician confirming the employee’s illness and that the employee is fit to return to work.

When employees leave their position at the Library, unused sick leave is not paid and may be credited to IMRF if this position is the last held before retirement.

*Employees with an anniversary date of 1/1/2014 or earlier who were hired to work between 16 and 20 hours per week are considered “Eligible part-time Employees.”

607 BLOOD DONATIONS

Regular full-time employees may be permitted paid leave for up to one hour every 56 days to donate or to attempt to donate blood.

608 VOTING TIME

An employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee’s working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls. An employee who needs to take time off to vote should notify his or her supervisor no later than one week before the election. The Library reserves the right to specify the voting leave hours and to request proof of attendance at the polls.

609 DEPENDENT SCHOOL VISITS

The Library will provide unpaid time off for school visits to Regular full-time and Regular part-time employees who are parents or guardians of dependents attending grades kindergarten through twelve.

Eligible employees may request one or more periods of unpaid school visit time off up to a total of 8 hours per child each school year (August through July). Where both parents work for the Library, the Library may grant time off to both parents of a dependent at the same time and limit the time off granted to both parents to a total of 8 hours per child each school year (August through July). An employee

who wishes to take time off for a school visit must provide reasonable notice to his or her supervisor.

Alternatively, employees may take vacation leave or personal time for school visits.

610 STAFF DEVELOPMENT

The Library benefits from the collective skills of its employees. All full-time and regularly scheduled part-time employees are encouraged to further develop skills that are appropriate to their respective current—or potential future—positions at the Library.

The Library maintains several programs that aim to promote a high level of staff development. These include special one-on-one training as needed and in-service education days. Suggestions in the area of staff development should be forwarded to the Executive Director.

Professional Memberships

Basic membership in the American Library Association (ALA) and the Illinois Library Association (ILA) for the Executive Director, the Assistant Director, Department Managers and full-time librarians with accredited MLS degrees is paid for by the Library. Division membership within the national and state associations is paid for the Executive Director and Assistant Director only.

Workshops and Conferences

Staff are encouraged, and at times required, to attend job-related workshops, meetings and conferences and to participate in professional activities. The Library's budget provides funds for this each year. The extent of such attendance and participation may be limited, however, by Library or department scheduling needs as well as by the annual budget allocation.

An employee who wishes to attend a workshop, meeting, conference or other job-related activity that will involve the use of work time or reimbursement for travel must receive approval from by his or her supervisor.

Although employee requests and recommendations from supervisors will be considered, the selection of employees to attend specific conferences and workshops held outside the Chicago metropolitan area will be made by the Executive Director. Employees chosen to attend such conferences will be reimbursed for travel expenses to and from the airport and for food expenses based on a per diem amount. The per diem amount shall be based on per diem rates as established by the U.S. General Services Administration.

When travel by private auto is the most economical or convenient means of transportation, reimbursement will be provided in accordance with Sections 611 (Business Use of Automobile) and 612 (Expense Reimbursement) of the Handbook.

Tuition Reimbursement

To encourage the professional development of its employees, the Library offers a tuition reimbursement program.

Regular full-time employees and part-time employees who are regularly scheduled for at least 20 hours of work per week are eligible after 6 months of employment with the Library.

The program covers courses or training programs related to the employee's present position or be beneficial in a position to which the employee might advance in the future, as determined by Library management.

The employee must also have a written recommendation from his/her supervisor. Under this program, the Library will reimburse 50% of the cost of tuition. An eligible employee may apply for reimbursement for up to two courses per term, up to a maximum of \$2,000 per fiscal year. In some circumstances, coursework required or recommended by a supervisor may be funded at a higher level.

Tuition Reimbursement Process

Eligible employees should present their plans for course work to their respective supervisors in time for consideration during the departmental budgeting process. All reimbursement is subject to limits imposed by the annual budget allocation.

A Tuition Reimbursement Request form must be filled out by the employee for each individual course or training program prior to the starting date of the course or program. These forms must be approved by each department administrator and then submitted to the Executive Director for final approval. Employees who enroll in an approved course or training program will be eligible to receive tuition reimbursement, subject to the following conditions:

- A written recommendation from the employee's supervisor.
- The course or training program must be related to the employee's present position or be beneficial in a position to which the employee might advance in the future, as determined by Library management.
- A Tuition Reimbursement Request form must be filled out by the employee for each individual course or training program prior to the starting date of the course or program. These forms must be approved by each department administrator and then submitted to the Executive Director for final approval.
- At least a "B" grade, or a passing grade in a pass-fail course, is required to qualify an employee for reimbursement.
- Receipts and course grades must be submitted prior to reimbursement.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program, however, total aid from the Library and other sources may not exceed 100% of the allowable tuition and fees.

