

Table of Contents

Table of Contents.....	1
1.0 Welcome	3
2.0 Employment at Will.....	4
3.0 Library Organization	5
4.0 Workplace Guidelines	6
4.1 Recruitment, Appointment	
4.2 Anti-Nepotism, Employment of Relatives and Dual Positions	
4.3 Personnel Records	
4.4 Establishment, Classification and Compensation of positions	
4.4.1 Classification Plan	
4.4.2 Exempt/ Non-Exempt positions	
4.4.3 Pay Plan	
4.4.4 Compensation	
4.4.5 Equal Employment Opportunity	
4.5 Volunteers	
5.0 Employment Administration.....	10
5.1 Time Sheet	
5.2 Promotions and Assignments	
5.3 Evaluations	
5.4 Conditions of Work	
5.5 Dress Code	
5.6 Drug and Alcohol Free Workplace	
5.7 Harassment	
5.8 Fair Labor Standards Act	
5.9 Overtime	
5.10 Equipment/ Usage Fees	
5.11 Employee Blood Donation Act	
6.0 Schedules and Breaks	14
6.1 Schedules	
6.2 Breaks	
7.0 Termination of Employment	15
7.1 Resignation	

7.2 Retirement	
7.3 Dismissal	
7.4 Final Payment	
7.5 Termination without Prejudice	
8.0 Employee Benefits	17
8.1 Health Insurance	
8.2 Disability	
8.3 Workers Compensation	
8.4 Illinois Municipal Retirement Fund	
8.5 Paid and Unpaid Leave	
8.5.1 Holidays	
8.5.2 Discretionary Closings	
8.5.3 Paid Time Off	
8.5.4 Emergencies/ Bereavement	
8.5.5 Jury or Other Civic Duty	
8.5.6 Military Duty	
8.5.7 Family Medical Leave	
8.5.8 Victim's Economic Security and Safety Act (VESSA)	
8.6 Access to Institutional Discount	
8.7 Fines	
8.8 Photocopies and Fees	
9.0 Staff Development.....	21
9.1 In-Service Training	
9.2 Conferences, Meetings, Workshops, Etc.	
9.3 Professional Association Membership Dues	
9.4 Encouragement of Further Education	
9.4.1 Tuition	
9.5 Business Expense Reimbursement	
10.0 Appeals.....	24

1.0 Welcome

Welcome to the Wilmington Public Library District (WPLD). We are pleased to have you as a member of our staff.

The mission statement of the library is: Our mission is to provide access to information, ideas, and cultural opportunities essential to a literate and educated society and to provide a welcoming environment where people can seek out and explore all library resources without barriers.

The Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the WPLD has adopted the American Library Association's Library Bill of Rights, The Freedom to Read and Freedom to View statements.

Implementing this mission is the role of all employees. In the following pages are the policies of the library related to your employment. Please direct any questions to your manager or me. Welcome to the team!

Maria F. Meachum
Library Director

2.0 Employment at Will

The contents of this handbook do not constitute an expressed or implied contract of employment. Employment at the WPLD is employment-at-will and as such may be terminated at the will of either the employer or the employee at any time and for any reason, with or without cause or notice.

The Wilmington Board of Library Trustees reserves the right to change, modify, add to or delete any information contained in this manual at any time and without notice. The Board may also change, modify, alter or rescind any policy or practice, or adopt new policies or practices, at any time and without notice.

3.0 Library Organization

3.1 Board of Trustees

The library is governed by a seven member Board of Trustees that is elected by the registered voters in Wilmington, Wesley, and Florence Townships. They serve four-year terms and may be re-elected. They serve without remuneration. Legal responsibility is vested in the Board of Trustees by Illinois State Statute. The Board is responsible for hiring and evaluating the work of the Director. The Board is the policy-making body of the library and is the final authority for determination of classification and pay schedules and for policies governing library services and personnel. The Board of Trustees accepts responsibility for working within the legal constraints of all applicable Illinois Statutes.

3.2 Library Director

The Library Director is the administrative officer of the library. The Director serves in an advisory capacity to the Board of Trustees, attends all meetings, and may speak on all matters under Board discussion. The Director is not a member of the Board, and, therefore, has no vote on matters under consideration.

The major duty of the Library Director is to carry out the policies, decisions, and plans of the Board as they affect library personnel and service to the community. The Library Director has full responsibility for management and operating procedures, for selection of books and other materials and for the complete discharge of all duties imposed on the administrator by law and by the regulations of the Board of Trustees.

The Library Director is in charge of library personnel and is responsible for delegation of duties, service standards, staff development, staff morale, and discipline. The Director employs and evaluates library staff members, promotes, adjusts salaries, and discharges personnel when such action is necessary.

The Library Director is expected to participate in community activities and in system, state and regional professional activities. Participation in national professional activities is encouraged.

