

PROSPECT HEIGHTS PUBLIC LIBRARY

PERSONNEL MANUAL

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INTRODUCTION

WELCOME

Welcome to the Prospect Heights Public Library District (hereinafter the “Library”)! We are glad to have you with us and look forward to a mutually beneficial working relationship. We believe our employees are our greatest asset in meeting our mission of **Linking Our Community with the World of Ideas**.

The Library relies on outstanding customer service in all aspects of our operations. Accordingly, the Library aims to support and develop employees in their role, so they feel confident meeting their job duties and contributing to the success of the Library. The Library also aims to offer opportunities for staff to learn new skills and expand their knowledge base in preparation for handling greater responsibilities in the future. In return, the Library asks for a high degree of commitment, dedication and loyalty to help us achieve the aims and objectives of the Library.

INTRODUCTION/EMPLOYMENT-AT-WILL

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

The employee handbook is not intended to create a contract of employment. Unless you have an employment agreement to the contrary, which is signed by the President of the Board of Trustees, your employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either you or the Library.

This handbook supersedes all previous handbooks and written policies on the same or similar subject matters. The Library reserves the right to revise, supplement, deviate from, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The Library will make an effort to notify you of such changes as they occur.

Applicable federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

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

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the Library, subject to applicable federal, state, and local laws. If you have any questions about this handbook, please see your Department Head.

PROSPECT HEIGHTS PUBLIC LIBRARY CULTURE STATEMENT

We have a commitment to continual learning and professional development. We learn from colleagues and teach others what we know. We are encouraged to try, to test, and to experiment without penalty.

We aspire to positive and transparent communication. We foster relationships, communicate, listen, and act to strengthen the staff.

We foster a positive work environment with kind and thoughtful leadership. Teamwork is encouraged across all departments to create the best library experience for staff and patrons.

We want each other to succeed. We recognize one another for a job well done and celebrate successes. We foster each other's strengths and passions to better serve our community.

We value and respect one another. We approach our interactions with honesty and thoughtfulness. We are valued for what we contribute and not by our positions or education.

GENERAL POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, genetic information, national origin, ancestry, citizenship status, disability status (mental or physical), military status, protected veteran status, marital status, sexual orientation, gender identity or expression, order of protection status or any other characteristic protected by federal, state or local laws. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employee who believes this policy has been violated should report the situation to a Department Head or the Executive Director. All such matters will be thoroughly investigated, held in confidence to the extent the investigation permits, and rectified if a policy violation is identified. Please refer to the policy governing Anti-Harassment and Anti-Discrimination 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.

IMMIGRATION LAW COMPLIANCE

The Library is committed to employing only those applicants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

INTERNAL CONFLICTS OF INTEREST/NEPOTISM

Members of an employee's family, or those in a close personal or romantic relationship with the employee, will not be considered for employment without prior approval from the Executive Director. Such approval is preceded by a determination that neither a conflict of interest, nor a situation exists whereby any family member or significant other has a supervisory/subordinate working relationship, or any other interference with the Library's operations is likely to occur.

For purposes of this section, the term "family member" shall include the employee's spouse, child, grandchild, parent, stepparent, stepchild, parent-in-law, grandparent, sibling, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, or cousin. This policy must also be considered when assigning, transferring, or promoting an employee.

Employees who marry or establish close personal or romantic relationships may continue employment as long as they are not in a supervisory/subordinate working relationship and no other interference with the Library's operations is likely to occur. Employees must inform their manager if they enter into a familial or close personal or romantic relationship with another employee to ensure that

no actual or perceived conflict of interest is present. If such conditions should occur, attempts may be made to find a suitable position within the Library to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

EXPIRATION OF WORK AUTHORIZATION

Employees who have a work authorization that expires will need to provide an updated work authorization. Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate termination.

CHANNELS OF COMMUNICATION

The Library is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which employees feel free to share any problem, complaint, suggestion, or question, whether related to working conditions, compensation, or any other issue. The Library believes that open and direct communications will result in better working conditions for everyone and will do its best to timely and effectively respond to all employee concerns. If an employee has a complaint, problem or situation that needs to be addressed, the following procedure should be utilized:

Step One: The employee should informally discuss the situation with his or her Department Head as soon as possible. The employee should give the Department Head an opportunity to investigate and then get back to the employee.

Step Two: If the employee is not comfortable going to the Department Head, not satisfied with the Department Head's response or feels the issue is not resolved, the employee can present the issue to the Executive Director. This should be done as soon as possible and preferably in writing. The employee should give the Executive Director an opportunity to consider the situation and get back to the employee.