Tax consequences (if any) as a result of company reimbursement under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

611 BUSINESS USE OF AUTOMOBILE

At times, employees may be required to use a personal car for Library business purposes, such as running errands or attending meetings and seminars. In such cases, the employee will receive a mileage allowance, to compensate for the costs incurred (such as operating costs, parking fees and tolls). Reimbursement will be made in accordance with Section 612 below.

An employee who drives a vehicle on Library business must possess a valid driver's license and insurance coverage in accordance with Illinois law. For employees driving on Library business, any change in license status, i.e. suspension, revocation, limitations, etc., must be reported immediately to the Office Manager.

Employees must comply with all federal, state, and local laws when operating a vehicle while conducting Library business.

612 EXPENSE REIMBURSEMENT

The Library reimburses employees for expenses resulting from activities that serve a legitimate Library business purpose. Employees are reimbursed for personal car mileage and travel expenses according to the rates established by the U.S. General Services Administration. Travel expenses are only reimbursed if the distance traveled exceeds a staff member's regular commute. For staff traveling to conferences outside the Chicago metropolitan area, reimbursements are based on the established per diem rates.

Eligible Expenses

Any employee can seek reimbursement for expenses incurred for a valid business purpose. Such expenses may include travel-related expenses, such as personal car mileage, train and cab fare, and meals and lodging costs when travelling (including taxes and reasonable tips), as well as purchases made on behalf of the Library. In most circumstances, employees should receive pre-approval before incurring such expenses. When in doubt, discuss the expense before incurring it. The Library reserves the right to refuse to reimburse for the expense if the employee has failed to receive pre-approval. Employees will not be reimbursed for alcoholic beverages.

Reporting Procedures

Employees must complete an Expense Report following the activity. Itemized receipts must be provided for all expenses.

Approval and Reimbursement

Employees must submit the Expense Report to their immediate supervisor for approval.

Use of Library Debit Card and Credit Accounts

Employees must not use the Library debit card or a Library credit account unless they have received pre-approval for such use. Petty cash should be used for eligible transactions.

613 STAFF LIBRARY CARDS

All employees are eligible for a “staff” Library card, valid at the Hinsdale Public Library. Employees are expected to use their borrowing privileges responsibly and judiciously.

Some examples of how these privileges can be abused are provided below:

- Keeping materials out beyond their due date
- Renewing materials beyond the allowed limit
- Keeping materials without checking them out
- Taking advantage of one’s position as a Library employee to jump ahead of patrons on the waiting list for materials

Activity Staff Library Cards is subject to review. Employees pay no fee to borrow Library materials or equipment. They also pay no fines for overdue materials when returned in good condition.

614 CREDIT UNION

The Library is a member of the DuPage Credit Union and all employees are eligible to join. Membership forms may be requested from an immediate supervisor or the Office Manager.

700 LIBRARY HOLIDAYS AND CLOSINGS

701 HOLIDAYS

Library Open Holiday

Although the Library will be open, President’s Day and New Year’s Eve Day are considered to be paid holidays for full-time employees. Full-time employees who are scheduled to work on these days will receive one day off for each Library Open Holiday worked, to be taken within 30 days before or after the holiday with supervisor approval.

Library Closed Holidays

The Library is closed for the following holidays: New Year’s Day, Memorial Day (Monday observance), Independence Day, Labor Day (Monday observance), Thanksgiving Day, Christmas Eve and Christmas Day. Regular full-time employees are paid for these days.

When Independence Day falls on a Sunday and the legal holiday is on Monday, the Library will be closed on the Sunday and the Monday and eligible employees will be paid for both days. When Christmas Day and New Year’s Day fall on Sunday, the Library will be open the Monday following and an alternate day off will be scheduled for eligible employees within 30 days of the holiday.

If a holiday falls on an employee’s regularly scheduled day off, an alternate day off will be scheduled for the employee within 30 days of the holiday. No employee will receive more than one day off for each of these paid holidays. Full-time staff will

receive 7.5 hours of Flex-Time, regardless of hours usually worked on the day of the week on which the holiday falls.

Regularly scheduled part-time employees are paid for holidays that fall on days they are normally scheduled to work. They are paid only for regularly scheduled hours on these days.

Library Pages, temporary, seasonal and irregularly scheduled employees are not eligible to receive paid holidays.

Note: The Library will be closed on the following days that are not considered to be paid holidays: Easter Sunday, the Sunday before Memorial Day, the Sunday before Labor Day, and the Wednesday before Thanksgiving Day from 5:00-9:00 p.m.