4.0 Workplace Guidelines

4.1 Recruitment, Appointment

The library complies with all applicable state and federal laws in its hiring practices, including but not limited to Equal Employment Opportunity, Nondiscrimination and Anti-Harassment, Americans with Disabilities Act and the Immigration Reform and Control Act.

Notice of position openings may be posted internally, as well as any external locations deemed appropriate. The library reserves the right not to post a particular opening. The notice shall include the job title and information about duties, responsibilities, education, and experience requirements as set forth in the job description of the position. The library is committed to hiring the most qualified candidate who is the best fit for this organization. Individuals whose education and experience do not meet the minimum requirements as set forth in the job description will not be considered.

4.2.a Anti-Nepotism, Employment of Relatives and Dual Positions

No person in the immediate family of a current Board member shall be employed by the library. Members of the immediate family are defined as children, siblings, spouses and parents.

The library will not hire immediate family members of employees (as defined above), in the same line of supervision, subject to any applicable legal provisions.

An employee of the library cannot, while so employed, be a member of the Board of Trustees. An employee who wins election or is appointed to the Board of Trustees shall have employment with the library terminated at the end of the last pay period of the month in which such election or appointment takes place.

4.2.b Conduct and Ethics

The Wilmington Public Library employees are expected to comply with all applicable laws and regulations and do their work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

4.3 Personnel Records

The Library Director maintains a separate confidential file containing each employee's job application and related materials, performance appraisals, promotions, salary history and other

materials applicable to performance. Employees have a right to review their personnel files in the presence of the Library Director at a mutually convenient time. Supervisors have access to an employee's personnel file only with the consent of and in the presence of the Library Director.

Each employee is responsible for notifying the Director of any changes in personal data.

4.4 Establishment, Classification and Compensation of Positions

The Library Director creates and/or eliminates positions to meet the needs of the library. Positions are established to fill identified library requirements for accomplishment of library goals and objectives. The Board of Trustees authorizes position categories as outlined below. All employees must be appointed to an authorized category.

- **Full-time Position** A full-time position is one for which the employee works forty hours per week.
- **Part-time Position** A part-time position is one for which the employee works less than forty hours per week.
- **Temporary Position** A temporary position is established for a definite period of time or until completion of the assigned task.
- **Acting Position** An acting position is one for which a WPLD employee temporarily fills a vacated position until a permanent appointment is made or the permanent employee returns.

4.4.1 Classification Plan

All positions in the library are classified and are grouped in classes which are equivalent in the following respects:

- kind, complexity, and difficulty of duties
- responsibility involved
- qualifications required, including education, technical training and experience.

Positions may, when necessary, be combined. Compensation will be based on time spent in each position.

4.4.2 Exempt / Non-Exempt Positions

Exempt and non-exempt position categories are established to comply with state and federal labor regulations. Library Director, Youth Services Manager, Adult Services Manager and

Circulation Services Manager are exempt positions. All other positions are non-exempt.

Work time is generally considered to be at least 40 hours in a week, but may exceed 40 hours. In cases where it is necessary for the exempt employee to work more than 40 hours in order to complete work assignments, that person does not receive additional compensation. If the actual worked time is less than 40 hours, the exempt staff person still receives his/her full salary. Time off for exempt staff is allocated in 4-hour day increments.

4.4.3 Pay Plan

The pay plan of the library, established by the Board of Trustees, consists of a salary range for each class of position. Each range includes a minimum and maximum rate. A copy of the current pay plan is made available for staff information.

Each employee's performance is reviewed annually. General increases for staff are included in the annual budget presented by the Library Director for approval by the Board of Trustees; the Board determines increases for the Director. All increases take effect on July 1st as long as the employee has met his/her one year anniversary. In the event the employee has not met the one year anniversary at the time of salary increases, the increase will take effect on their actual anniversary. Temporary employees are compensated at an hourly rate for the time actually worked.

The entire pay plan is reviewed annually by the Board in light of current library salary standards, cost of living and projected library revenue. This study may result in complete revision of the basic plan or in an adjustment of certain ranges that require revision.

4.4.4 Compensation

The Library Director has the authority to hire employees as may be necessary, to fix compensation based on the established salary scale, and to remove employees, as delegated by the Board.

Employee salaries are paid on a biweekly basis. Paychecks are direct deposited and a pay stub distributed to staff mailboxes, biweekly, on Fridays, 26 times per year. If a regularly scheduled payday falls on a holiday, the checks are issued on the preceding workday. Terminated employees receive his/her final paycheck on the first regularly scheduled payday following the date of termination. Final pay stub will be mailed to the employee. Any accrued PTO will be added to the final check.

4.4.5 Equal Employment Opportunity

It is the continuing policy of the Library District to recruit and employ the best qualified individuals without regard to race, color, creed, national origin, age, sex, marital status, political party or disability as defined and required by federal and state laws and regulations.