Step Three: If the employee is still not satisfied that the issue is resolved, the employee can present the issue (assuming it is a matter significantly affecting conditions of employment) to the Board of Trustees. This should be done as soon as possible and preferably in writing. The Board will consider the situation and make a decision which will be final.

ANTI-HARASSMENT AND ANTI-DISCRIMINATION

The Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (title VII). In keeping with this commitment, the Library will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, patron, contractor, or other regular visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or a perceived member of a protected group.

Harassment

Harassment consists of unwelcome conduct whether verbal, physical or visual, that is based upon a person's actual or perceived protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual

orientation, gender identity, age, disability, marital status, military or veteran status, genetic information order of protection status, or any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's actual or perceived protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her actual or perceived protected status.

Sexual Harassment

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

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

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

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;

3. Displaying sexually explicit objects, photographs, writings, or drawings;
4. Unwelcome touching, such as patting, pinching or intentional brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment or discrimination against another individual who witnesses or overhears the conduct and is adversely affected by it.

Investigation Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that he/she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately tell the harasser to stop and submit a complaint to his or her Department Head, Head of Administrative Services, or the Executive Director. If a manager or Department Head receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Executive Director. In the event the Executive Director is the charged party, the complaint should be referred to the President of the Board of Trustees.

The Executive Director, or his/her designee, or the President of the Board of Trustees, or his/her designee, shall promptly investigate all complaints and make all reasonable efforts to resolve the matter. These efforts may include, but are not limited to convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Executive Director. The Executive Director shall, in consultation with legal counsel, ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of termination.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment or work opportunities. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination. The Library will also take appropriate action to address a third party or non-employee who engages in retaliation.

Resolution Outside the Library

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

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY 800-869-8001

REASONABLE ACCOMMODATIONS

The Library supports the Illinois Human Rights Act, the Americans with Disabilities Act as amended, and Title VII of the Civil Rights Act, and will attempt to provide reasonable accommodations for pregnant individuals, qualified individuals with disabilities, and individuals who request such accommodations for their religious beliefs or practices unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all covered employees and applicants and include, but are not limited to, accommodations related to hiring practices, job placement, training, pay practices, promotion and demotion policies, access to benefits, facility and service accessibility, and layoff and termination procedures.

As noted above, individuals who may request a reasonable accommodation include:

A pregnant individual, which includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth.

A qualified individual with a disability, which includes 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; and

An individual who requests reasonable accommodations in order to practice and not violate his or her religion obligations.

Contact your Department Head for further clarification regarding the Library's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.¹

WHISTLEBLOWER PROTECTION

A whistleblower as defined by this policy is an employee of the Library who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

¹ For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.Illinois.gov/dhr.or refer to the posted "Pregnancy Rights Notice."

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 fraudulent activity, the employee is to contact the Executive Director or 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.

Whistleblower protections are provided in two important areas – confidentiality and against 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. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Executive Director or Board of Trustees immediately. The right of a whistleblower for 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 his/her designee, in the event the Executive Director is the accused.

ANTI-BULLYING

The Library has determined that a safe and civil 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. Accordingly, the Library strictly prohibits all acts of bullying. Demonstration of appropriate behavior, treating others professionally, and refusing to tolerate harassment or bullying is expected of all supervisors, co-workers, vendors, patrons, contractors, and other regular visitors of the Library.

“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 innuendos about another employee;
- excluding or isolating someone socially;
- intimidating a person;
- undermining or deliberately impeding a person’s work;
- physically abusing or threatening abuse;
- making jokes that are “obviously offensive” by spoken word or email;
- intruding on a person’s privacy by pestering, spying or stalking;
- repeatedly yelling or using profanity towards another person;
- criticizing a person persistently or constantly;
- unwarranted (or undeserved) punishment;
- blocking applications for training, leave or promotion;
- removing areas of responsibilities without cause;
- withholding necessary information or purposefully giving the wrong information;
- 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); and
- tampering with a person’s personal belonging or work equipment.

All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the Library prohibits both active and passive support for acts of bullying.

An employee who believes that he/she has experienced or witnessed bullying is encouraged to report the incident as soon as possible to his or her Department Head or, in the alternative, the Executive Director. A Department Head who receives a report under this policy must immediately inform the Executive Director, if the complaint involves the Executive Director, the complaint should be taken to the Board of Trustees.

A prompt, thorough, and complete investigation of each alleged incident will be conducted.

The Library prohibits reprisal or retaliation against any person who reports an act of bullying. The Library also prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy may be disciplined up to and including termination of employment.