702 EMERGENCY CLOSINGS

When it is necessary to close the Library due to an emergency, staff will be compensated as follows:

- Regular full-time employees who are scheduled to work will be paid for their scheduled hours.
- Regular part-time employees who are working when the decision to close is made will be paid for the rest of their shifts.
- Regular part-time employees who are scheduled to work but who are notified not to come in prior to their scheduled shift, will not be paid but will be permitted to make up the hours they missed, provided this is done within two weeks and is approved by an individual employee's supervisor.

800 LEAVES OF ABSENCE

801 FAMILY AND MEDICAL LEAVE

A. Family/Medical Leave Entitlement

This policy contains information consistent with and in addition to the information contained elsewhere in this document and is meant to provide additional information about the Library's specific policies and procedures under the Family and Medical Leave Act.

In accordance with the federal Family and Medical Leave Act (FMLA), employees may be eligible to take up to 12 weeks of unpaid Family/Medical Leave (FML) within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months AND worked at least 1250 hours in the 12-month period preceding the leave. This 12-month period is a rolling 12-month period measured backward from the date an employee uses any leave under the FMLA.

- **Reasons for Leave:** If an employee is eligible, the employee may take FML for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) the employee’s own serious health condition that renders the employee unable to perform the functions of the employee’s position. Leave due to the birth or placement of a child 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 due to the birth or placement of a child or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.
- **Medical Certification—Leave for Employee’s Own or a Covered Family Member’s Serious Health Condition:** If the employee is requesting leave because of the employee’s own or a covered family member’s serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider, designated by the Library, if it reasonably doubts the medical certification provided by the employee. If the second health care provider’s opinion conflicts with the original medical certification, the Library, at its expense, may require a third opinion. This third opinion would be provided by a health care provider that is mutually agreeable to the employee and the Library, and it would be binding on both parties. The Library may also require medical recertification periodically during the leave.

B. Military Family Leave Entitlement

If an employee is eligible for leave under the FMLA as set forth above, the employee may use the 12-week FML entitlement to take Military Family Leave (MFL). This leave may be used to address certain qualifying exigencies related to the covered active duty (as defined by FMLA regulations) or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings and (8) for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

An employee may also be eligible for up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter or parent who is a covered service member. This single 12-month period begins with the first day the employee takes the leave. A covered service member includes: (1) a current

member of the Armed Forces, including a member of the National Guard or Reserves, who (i) has a serious injury or illness incurred while on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status, or (ii) is on the temporary disability retired list; or (2) a covered veteran. A covered veteran is one who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

- **Certification for a Qualifying Exigency:** If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or on call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.
- **Certification for 1) Service Member Family Leave, or 2) Serious Injury or Illness of a Veteran for Military Caregiver Leave:** If an employee is requesting leave because of the need to care for a covered service member or veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered service member or veteran. In addition, the Library may also request additional information pertaining to the leave.

C. General Provisions

- **Misrepresentation:** If an employee misrepresents facts in order to be granted a Family/Medical or Military Family Leave, the employee may be subject to immediate termination of employment. Employees may not be granted a FML leave to gain employment or work elsewhere, including self-employment.
- **Substitution of Paid Leave:** FML and MFL are unpaid leave. An employee who requests FML or MFL may first be required to exhaust any remaining paid time off to which he or she is entitled. The exhaustion of this paid leave does not extend the FML or MFL period. In addition, if you are eligible for any additional paid leave, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FML (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FML, employees must comply with the requirements of the applicable paid leave policy.
- **Effect on Benefits:** During an approved FML leave, the Library will maintain an employee's health benefits as if the employee remained actively employed. If paid leave is substituted for unpaid leave, the Library

will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium during the leave (and group health care coverage may cease if a premium payment is more than 30 days late).

If an employee does not return to work following FMLA or another approved unpaid leave of absence for a reason other than the continuation, recurrence, or onset of a serious health condition; the continuation, recurrence, or onset of a covered service member's serious injury or illness; or other circumstances beyond the employee's control; the employee may be required to reimburse the Library for the share of benefits premiums paid on the employee's behalf during the leave of absence.

- **Intermittent Leave:** Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Library may temporarily transfer the employee to an available alternate position that better accommodates the recurring leave and that has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.
- **Job Restoration:** If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee will be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.
- **Notice of Leave:** If the need for an FML or MFL is foreseeable, the employee should notify the Office Manager as soon as possible. The request must state the reason for the leave, the date when the leave should begin and the approximate day of return to work. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as possible, preferably no later than one hour before the employee's scheduled start time.