4.5 Volunteers

Volunteers are community members who work for the library without remuneration. Preference in selection is given to those with qualifications, which would entitle him/her to consideration for paid positions. Acceptance of a volunteer position carries with it an obligation to abide by current library policies, which may be changed at any time by the Board. Volunteers are supervised by the Library Staff when assigned to specific projects

5.0 Employment Administration

5.1 Time Card

The time card represents your record of employment at the library. These are kept on file as

required by law. Time worked is recorded using the library's Time Clock Software.

Non-exempt employees are paid based on their actual work time; all employees' time should be reflected in the time records. **The employee's supervisor must approve checking in early or late.** Permission to make up time for lateness must be given by the Library Director or by the employee's supervisor. Time cards may be adjusted to reflect actual scheduled hours unless accompanied by the appropriate paperwork authorizing overtime or excused absences. Excessive Tardiness is cause for dismissal. Whenever possible a call to inform the supervisor of expected tardiness is expected.

5.2 Promotions and Reassignments

Vacancies are filled by promotion if the best-qualified candidate is available on the staff. Promotions are based on evidence of satisfactory performance, promise of future development, and educational and technical qualifications. Notice of vacancies will be given to the staff prior to public announcement. The same hiring procedures will be followed for promotions as for new appointments.

A reassignment carries with it compensation within that classification. Reassignment to lower paying positions or positions of less responsibility shall be at the discretion of the Library Director.

5.3 Evaluations

All employees are evaluated on an annual basis. Evaluations are in writing and are intended as a means to evaluate competence, to encourage self-improvement, to provide an official opportunity to discuss job satisfaction and problems, and to improve the operations and services of the library. Employee's are encouraged to not wait until the annual evaluation to discuss any problems they have regarding job satisfaction, problems or ways to improve the library operations and services. with their supervisors. In order to achieve our mission we must communicate with each other throughout the year.

The evaluation report is made part of each employee's personnel file. Employees are encouraged to review this form and discuss it with the supervisor conducting the evaluation.

New employees are evaluated during their initial three months of employment. After that, each employee is evaluated at least once each year. The Library Director may conduct additional formal performance evaluations at any time circumstances warrant.

The Board of Trustees evaluates the Library Director annually. The Board may conduct a formal performance evaluation of the Library Director at any time circumstances warrant.

5.4 Conditions of Work

The library remains open during such hours as best serve the needs of the community. The library provides such conditions as are conducive to pleasant and efficient work and as are commensurate with good service to the public.

5.5 Dress Code

The desk clerks and administrative staff are to be dressed appropriately for a casual business environment while on duty, both in and out of the library. Casual business attire is defined as clothing that allows employees to feel more comfortable at work, yet always look neat and professional for an office environment. What employees wear should reflect an image of professionalism and should not be distracting to others. Appropriate clothing and shoes must be safe to be worn for work in a library. Shirts must be long enough so that no skin is showing when the employee raises their arms above their head. Tee shirts may be worn but they must be plain, with no sayings or pictures, unless they are library related and are worn to promote a particular event. Tank tops must be covered by a jacket or an over-shirt.

The pages may wear jeans because of the physical nature of their jobs. The Library Director may allow all staff to wear jeans on specifically designated days. They are still to be neat and clean. During days when the library is closed to the public, such as staff in-service or building projects, the staff may wear casual clothing such as jeans.

Any questions about appropriate dress are to be referred to the Library Director or to the employee's manager.

5.6 Drug and Alcohol Free Workplace

The library provides a drug and alcohol free workplace. The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance on library premises or while conducting library business is absolutely prohibited. Violations of this policy will result in disciplinary termination of employment. Violations may also have legal consequences.

5.7 Harassment

It is the policy of the Library District that all employees should be able to enjoy a work

environment free of discrimination and harassment. No employee may make unwelcome advances to or request sexual favors or other verbal or physical conduct of a sexual nature of another employee or applicant for a position. No employee may, by his or her overt or covert conduct, unreasonably interfere with another employee's work performance by creating an intimidating, hostile, or offensive working environment.

Violations of this policy will result in disciplinary termination of employment. Violations may also have legal consequences.

Behavior of employees or of library users that is perceived to be sexually harassing should be reported immediately by an employee to the Library Director or their immediate supervisor, who will deal with the situation as expeditiously as possible.