COMPENSATION

CLASSIFICATION OF POSITIONS

All positions in the Library are classified according to the following criteria: nature and difficulty of duties; responsibility involved; qualifications required, including educational, technical training and experience; and applicable legal requirements. The classification plan is available to each staff member and will be revised as necessary.

CATEGORIES OF EMPLOYMENT

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

Each employee is designated as either NONEXEMPT or EXEMPT according to federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. EXEMPT employees are not entitled to overtime pay and 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 part-time or temporary status and who are regularly scheduled to work at least 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.

PART-TIME BENEFIT ELIGIBLE employees are those who are not in a full-time, part-time non-benefit eligible or temporary status and who are regularly scheduled to work between 19 and 35 hours per week. They may be eligible for some of the Library's benefit package, in addition to those benefits required by law, subject to the terms, conditions, and limitations of each individual benefit program.

PART-TIME NON-BENEFIT ELIGIBLE employees are those who are not in a full-time, part-time benefit eligible, or temporary status and who are regularly scheduled to work less than 19 hours per week. They are not eligible for any of the Library's benefit package, except those benefits required by law.

TEMPORARY employees are those who work 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 benefits required by law.

Job Classifications

Job Classification	Job Title
8	Head of Administrative Services Head of Adult Services Head of Technical & Automated Services Head of Youth Services Department
7	Head of Circulation Services Head of Communication Services
6	High School Librarian Reference Librarian Reference Librarian & Interlibrary Loan Coordinator Youth Services Programmer Technology Resources Librarian
5	School Liaison Preschool Coordinator Volunteer Coordinator Administrative Services Assistant
4	Circulation Team Lead
3	Acquisitions Clerk Adult Programming Coordinator Communications Assistant Information & Readers Advisory Assistant Interlibrary Loan Assistant Youth Services Assistant Copy Cataloger Processing Coordinator
2	Security Monitor
1	Circulation Desk Assistant Materials Processor

HOURS OF WORK

The Library is open to the public Monday through Friday from 10:00 a.m. to 6:00 p.m. and Saturdays from 10:00 a.m. to 5:00 p.m. Sundays from 1:00 p.m. to 5 p.m. The Library is closed Sundays between Memorial Day and Labor Day weekends. Some employees will have a set schedule every week, while other employees will be assigned a different schedule each week. All employees may be asked to work evening and/or weekend hours. It is the personal responsibility of each employee to be at his/her workstation and fully prepared to begin work at the time the scheduled work hours begin. Employees are not permitted to alter work hours without the permission of their Department Head. "Altering work hours" includes arriving early and then leaving early, arriving late and staying late and/or working through lunch and leaving early. Employees are also not authorized to "trade hours" absent the permission of their Department Head.

PAY PERIODS

The workweek runs from 12:00 am Sunday to 11:59 pm Saturday. Employees are paid every other Friday for all work performed through the end of the last payroll period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. Employees are encouraged to elect direct deposit so there is no delay in the receipt of their pay.

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

In the event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Head of Administrative Services so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the Library will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

BUSINESS EXPENSES

The Library will reimburse employees for reasonable business expenses incurred while conducting Library business away from their normal work location or for business equipment that is required to do one's job. Employees are expected to limit expenses to reasonable amounts, exercising good business judgment. *All expenses must be approved in advance by your supervisor.* When approved, the actual and reasonable costs of travel, meals, lodging, and other expenses directly related to accomplishing business objectives will be reimbursed by the Library.

Reimbursement of Expenses

Expenses that generally will be reimbursed include:

- Airfare for travel in coach or economy class;
- Reasonable transportation to/from airports;
- Car rental fees, only for compact or mid-sized cars;
- Fares for shuttle or airport bus service;
- Costs of public transportation;
- Private car service, only when there is not a less expensive alternative;
- Mileage costs for the use of personal vehicles (mileage will be reimbursed for any travel beyond the employee's normal commute, at the standard IRS rate);
- Taxi fares;
- Cost of standard accommodations;
- Cost of meals; and
- Any other expenses that are necessary in order to fulfill your particular job responsibilities (i.e., cell phones, the costs associated with cell phone usage, home internet). Whatever portion of these expenses were required by and/or incurred as part of your job will be reimbursed.

Expenses that are not generally reimbursed include:

- Theft or loss of personal property;
- Personal mobile phone use, unless pre-approved;

- Laundry;
- Visits to a spa/salon;
- Hotel movies;
- Parking/traffic violations;
- Portion of a business trip that is personal; and
- Any expense that is deemed excessive in nature or unnecessary.

The Library reserves the right to deny reimbursement of any expenses deemed unreasonable in type or amount. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business expense issues.