802 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

Statement of Policy

Eligible employees may use unpaid Victims' Economic and Security and Safety Act (VESSA) leave for up to 8 work weeks in a 12-month period for any one or more of the following reasons:

- To seek medical attention for, or to recover from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or
- To obtain services from a victim services organization for the employee or the employee's family or household member; or
- To obtain psychological or other counseling for the employee or the employee's family or household member; or
- To participate in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensuring economic security; or
- To seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Coverage and Eligibility

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

Definitions

12-Month Period: a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken

Family or Household Member: a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household

Parent: the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child

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

Domestic or Sexual Violence: domestic violence, sexual assault, or stalking

Intermittent or Reduced Leave

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

Substitution of Time Off

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of VESSA leave. Such substitution will not extend the employee's total allotment of time off under this policy. Note: employees who have exhausted FMLA leave remain eligible for VESSA leave.

Notice Requirement

An employee is required to give 48 hours' notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable.

Certification

An employee may be required to submit a certification demonstrating the need for VESSA leave. The certification must be provided by the employee as soon as possible, but no later than 15 days after a request.

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

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

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

Effect on Benefits

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

Job Protection

An employee who wishes to return to work at the expiration of VESSA leave is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If an employee takes leave because of his or her own medical condition, the employee is required to provide medical certification of fitness to resume work; Return to Work Medical Certification Forms are available from the Office Manager. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

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

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

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

An employee who wishes accommodation pursuant to this policy should contact the Executive Director.

803 OTHER LEAVES OF ABSENCE

Under certain circumstances, the Executive Director, at his or her sole discretion, may grant a leave of absence when such leave is not available for a given employee by virtue of any other section of this document. Reasons for leave may vary, but may include: family or personal illness, continuing education, extended travel or participation in religious, political, or service activities.

A. General

For those employees who do not meet the eligibility requirements of the Family and Medical Leave Act, unpaid leaves of absence of three months or less may be granted by the Executive Director. Leaves over three months may be granted only by the Board of Trustees. Leave may be granted if, in the opinion of the Executive Director and/or the Board of Trustees, such leave is justified and not detrimental to the operation of the Library.

Any employee desiring a leave of absence without pay shall submit a written request at least 30 days in advance of the leave. The request must state the reason for the leave, the date when the leave would begin and the approximate duration of leave, with supporting documentation, if applicable. It is understood

that a leave of absence shall not be used for the purpose of accepting employment elsewhere. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate the employee to his/her previous position, there are no guarantees.

No sick time or vacation time is accrued during unpaid leaves of absence.

If the employee is eligible for IMRF benefits, the leave request must also state whether the employee wishes to contribute to IMRF during the leave or may be granted a leave from IMRF payments during this period. Approval of the IMRF leave must be granted by the Board of Trustees regardless of the length of the leave and is subject to IMRF rules and regulations.

B. Military Leave

The Library has developed this policy to provide general guidance pertaining to leaves of absence for military service. The Library will comply with the Uniform Services Employment and Reemployment Rights Act (USERRA) and all applicable Illinois laws pertaining to military leave.

Generally an employee is entitled to military leave for any period of voluntary or involuntary uniformed service including but not limited to: active duty, active duty training, and reserve training and duty. Typically, wages and benefits will continue while an employee is on military leave, less the employee's compensation received for military activities.

As the laws change, or as interpretations of the laws change, military leave benefits for Library employees may change accordingly. If the need for military leave arises, employees should contact the Library Administrative Office for specific information.

C. Jury Duty

An employee who is called for jury duty will be given the necessary paid time off to perform such duty up to 20 working days. During the time an employee is on jury duty, the employee will be paid for his or her regularly scheduled hours.

If the employee's jury duty service extends beyond 20 days in any given year, the employee may elect to use vacation or personal days; otherwise additional days off for jury duty will be unpaid. A request to use paid time off during jury duty should be submitted by an employee to his or her supervisor in writing.

An employee must notify his or her supervisor at least 14 calendar days prior to jury duty in order to be eligible to receive jury duty pay from the Library. Upon completion of jury duty, the employee must obtain a statement of attendance from the court and submit it, to his or her supervisor in order to receive jury duty pay from the Library.

D. Bereavement Leave

The Executive Director may grant up to three days of consecutive paid leave to employees who experience a death in their immediate family. Under special circumstances, the director may grant additional unpaid leave, provided that the

employee must first use vacation and sick leave. For purposes of bereavement leave eligibility, “immediate family” is defined as:

- Mother or father
- Mother- or father-in-law
- Sister or brother
- Sister- or brother-in-law
- Son or daughter
- Son- or daughter-in-law
- Spouse or domestic partner
- Grandfather or grandmother
- Guardian, adoptive or step relations of the above categories

E. Violations

The permitted leave is violated and employment shall be considered voluntarily terminated if:

- the employee does not return to work on the agreed upon date, or
- the employee files for unemployment compensation while on leave, or
- the employee accepts other employment while on leave.

An employee found to be in violation may be required to repay the Library’s portion of health and other insurance premium payments incurred during the leave.