Legal recourse is available through the Illinois Department of Human Rights and the Illinois Human Rights Commission. It is unlawful for anyone to retaliate against anyone who complains about sexual harassment or discrimination. You may contact the State or Federal government as follows:

- *Illinois Department of Human Rights*, 100 West Randolph St., Suite 10-100, Chicago, IL 60601, 312-814-6200, or 222 South College, Floor 1, Springfield, IL 62704, 217-785-5100.
- *Illinois Human Rights Commission*, 100 West Randolph St., Suite 5-100, Chicago, IL, 60601, 312-814-6269, or Stratton Office Building, Suite 404, Springfield, IL 62706, 217-785-4350
- *Federal Equal Employment Opportunity Commission*, 536 S. Clark St., 9th Floor, Chicago, IL 60605, 312-353-2713

5.8 Fair Labor Standards Act

The Library District abides by current rulings and regulations of this Act.

5.9 Overtime

Overtime is defined as additional work assignment requested by the employee's supervisor involving time beyond the normal full-time schedule. Overtime is paid when a non-exempt employee works more than forty hours in one week. The Library Director can approve limited overtime not to exceed eight hours per pay period. The Library District shall comply with current regulations in regards to overtime. All overtime must be pre-approved by the Library Director.

5.10 Equipment/Usage Fees

Library equipment, including, but not limited to computers, fax, and telephone lines, are

provided for library business; excessive personal usage should be avoided. Personal long distance phone calls should be avoided.

5.11 Employee Blood Donation Act

The Library District abides by the current ruling and regulations of this Act. Any employee who has been on the job at least 6 months may request up to one hour of paid time off every 56 days for the purpose of donating blood. All requests must be approved by the employee's supervisor prior to the time off.

6.0 Schedules and Breaks

6.1 Schedules

Staff members are employed with the understanding that their workweek may include weekend and evening assignments. Individual schedules are developed by a department manager or the director who is responsible for the assignment of such working schedules as best serves the needs of the library. Since punctuality is basic to the smooth functioning of the library, every employee is expected to be at his/her work place at the scheduled start time.

All employees are expected to work when they are scheduled. If there is a change in scheduled hours, an employee will receive as much notification as possible. If for any reason an employee is unable to report at the scheduled time, the Director or employee's supervisor should be notified by eight A.M. or the earliest possible moment. In case of illness lasting more than one day, the employee should notify the Library Director or employee's supervisor of the expected date of return to work. If the Library Director is not available the person-in-charge should be contacted.

Time off from one's regularly scheduled workweek must be charged to the appropriate category of leave. In the case of part-time employees, time off may be made up only with the approval of the Library Director, and such decisions will be based on the library's service needs and budget.

6.2 Breaks

An employee who works four but less than six hours on any day shall be entitled to one fifteen minute paid break. An employee working six but less than eight hours is entitled to one fifteen minute paid break and opt to take an additional fifteen minute unpaid break no later than five hours after beginning work. An employee who works an eight hour day is entitled to two paid fifteen minute breaks and may opt to take an additional thirty minute unpaid break. The two paid breaks may be combined for one thirty minute paid break. Breaks may not be used to shorten a workday or to count as overtime not taken. Employees who leave the building for a break must clock out and let a supervisor know they are leaving the building.

7.0 Termination of Employment

Termination is defined as separation from service to the library by resignation, retirement, or dismissal.

7.1 Resignation

Resignations are submitted in writing to the Library Director or employee's supervisor. In the case of the Director, the resignation should be submitted to the Board of Trustees. Exempt employees are expected to give written notice no less than one month prior to the final anticipated working day. All other employees are expected to provide no less than two weeks written notice prior to the final anticipated working day. Any deviation from this policy, unless approved by the Director, will be entered in the employee's permanent record.

7.2 Retirement

There is no mandatory retirement age.

7.3 Discipline and Dismissal

All employees are expected to meet the WPLD's standards of work performance and conduct. If an employee deviates from these rules and standards, we reserve the right to take corrective action. Infractions that may result in discipline include, but are not limited to, performance related problems and/or violation of the library's rules and policies. Depending upon the facts and circumstances, disciplinary actions may include counseling sessions, verbal warnings, written warnings, suspension, probation, or termination. The disciplinary process will be determined by the library director and direct supervisor in light of the facts and circumstances of each case. We may also immediately terminate employment based on certain policy violations, the seriousness of the employee's misconduct, and past record. Conduct that may result in immediate termination includes: insubordinate behavior, theft, destruction of company property, untruthfulness about personal background, drug or alcohol abuse, or threats of violence. These are some examples but it is not a complete list of offenses for which you may be subject to immediate dismissal. The library director will inform the board president by telephone and/or email when an employee has been terminated.

The Library Director has the authority to dismiss any employee. Each case will then be reported to the Board of Trustees. The Board of Trustees has the authority to dismiss the Director should circumstances warrant.

As previously stated the library is an "at-will" employer which means grounds are not necessary for dismissal (see Termination without Prejudice 7.5.)

7.4 Final Payment

All final paychecks will include payment through the last day of employment.