Expense Reports

All expenses are to be submitted to your supervisor, with proper substantiation, within 30 days of the expenses being incurred. Failure to submit proper substantiation or verification will result in the expenses not being paid.

Abuse of the expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

SALARY/PAY REVIEWS

The Library seeks to provide equitable pay, competitive with libraries of similar size and situation. Pay will typically be reviewed annually and raises will become effective around July 1st when the employee's performance and the conditions of the Library's finances permit.

DEDUCTIONS FROM PAY

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 the Head of Administrative Services. The complaint will be promptly investigated and the results of the investigation will be reported to the affected 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 as soon as possible after the improper deduction is verified.

OVERTIME/TIME RECORDS

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Employees are expected to work overtime if additional work effort is required to serve our patrons. Non-exempt employees must have the Executive Director's written authorization prior to working overtime. Working unauthorized overtime is prohibited and may be disciplined, up to and including termination.

Overtime is paid only after a non-exempt employee has worked more than forty (40) hours during the work week. Holiday, vacation, personal, sick, and any other paid time off, do not count as hours worked for purposes of overtime. All overtime is paid at one and one-half (1 ½) times the employee's regular hourly rate.

All employees must complete daily time reports, ensuring they record their start and end times (including any time worked outside normal work/business hours), as well as all breaks that are 30 minutes or longer. It is the employee's responsibility to certify the accuracy of all time recorded in the timekeeping system. If corrections or modifications are necessary, please speak with your Department Head.

The time report is an employee's time record and it is important. It is the basis of the employee's pay record. Falsification of this record or failure to accurately and/or timely complete the record will subject an employee to discipline up to and including termination.

CONDUCT POLICIES

PERSONAL APPEARANCE

The dress and manner of employees contributes directly to the overall impression that the Library makes on the community. A neat, clean, tasteful appearance contributes to the positive impression you make on your colleagues and our patrons. Accordingly, you are expected to be suitably attired and groomed during working hours or when representing the Library. Employees who have questions about the dress code should speak to their Department Head. The Executive Director or other immediate Department Heads will have the final say on whether an employee is dressed and groomed properly for work. An employee who reports for work in violation of this may be sent home without pay to correct the violation. Repeated violations will be grounds for additional discipline, up to and including termination.

CONDUCT AND WORK RULES

As integral members of the Library team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at the Library's discretion, also result in disciplinary action up to and including termination. Establishment of these standards of

conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their Department Head or the Executive Director on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

BREACHES OF CONDUCT

Falsifying an employment application, time card, expense report, personnel or other documents or records of the Library.

Unauthorized possession of Library, patron or employee property.

Dishonesty, fraud, theft or sabotage against the Library or its employees.

Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees or patrons.
Insubordination or failure to perform reasonable duties which are assigned.

Unauthorized use of material, time, equipment or property of the Library or a patron.

Performance that does not meet the requirements for the position.

Negligence in observing fire prevention and safety rules.

Abuse or negligence of secure or confidential materials.

Revealing any confidential information to any person who is not authorized to know or receive that information.

Repeating tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.

Failure or refusal to cooperate with Library audits or investigations.

Rudeness and other inappropriate behavior towards patrons.

Violations of applicable local, state, or federal law.

Any behavior that results in an employee not performing his/her job-including sleeping on the job.

Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its employees or patrons.

DISCIPLINARY STEPS

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

- First Offense: Verbal Warning
- Second Offense: Written Warning
- Third Offense: Suspension/PIP/Final Written Warning
- Fourth Offense: Termination

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face termination. In this case, the Library may suspend the

employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if termination is the proper decision. Following the investigation, if the Library decides not to terminate the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

ACCESS TO PERSONNEL FILES

Personnel files are the property of the Library, and access to the information they contain is restricted. Generally, only officials and representatives of the Library who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice and a written request, an employee may review material in his or her file up to two times per calendar year, but only in the Library's offices and in the presence of the individual appointed by the Library to maintain the file. Certain records, such as letters of reference, are not available for inspection.

Except when requested by government or law enforcement agencies, an employee must provide a written release in order for the Library to release information to outside parties. Requests for references should be directed to the Executive Director. Only this individual, or his/her designee, has the authority to release information to outside parties.

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

The Library cannot be held responsible for situations resulting from employees withholding correct and accurate information.

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

CONFIDENTIALITY POLICY

All employees must safeguard confidential information obtained as a result of working for the Library. This confidential information includes trade secrets, information regarding patron lists, patron information (including but not limited to patron bank account numbers, credit card information, addresses, phone numbers, and email addresses), patron histories and preferences, business plans and operations, research and development, mailing lists, mailing list strategies, technical information, information and electronic systems information, and in particular, any material identified by the Library as “proprietary and confidential.” [Please include any other specific information you want to ensure is kept confidential].