900 EMPLOYEE EVALUATION & CONDUCT

901 PERFORMANCE APPRAISALS

The Library maintains a formal program for evaluating the work performance of all regular employees. This program provides a method for the Library to gauge, document, acknowledge and strengthen the effectiveness of employee job performance. The Library’s interactive appraisal process is designed to enhance communication and cooperation between supervisors and their employees; to stimulate job development, job satisfaction, and work-related personal growth; and to help ensure that job responsibilities and requirements remain dynamic and evolve to keep pace with the changing demands of the Library as a workplace.

The Executive Director and Library Department Managers are responsible for administering the performance appraisal program. Individual supervisors shall complete an appraisal—using the prescribed process and forms—for each employee whom they directly supervise.

Annual Appraisals

Formal appraisals will generally occur annually within four weeks of each employee’s employment anniversary, but may occur more frequently at the discretion of the supervisor. Each new employee will have an evaluation conference with his or her supervisor at the conclusion of his or her three-month introductory period.

Anniversary dates are determined under three different circumstances, as follows:

- Generally, the anniversary date is the date of original employment.
- For an employee who has been promoted to a higher pay scale position, the anniversary date will be the date on which the promotion takes effect.
- For an employee who goes from part-time to full-time, the anniversary date will change to the date on which the employee assumes a full-time schedule.

Merit Increases

Merit salary increases, if available, may be granted by the Executive Director in conjunction with, and upon completion of, an employee's formal performance appraisal. Merit increases take effect on an employee's employment anniversary and will be made retroactive to that day if the performance appraisal process has not been completed in time.

902 GUIDELINES FOR APPROPRIATE CONDUCT

The Library expects all employees to conduct themselves in a professional manner. Listed below is a sampling of unacceptable behaviors. This is not an exhaustive list and should not be construed as limiting or restricting disciplinary action to only such specified conduct.

- Insubordination, or failure to carry out a supervisor's reasonable request or to comply with prescribed work rules, guidelines or procedures.
- Unexcused absence, excessive or chronic absenteeism or tardiness, refusal or failure to work scheduled or assigned hours, over-extending rest or lunch breaks, or abuse of leave privileges.
- Theft, loss, destruction or unauthorized use of Library property, including excessive use of Library telephones, computers or other equipment to conduct personal business.
- Failure to sign and abide by the Library's "Acceptable Use Policy and Agreement" for use of computer equipment and the Internet.
- Any act of recklessness or poor judgment that endangers the safety, health or well-being of a Library patron or another employee.
- Violence, threat of violence, disorderly conduct or use of abusive or obscene language while on duty or on Library property.
- Falsification of Library information, reports or others documents, including work and payroll records.
- Failure to perform the duties of the position.
- Abuse of staff borrowing privileges.
- Using and/or carrying a firearm in violation of the Illinois Firearm Concealed Carry Act while working and/or attending any work related event.
- Any breach of other rules and regulations set forth within this handbook or within other Library policies, or considered necessary for the orderly administration and operation of the Library.

903 DISCIPLINE

Although the immediate purpose of disciplinary action is to correct unacceptable behavior, it is also intended that discipline be viewed as an opportunity to help employees strengthen their work performance and achieve personal growth in the work environment.

General guidelines as to the types of discipline that may be imposed are provided below. The discipline administered will depend on the circumstances in each case. A supervisor is not required to go through all the disciplinary steps described. Depending on the severity of the employee's behavior, discipline may begin at any step in the process, including immediate dismissal. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

Step 1 – Verbal Warning

In some situations, the supervisor may determine that the most appropriate first step is to discuss problem behavior with the employee. This discussion shall constitute a verbal warning. Supervisors should document and maintain a written record of all verbal warnings that they issue. The supervisor will provide a record of a verbal warning to be placed in the employee's personnel file.

Step 2 – Written Warning

The next level of discipline is the written warning, which the supervisor may issue after a verbal warning has been given and the employee fails to correct the problem, or in lieu of an initial verbal warning if the employee's problem behavior is severe enough. A written warning constitutes a formal reprimand. A written warning usually describes what the problem is, what kind of behavior or performance is expected and what corrective steps must be agreed to. It also gives a deadline for correcting the problem. The written warning will be placed in the employee's personnel file. The employee may submit a written response, which will be kept on file with a copy of the written warning.

Step 3 – Final Warning

With the advice and consent of the Executive Director, a supervisor may issue a final warning, which is similar in nature to a written warning but clearly informs the employee that failure to take immediate action to correct a problem will result in dismissal.

Step 3B – Suspension

With the advice and consent of the Executive Director, a final warning may include a suspension of up to five working days. A suspension, which is defined as specified time off with or without pay at the discretion of the Executive Director, is viewed as time away from the work environment for the employee to reflect upon the employment relationship in general, to consider the seriousness of the circumstances which led to disciplinary action and to formulate a plan to correct the problem.