7.5 Termination without Prejudice

In the event of a change in the financial situation, it may become necessary to terminate the services of some or all library employees. In this case, the Library Director and the Board of Trustees may base the decision on priority of position, performance records, and period of service. In such cases, notice is given as soon as possible. An explanatory statement is given to the employee for use in seeking another position.

The best interests of the library may warrant the discontinuance or curtailment of an activity. Should such action be taken, effort will be made to transfer the employee thus affected to some other activity for which he/she is suited. Should such efforts fail, termination without prejudice will occur.

8.0 Employee Benefits

8.1 Health Insurance

The library shall follow federal Affordable Care Act rules and presently pay for eligible employees. When advised by county health officials, the director may authorize a free flu shot to staff members who may not have that benefit available to them. These shots are strictly voluntary.

8.2 Disability

Disability benefits are provided by the retirement plan under rules established by IMRF.

8.2.2. AFLAC

AFLAC is available for purchase pre-tax for all employees depending on AFLACs own guidelines. All employees will be visited by the AFLAC agent within the first 30 days of employment in order to be educated on the offerings available. The library does make the voluntary payment via payroll deductions but does not contribute to the payment of this benefit. All employees are allowed to enroll at regular open enrollment every August. This benefit is portable.

8.3 Workers Compensation

The library carries workers compensation insurance to cover accidents on the job. All accidents in which employees are injured must be reported immediately to the supervisor and to the Library Director. Information on the date and hour of the accident, a brief description of cause, and the name of the physician or hospital involved must be provided. The policy provides for immediate and follow-up treatment for any accident incurred by any employee any time, any place while engaged in library business.

8.4 Illinois Municipal Retirement Fund

The provisions of the Illinois Municipal Retirement Act cover eligible employees. Participation for all personnel whose position requires at least 1000 hours annually is mandatory. Benefits are listed in a booklet distributed annually with the participant's IMRF financial report.

8.5 Paid and Unpaid Leave

8.5.1 Holidays

The library will be closed and staff will be paid the hours regularly scheduled on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving, and the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. The library

will also be closed on Easter, Mother's Day and Father's Day. These will not be paid holidays. If the Board of Trustees defines a holiday as being a paid holiday and that worker is already scheduled to be off, the worker is then offered the right to take the holiday off at another time, as long as it is approved by their direct supervisor. The hours to be offered for a floating holiday are 4 hours for a part-time (10 hours or more) employee and 8 hours for a full time employee, excluding the Director. The library will be closed one day for the Mandatory Annual Staff Development Day. Floating holidays must be used within a six month time frame or else they will be forfeited by the worker. They are not intended as a "PTO bank" but rather granted for the purpose of providing all staff with equal benefits. An employee must have worked at least 30 days to become eligible for floating holidays.

8.5.2 Discretionary Closings

Staff will be paid the hours regularly scheduled when the library is closed due to discretionary closings.

8.5.3 Paid Time Off

The Library has a Paid Time Off (PTO) Policy. This policy provides the information for employee's time off.

8.5.4 Emergencies/Bereavement

Up to three days with pay are allowed at the time of death of a member of an employee's immediate family. A member of the immediate family is defined as a parent, grandparent, mother-in-law, father-in-law, spouse, sibling, child, or stepchild. A one day leave with pay may be granted for the funeral of other family members. Leave for a catastrophic personal emergency involving an employee or a member of their family will be handled in the same way, at the discretion of the Library Director. In all such cases, the Library Director is to be notified at the earliest possible opportunity. In special case where a funeral is postponed or being held at a later time due to out of state burial the Director may opt to allow the use of bereavement leave to be split up and used as needed to accommodate said arrangements.

8.5.5 Jury or Other Civic Duty

If an employee is required to serve as a juror or under subpoena as a witness in a court proceeding, the library will pay the regular salary or hourly wage of the individual upon documentation of the service provided and surrender of jury pay. During periods of such service, the employee is expected to report for work when not actually engaged in court proceedings.

8.5.6 Military Duty

Employees who are members of the reserves of the US Armed Forces, and are ordered to active duty (including training), will be given leave with pay minus the amount of his/her base

military pay.

8.5.7 Family Medical Leave

Eligible employees may use unpaid family and medical leave for up to 12 weeks per 12-month period for any one or more of the following reasons:

- A. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee); or
- B. In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition; or
- C. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

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

See Attachment A for the full policy and procedures.

8.5.8 Victim's Economic Security and Safety Act (VESSA)

Eligible employees may use unpaid Victim's Economic Security and Safety Act leave for up to 12 weeks per 12-month period for any one or more of the following reasons:

- A. Seeking medical attention recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating 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
- E. Seeking 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.

8.6 Access to Institutional Discounts

Library staff members, volunteers working regularly, and members of the Board of Trustees may

order books and other materials at the library's discount through library vendors in accord with established procedures. Materials will be paid for at the time they are delivered to the purchaser. If a cover is added through library services, an added fee of \$1.50 per cover will be charged.