Step 4 – Termination of Employment

The Executive Director may terminate any employee whose behaviors or attitudes conflict with the policies, rules and practices of the Library or who fails to respond acceptably to the disciplinary measures described above.

904 EMPLOYEE CONCERNS PROCESS

The Library is committed to maintaining an open and fair method of resolving employee concerns and answering questions. To this end, the Library recognizes the need for a process by which employees may raise complaints and concerns related to their employment. The employee concerns process is an informal system consisting of four steps:

1. Ordinarily, an employee is expected to begin resolving a concern through an informal discussion with his or her supervisor. The employee should give the supervisor a reasonable amount of time to review the concern and respond to the employee.
2. The Library recognizes that in some cases a question or concern may involve an employee's supervisor, and the employee may be reluctant to discuss the situation directly with that person. If this is the case, an employee may elect to submit his or her written concern and requested resolution to the next level of supervision for review and written response.
3. If the employee's concern cannot be resolved at the employee's supervisor level, the employee may submit a written request to the Executive Director for review of the matter within seven days of the receipt of the supervisor's written response. The Executive Director will review the employee's concern and respond as soon as possible.
4. If after receipt of the Executive Director's written response, the employee believes he or she has not received a satisfactory response to the concern, the employee may address a written request for review to the Board of Trustees within seven days of receipt of the Executive Director's written response. At the next regularly scheduled meeting of the Board, the Board will review the employee's concern and respond appropriately. Written notice of the Board's response will be provided to the employee within seven days of the decision. A review of any employee's concern by the Board represents a final and complete resolution of the matter.

905 EXIT INTERVIEW

Full- and part-time employees leaving a position with the Library may be requested to participate in an exit interview with their Department Manager. Departing employees may also request an interview with the Executive Director.

Staff who report directly to the Executive Director will be interviewed by the Director. The Library Board President, or a Trustee designated by the President, may also be present to observe the interview.

EMPLOYEE ACKNOWLEDGMENT FORM

This employee handbook describes important information about the Library, and I understand that I may consult my supervisor or the Executive Director about its contents.

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

I also understand and agree that the information contained in these materials does not constitute an employment contract between the Library and me, and that either the Library or I may terminate our employment relationship at any time, with or without cause. I understand that no manager or representative of the Library, other than the Executive Director or Board of Trustees, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

SIGNATURE

EMPLOYEE'S NAME (TYPED OR PRINTED)

DATE

Hinsdale Public Library

Employee Alternate Work Schedule Policy

Purpose

Instituting an Alternate Work Schedule allows employees to work their assigned hours in a non-traditional schedule in order to balance family and work life and work in the most productive manner and environment for the benefit of the Library and the employee. Alternate Work Schedules may be allowed on a temporary or permanent basis and will be reviewed routinely.

Policy

Three options for Alternate Work Schedules are described below:

1. Flex-Time

A Flex-Time schedule allows the employee to work his or her assigned hours with consideration to his or her personal needs (for example; attending school, caring for children, working another job, transportation availability, etc.). Flex-Time does not permit the employee to report to work at his or her convenience; rather the employee establishes a regular schedule, based on his or her personal needs, and communicates schedule changes according to department policy.

2. Compressed Work Week

A Compressed Work Week schedule allows full-time employees to work their full-time schedule in longer shifts on fewer days, for example, three 10 hour days and one 7.5 hour day in a week, instead of five 7.5 hour days.

3. Telecommuting/Working off Premises

Staff whose work may reasonably be completed from home or another location may request to work off premises. The Department Manager will review guidelines and expectations with the staff member when he/she requests the opportunity to work off premises. A schedule for progress checks and review of work will be planned before the staff member begins the new schedule. A list of responsibilities to be worked on at home, which includes goals for completion, along with the adapted schedule will be placed in the employee's personnel file.

Employees working off premises are expected to be accessible to their supervisor and coworkers at all times of their scheduled shift. The employee and his/her supervisor will determine which methods of communication are acceptable and how consistent progress reporting will be done. Adequate supervisory contact and/or employee accountability must be maintained. Employees who are approved to telecommute/work off premises must make arrangements for child/elder care during working hours.

In some situations, it may be permissible to combine these options.

Eligibility

Eligibility for an Alternate Work Schedule is based primarily on the responsibilities and autonomy of the job, rather than on factors related to the individual employee, such as years of service or experience. Full- or part-time employees in good standing may be considered.