8.7 Fines

Library staff members and members of the Board of Trustees are exempt from fines. She/he will receive regular notices of outstanding materials. If the material is not returned by the end of three months, it will be assumed that the material is lost and he/she will be billed. The employee or board member is expected to reimburse the library for lost or damaged materials and replacement fees. Failure to reimburse the library could result in disciplinary action up to and including termination.

8.8 Photocopies and Fees

Library staff and Board members will have access to the copier, fax and laminator for personal use at no charge, subject to review by the Director.

9.0 Staff Development

Continuous staff development is basic to the vitality and effectiveness of the library and to the satisfaction of each individual in his/her work. It is the Library Director's or his/her delegate's responsibility to provide orientation and training to increase efficiency. Each employee is expected to develop skills by formal and informal methods.

9.1 In-Service Training

In-service training is essential to the library's program and is an important function of the supervisor at all classification levels. Managers are responsible for the continuing development of the members of their staff and for seeing that staff is trained in the efficient performance of each assigned responsibility. Managers are to keep all staff in touch with the evolving plans and policies of the library.

9.2 Conferences, Meetings, Workshops, Etc.

Full-time staff members are required to attend 9 hours of continuing education each fiscal year. Mandatory staff education is not considered part of the 9 hours. Work schedules, at the discretion of the supervisor or Library Director, will be arranged to permit attendance by interested employees so long as normal operation of the library is not interrupted. Employees will receive regular compensation to attend such meetings.

The library will sponsor a Mandatory Staff Development Day each year. Additional mandatory staff development workshops may be planned. The Library Director may require staff to attend conferences and workshops that the Director feels will be beneficial for the employee to attend.

With prior approval of the Library Director, employees may attend conferences, workshops and meetings in subject areas pertaining to his/her work. Expenses, which the library may cover in whole or in part depending on available funds, are limited to registration, meals included in the program, and transportation when in state. Employees will be paid for travel time, when it falls during regular working hours. If an employee is traveling by airplane, train, bus or other means of transportation during hours she/he is not regularly scheduled to work, she/he will not be compensated for travel time. If the employee fails to attend an approved conference without just cause, reimbursement will be required.

The library may pay the expenses of the Library Director to attend state conventions, including transportation, registration, meals and hotel room in-whole or in-part depending on available

funds. Paid time and similar expenses, depending on available funds, are allowed all employees attending state meetings and conventions. When library trustees, appointed by the Board to represent them, attend such meetings, expenses paid will be limited to the cost of registration fees, hotel room, mileage and scheduled meal functions or a federal food per diem.

9.3 Professional Association Membership Dues

Employees and Trustees are encouraged to belong to and participate in professional organizations such as ALA and ILA,. Membership dues will be paid annually by the library for all department heads and those library trustees who request depending on available funds. Active ALA accredited graduate students may also receive this benefit at the discretion of the director.

9.4 Encouragement of Further Education

The Library Director may arrange adjustments of time in order that employees may take advantage of opportunities for special study as long as this does not impair the efficiency of the individual or reduce the efficiency of the library.

9.4.1

A full-time employee who has been a member of the staff for at least one year may be reimbursed for some or all of the tuition costs of job-related Graduate level courses of study undertaken at an accredited college or university, as long as funds are available. (See Attachment C for reimbursement rates) Part-time employees may be eligible for reimbursement for one half of tuition cost. Prior approval of the course must be obtained from the Board. Payment will be made using a prorated formula following successful completion of the course. A final grade of B or better for undergraduate and graduate courses constitutes successful completion. Only one class per semester will be eligible for reimbursement. No one is guaranteed to get automatic approval every semester and this process must be presented to the Board for approval prior to registration. They may consider exceptional circumstances. In order to receive complete reimbursement for the maximum cost per credit hour, the employee will need to serve two years of service after the course at the Wilmington Public Library District. If he/she leaves the library, all prorated payments will stop and the reimbursement agreement terminates. Employee must also sign the appropriate application to receive Tuition Reimbursement.

Reimbursement for each course will commence after proof of successful completion is

presented to the Director. Payments may overlap after the second course, but each course begins a new proration.

Example:

Employee Alice asks for and receives approval to take a graduate class for an MLS from Dominican University. The class is 3 Credit hours. She is eligible for a \$1,500 reimbursement for this course. She completes the course with an A- and presents her report card to the Director. She has already received approval for her second semester from the Board. Her reimbursement payments start immediately and she gets a check for \$62.50 at the end of each month while she is in her second course. Following the successful completion of her second course, she receives monthly payments of \$125.00. This continues and changes as approval and completion of said courses continue on. However, when she has served 24 months of service after the first check, the payment then reduces by some said amount. By prorating this repayment, the library no longer risks losing their investment in the employee.