Some jobs more readily accommodate an Alternate Work Schedule, while others do not. Positions that might generally lend themselves to this situation (1) involve discretionary authority and independent action; and (2) involve a low percentage of time spent performing routine, manual or clerical work; and (3) do not require use of fixed library assets, equipment or material that cannot leave the premises. Alternatively, positions that require a high degree of patron interaction may not lend themselves to an alternate work schedule.

Some departments can more readily accommodate an Alternate Work Schedule, while others cannot. After receipt of a completed application form, the Department Manager will decide which staff, if any, he or she will recommend to the Executive Director. The recommendation will be based in part on business need of the job, overall impact to the department or Library, and the individual's evaluations. In turn, the Executive Director will go to the Board President for approval of his or her own Alternate Work Schedule requests.

In approving an Alternate Work Schedule, the Executive Director will determine that the proposed work schedule does not adversely affect the services provided to Library's patrons, an employee's department, or other departments within the Library. The quantity, quality, and timeliness of employee work must be enhanced or maintained. An Alternate Work Schedule must not cause or contribute to the need for additional staff or for existing staff to work additional hours.

There may be times when the Library needs to ask employees to adopt an Alternate Work Schedule on a temporary basis. Unless in response to an emergency situation, supervisors will discuss these changes with the employee at least 30 days before they are to be implemented. Likewise, an employee who has received an alternate work schedule should understand that it may be revoked at any time based on business needs, the employee's performance or other such factors.

Procedures for Applying for an Alternate Work Schedule

Employees considering applying for an Alternate Work Schedule need to consider the impact that such a schedule will have on their department, their manager, co-workers, vendors, etc.

After due consideration, the employee should complete all sections of the "Alternate Work Schedule Application" form and submit it to his or her Department Manager. The Department Manager and the employee should then discuss the proposed schedule, making any notes or modifications on the application.

If the Department Manager approves the proposed schedule, he or she will seek approval from the Executive Director. If approved by the Executive Director, the application form will indicate that it is "approved" or "approved with the following amendments."

If the manager does not approve the schedule, he or she will inform the Executive Director of the denied request and indicate on the application that it is "declined". The manager will provide a statement supporting the reason for his or her decision and indicating under what conditions, if any, such a schedule would be considered in the future.

The application will be placed in the employee's personnel file.

Termination of Alternate Work Schedule and Other Considerations

Regardless of the agreed- upon schedule, the employee is expected to attend all mandatory meetings and those required by his or her manager or the Executive Director.

If at any time the Executive Director or the manager deems that the Alternate Work Schedule is no longer beneficial to the Library, the employee will be given the opportunity to return to a traditional work schedule. If terms cannot be agreed upon, the Library-employee relationship will be terminated.

Hinsdale Public Library

Application for Alternate Work Schedule

Name: _____
Department: _____
Position: _____
Date of Hire: _____

Reason for request:

Schedule change requested:

Length of time requested:

Request denied, reasons listed below (to be submitted to Executive Director)
Department Manager signature: _____

Request approved (to be submitted for approval by Executive Director)
Department Manager signature: _____
Amendments to request, if any:

Start date: _____ Trial period ending date: _____
Dates for weekly progress checks: _____
Review at the end of trial period: _____

Hinsdale Public Library

Employee Personal Device Use Policy

Purpose

An employee may have the opportunity to use his or her Personal Devices for work purposes when authorized in advanced by the employee's supervisor. "Personal Device" is defined as any tool or equipment owned by the employee that can be used to access the Library Network, create files, or record content related to Library business or the employee's work at the Library. Personal Devices include, but are not limited to, smartphones, tablets, notebooks and personal computers. "Library Network" is defined as any server, either physical server or cloud based server, containing content or information pertaining to Library business.

Employee Responsibilities

All personnel policies apply. While at work, employees are expected to exercise the same discretion in using their Personal Devices as is expected for the use of library devices.

Library policies pertaining to harassment, discrimination, retaliation, confidential information and ethics apply to the use of Personal Devices for work-related activities. (Excessive personal calls, e-mails or text messaging during the work day, regardless of the device used, can interfere with employee productivity and be distracting to others.)

Nonexempt employees may not use their Personal Devices for work purposes outside of their normal work schedule without authorization in advance from management.

Employees may not use their Personal Devices for work purposes during periods of unpaid leave without authorization from management.

Security

- **Password and locks.** Devices should be password protected/locked. If an employee's Personal Device is lost or stolen, or the employee has had a security breach such as a theft of person home computer or laptop, password protection will prevent someone else from gaining access to the Library Network. Employees should take appropriate action to password protect/lock personal devices used to conduct Library business.
- **Location Services and Access.** Employees should activate services that allow device owners to find and remotely wipe data from a compromised Personal Device.
- **Security Breach.** If a Personal Device that has been used to produce or store Library work or has accessed the Library Network is lost or stolen, or if the employee has had a security breach such as the theft or hacking of a personal device or other connected devices like a personal computer or laptop, the employee must report the security breach immediately to the Library's IT Manager.