LTA Courses, which are more affordable and are a valued alternative to workshops and other continuing education classes, are able to be approved by the Director, if the budget allows, and can be reimbursed in full at the successful completion of the course, due to the relatively low cost.

9.5 Business Expense Reimbursement

The library will reimburse employees and trustees using his/her personal cars on library business. Allowable expenses include mileage at current IRS per diem rate, tolls, and parking charges where they apply. Per diem meal costs will be reimbursed when they are business-related and approved by the Library Director. The lunch reimbursement will be no more than \$15, the dinner reimbursement will be no more than \$25. This excludes alcoholic beverages and receipts must be provided for reimbursement within thirty days.

10.0 Appeals

10.1 Standards for Personal Conduct

The library is committed to the policy that all employees are assured fair, equitable and consistent treatment. Proper remedial action shall be taken if necessary.

Employee grievances shall be filed in writing with the employee's manager with a copy sent to the Library Director. The manager will respond to the employee in writing within seven (7) days with a copy sent to the Library Director. The manager's response will describe the manner in which the grievance will be adjusted, denied, or referred to the Library Director.

An employee may appeal the manager's decision to the Library Director in writing within seven (7) days of the manager's decision. The Library Director shall respond to the employee's appeal in writing within seven (7) days. The Library Director's response will describe the manner in which the grievance will be adjusted or denied.

If a grievance relates to the Library Director, the employee's grievance may be submitted in writing directly to the President of the Board of Library Trustees, or the entire board, with the understanding that all material shall be held in strictest confidence. No electronic communication will be accepted. Any communications, including third party, to any other trustee will be considered insubordination and may be grounds for dismissal.

Adopted 06/19/2000

Amended 05/21/01, 10/15/01, 06/17/02, 04/21/03, 03/15/04, 11/15/04, 06/20/05, 11/21/05, 01/20/06, 05/15/06, 1/15/07, 03/19/07, 11/19/07, 1/21/08, 3/17/08, 6/16/08, 11/17/08, 9/21/09, 3/15/10, 11/15/10, 1/1/11, 4/18/11, 5/11/11, 1/16/12, 2/20/12, 5/21/12, 7/16/12, 10/21/13, 3/21/16, 9/19/16

Reviewed 6/20/16



**ATTACHMENT A:
FAMILY AND MEDICAL LEAVE POLICY AND PROCEDURES**

STATEMENT OF POLICY

Eligible employees may use unpaid family and medical leave for up to 12 weeks per 12-month period for any one or more of the following reasons:

- A. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee); or
- B. In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition; or
- C. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

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

DEFINITIONS

- A. "12-Month Period" - means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

- B. "Spouse" - does not include unmarried domestic partners. If both spouses work for the Company, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.
- C. "Child" - means a child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child.
- D. "Serious Health Condition" - means an illness, injury, impairment, or a physical or mental condition that involves:
1. Inpatient care; or
 2. Any period of incapacity requiring absence from work for more than three consecutive calendar days AND that involves continuing treatment by a health care provider; or
 3. Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
 4. Prenatal care by a health care provider.
- E. "Continuing Treatment" - means:
1. Two or more visits to a health care provider; or
 2. Two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or
 3. A single visit to a health care provider that results in a regimen of continuing treatment; or
 4. In the case of a serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.

COVERAGE AND ELIGIBILITY

To be eligible for family/medical leave an employee must:

1. Have worked for the Company for at least 12 months, not necessarily consecutively; and
2. Have worked at least 1250 hours over the previous 12 month period.

INTERMITTENT OR REDUCED LEAVE

- A. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when "medically necessary."
 1. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
 2. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is foreseeable based on scheduled medical treatment.
- B. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the employer's consent.
- C. For part-time employees and those employees who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave should be used for calculating the employee's normal workweek.

SUBSTITUTION OF PAID VACATION AND SICK TIME

- A. An employee will be required to substitute accrued paid vacation time for any part of a family/medical leave taken for any reason.
- B. When an employee has used accrued paid vacation time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

- C. An employee may be required to use accrued sick leave for all or a portion of medical leave.

NOTICE REQUIREMENT

- A. An employee is required to give 30 days notice to the Company in the event of a foreseeable leave. A "Request for Family/Medical Leave" form (see attached) should be completed by the employee and returned to the Human Resources Department. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/Medical Leave" form.
- B. If an employee fails to give 30 days notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until 30 days after the employee provides notice.

MEDICAL CERTIFICATION

- A. For leaves taken because of the employee's or a covered family member's serious health condition, the employee must submit a completed "Physician or Practitioner Certification" form (see attached) and return the certification to the Human Resources Department. Medical certification must be provided by the employee within 15 days after requested, or as soon as is reasonably possible.
- B. The Company may require a second or third opinion (at its own expense), periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.
- C. All documentation related to the employee's or family member's medical condition will be held in strict confidence and maintained in the employee's medical records file.