- **Document Redundancy** (saving files to the Library Network). All content produced for the Library or related to Library business is the property of the Library and cannot exist solely outside the Library Network. If an employee creates or records content outside the Library Network, he or she will need to save the content somewhere on the Library Network as soon as possible. Patron data should never be saved to a Personal Device.

Legal Considerations

When content related to Library business is created or recorded, the Personal Device and the content, including all non-Library related content, become discoverable in any legal proceeding.

Library Responsibilities

- **Assistance.** The Library will assist eligible employees in gaining secure access to the Library Network and transferring work related files to and from the library Network to comply with Freedom of Information Act requirements.
- **Restricting Access.** The Library reserves the right to restrict access to the Library Network or Library resources.

Hinsdale Public Library

Employee Social Media Use Policy

Purpose

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the Library on company time, for personal use during non-work time, outside the workplace or during working time while using Library-owned equipment. (Using Library equipment to access social media sites for personal use is also governed by the Employee Technology and Library Resources Use Policy.)

1. Employees are not to publish, post or release any information that is considered confidential or not public. Confidential information includes patron information, password or controlled access information, pending contracts, and employee medical information. Employees should see the Library's Confidentiality of Records Policy for additional information.
2. Employees should be aware that the Library's anti-harassment and EEO policies apply to use of social media in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

Library-Sponsored Social Media

If posting on behalf of the Library, with permission from the Marketing & Outreach Manager, employees should follow the Library's Social Media Policy and Style Guide procedures. However, these general guidelines also apply:

1. Only employees designated and authorized by the Library can prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that the Library-sponsored social media conform to all applicable Library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Library's EEO and/or anti-harassment policies.

4. Employees who want to post comments in response to content must identify themselves as employees.

Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the Library's Electronic Communication and E-Mail Policy concerning personal use of the Library's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the Library may not represent themselves as a spokesperson for the Library. This section does NOT prohibit employees from including the Library's name, address and/or other information on their social media profiles.
3. Employees should respect all copyright and other intellectual property laws. For the Library's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including Employer's own copyrights, trademarks, and brands.

Employer Monitoring

Employees should be aware that the Library may observe content and information made publicly available by employees through social media.

Employees should have no expectation of privacy while using Library equipment and facilities for any purpose, including the use of social media. The Library reserves the right to monitor, review, and block content that violates the Library's rules and guidelines.

Violations

The Library will investigate and respond to all reports of violations of Library rules and guidelines or related Library policies or rules. Employees are urged to report any violations of this policy to the Executive Director. A violation of this policy may result in discipline up to and including termination of employment.

Hinsdale Public Library

Employee Technology and Library Resources Use Policy

Purpose

The Library recognizes that providing excellent service to our patrons requires a high degree of proficiency in all manner of communication and electronic resources. It is the intent of this policy to ensure the productive and responsible use of the Library's technological resources. See Also: Employee Social Media Use Policy and Employee Personal Device Use Policies.

Policy

All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the Library's information systems are the Library's property and are to be used primarily for job-related purposes. To ensure the proper use of communications systems and business equipment, the Library reserves the right to monitor the use of these systems and equipment from time to time.

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

The Library is not responsible for the security or retention of personal information or files stored on the Library's computers or network.

Guidelines

Electronic systems are owned/leased and maintained by the Library, and electronic communications are the sole property of the Library. These systems must be used primarily for job-related purposes.

1. The Library reserves the right to monitor the use of Library electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
2. The use of a personal password that has been assigned to an employee is not grounds for the employee to claim privacy rights in the electronic or communications systems. The Library reserves the right to override personal passwords, and employees may be required to disclose passwords or codes to the Library to allow access to the systems.
3. The Library's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic and telecommunications systems for harassment purposes. Offensive, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive communications that they believe violate this policy should immediately report this activity to their supervisor, or, if the supervisor is the subject of the complaint, to the Executive Director.
4. Privileged or confidential material, such as, but not limited to, patron information or attorney-client communications, should not be exchanged haphazardly by e-mail, facsimiles, etc.

5. Employees are prohibited from disseminating, printing, or copying copyrighted materials or in any other way violating copyright laws. The electronic posting of copyrighted information is also prohibited, unless the Library or the employee has created the information or owns the rights to it.
6. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Library.
7. Employees should exercise care so that no personal correspondence appears to be an official communication of the Library. Personalized Library stationery and business cards may only be issued by the Library. Library stationery or postage should not be used for personal use.
8. Employees should also be considerate of the impact that having personal items delivered to the Library has on staff time.
9. Violation of this policy can result in discipline, up to and including termination of employment.

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