EFFECT ON BENEFITS

- A. An employee granted a leave under this policy will continue to be covered under

the Company's group health insurance plan, life insurance plan and long-term disability plan under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.

- B. Employee contributions will be required either through payroll deduction or by direct payment to the Company. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- C. If an employee's contribution is more than 30 days late, the Company may terminate the employee's insurance coverage.
- D. If the Company pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Company for delinquent payments (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.
- E. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the Company may seek reimbursement from the employee for the portion of the premiums paid by the Company on behalf of the employee (also known as the employer contribution) during the period of leave.
- F. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

JOB PROTECTION

- A. If the employee returns to work within 12 weeks following a family/medical leave, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.

- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated, or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.
- C. If the employee fails to return within 12 weeks following a family/medical leave, the employee will be reinstated to the employee's same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

FAMILY/MEDICAL LEAVE FORMS TO BE SUBMITTED BY THE EMPLOYEE

- 1. Request for Family/Medical Leave
- 2. Physician or Practitioner Certification - Family Member/Serious Health Condition Employee/Serious Health Condition
- 3. Authorization for Payroll Deduction for Benefit Plan Coverage Continuation During a Family/Medical Leave of Absence
- 4. Fitness for Duty to Return From Leave

Family and Medical Leave Act, 29 U.S.C. 2601, et seq.

29 C.F.R. Part. 825

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name: _____ Date of Request: _____

Department: _____ Position Title: _____

Hire Date: _____

I request a Family/Medical Leave for the following reason (check one):

- _____ A. The birth of a child and in order to care for such child or the placement of a child for adoption or foster care.

- _____ B. In order, to care for an immediate family member if such family member has a serious health condition. Circle one: CHILD SPOUSE - PARENT (**Must submit "Physician or Practitioner Certification" within 15 days**)

- _____ C. Employee's own serious health condition that makes the employee unable to perform the functions of his/her position. (**Must submit "Physician or Practitioner Certification" within 15 days**)

Method of Leave Requested

- _____ A. Consecutive Leave
- _____ B. Intermittent or Reduced Leave Schedule (Specify schedule below)

Date leave is to begin: _____ Expected duration of leave: _____

If the duration of my family/medical leave (total of paid and unpaid time) does not exceed 12 weeks, I will be returned to my same or equivalent position, according to the applicable provisions of the Family and Medical Leave Policy and Procedures. I

understand that if my family/medical leave should exceed 12 weeks I will be returned to my same or similar position, only if available, in accordance with applicable laws. If my same or similar position is not available, I understand that I may be terminated.

Employee Signature

Date

Attachment B
VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA)

Statement of Policy

Eligible employees may use unpaid victims' economic and security and safety leave for up to 12 weeks in a 12-month period for any one (1) or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating 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
- E. Seeking 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.

Definitions

- A. "12-Month Period" means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" means 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;
- C. "Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- D. "Son or Daughter" means 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.
- E. "Domestic or Sexual Violence" means domestic violence, sexual assault or stalking.

Coverage and Eligibility

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

Intermittent or Reduced Leave

An employee may take 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 victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

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, usually verbal notice within one (1) or two (2) business days of when the need for leave becomes known.

Certification

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
 - 1. 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 from in addressing domestic or sexual violence and/or its effects;
 - 2. A police or court record; or
 - 3. Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effects on Benefits

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

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Human Resources Coordinator. Employees failing to provide a Return to Work Medical Certification Form (as provided in FMLA) will not be permitted to resume work until it is submitted.

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, or 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.

ATTACHMENT C

Wilmington Public Library District

Tuition Reimbursement Application

PRELIMINARY APPROVAL

Staff member's name _____

Please Attach: Institution name, course number, title, date, number of credit hours, and description of the class

Check one:

_____ MLS Graduate Level (reimbursement rate \$500 per credit hour)

_____ LTA Coursework (not to exceed \$500 per class)

Amount of Credit Hours submitted for reimbursement _____

Total Reimbursement Amount for Preapproval \$ _____ (amount per hour X credit hours)

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

Library Director Signature _____ Date _____

Approved: ____yes ____no

COMPLETION OF COURSE

Attach receipts and proof of grade (must have passing grade of B or higher) required for reimbursement to be issued.

Reimbursement Agreement

I understand the reimbursement for Bachelor’s Degree and Graduate Degree course work will be reimbursed in a prorated manner monthly over 24 months following the completion of the course. In the event I leave the service of the Wilmington Public Library before those 24 months, the reimbursement will cease.

Signature _____ Date _____

Witness Signature _____ Date _____

REIMBURSEMENT

Date reimbursed _____ Amount _____

Library Director Signature _____ Date _____