Access to confidential information should be on a “need to know” basis and must be authorized by the Executive Director. Unauthorized use or disclosure of any confidential information will cause irreparable harm to the Library and thus the Library may seek all remedies available under the law for any threatened or actual unauthorized use or disclosure of confidential information. Any employee who is unsure about the confidentiality of any information should immediately seek the assistance of a Department Head prior to disclosing such information.

Employees should use reasonable security measures with respect to confidential information, including but not limited to the following:

- Confidential information should not be disclosed to any third party except upon the Library’s prior written approval;
- Confidential information should not be removed from the work site without the permission of the Library.
- No copies or pictures should be made of any confidential information except to promote the purposes of the employee’s work for the Library;
- Employees should not use confidential information for their own benefit, nor for the benefit of any third party, without the Library’s prior written approval.

All confidential information shall remain the sole property of the Library, and all copies must be returned to the Library upon termination of employment or upon demand at any other time.

Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing: (1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. (2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

USE OF LIBRARY'S COMMUNICATIONS SYSTEMS

This policy governs employee use of the Library's computers, networks, communications systems, phone systems, Internet, and other IT resources (collectively "communications systems"). All such communication systems, and all information transmitted through, received on, accessed on, or contained in the Library's communications systems are Library property and are to be used primarily for job-related purposes during working time. When using the Library's communications systems, employees should note the following:

1. Excessive personal use of the communications systems by employees is prohibited. While limited personal use is permissible, such use must not interfere with the employee's job performance.
2. The Library, will, or reserves the right to, monitor the use of the communications systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.

3. The communication systems of the Library may not be used by employees for commercial purposes, personal financial gain, or illegal or criminal purposes.
4. All workstations will be configured with virus protection software, which should not be removed or disabled. Each employee is responsible for protecting his/her computer against virus attack by following appropriate guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation. All data disks and files entering or leaving the Library should be scanned for viruses.
5. Personal software or messages shall not be installed or stored on the Library's communications systems unless prior approval is obtained.
6. In order to maintain network and information security, the sharing or misuse of passwords is prohibited. Employees are responsible for protecting the confidentiality of their password(s). Passwords should not be written down or left in places that are accessible to others.
7. The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the communications systems or any data or content stored therein. Employees may be required to disclose passwords or codes to the Library to allow access to the systems. The Library also reserves the right to override personal passwords.
8. Employees are prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization.
9. Employees are prohibited from bringing unauthorized electronic equipment to work to use with Library-provided communication systems and from accessing Library systems with their devices absent explicit permission from their department head. Such prohibited equipment includes but is not limited to any type of external computer drives, such as flash drives, to save information from computer drives, and personal laptops and other wireless communications devices. Using such

authorized equipment with Library-provided equipment and/or accessing Library communications systems without permission is considered to be theft of the Library's intellectual property.

10. Employees who are permitted to download or install Library software on their home electronic communications equipment may only use such software for job-related reasons. Upon request or termination of employment, employees shall immediately remove such software from their home electronic communications equipment, including home computer and mobile devices. Such software remains at all times Library property.
11. Employees who create a Library profile/email account on their personal devices without permission (or who refuse to delete their Library profile/email account on their personal devices when asked to do so) will automatically have their devices reset to factory default by Library. This setting will delete all Library information from the devices, but may also delete any and all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.
12. The Library's prohibition against sexual, racial, and other forms of harassment is extended to include the use of the Library's communication systems. Harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their Department Head.
13. Privileged or confidential material, such as, but not limited to trade secrets or attorney-client communications, should not be exchanged haphazardly by email, facsimiles, etc.
14. Employees must respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Library's own copyrights, trademarks, and brands.

15. Internal and external emails are considered business records and may be subject to discovery in the event of a FOIA request or litigation. Be aware of this possibility when sending e-mail within and outside of the Library.
16. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Library. Therefore, employees should be cautious and use the Library's communication systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated.

USE OF CELL PHONES

Employees may make and/or receive calls on personal cell phones during non-working time (i.e., the employee's scheduled break time); however, these calls must be received and placed away from working areas. Employees may make and receive local personal calls on the Library's telephone during working hours. These calls should be brief and not interfere with the employee's job duties.

ATTENDANCE AND PUNCTUALITY

Consistent attendance and punctuality contribute to the success of the Library's operations. Attendance problems disrupt operations, lower productivity, and create a burden for other employees. All Library employees are expected to assume responsibility for their attendance and promptness. Failure to follow the rules concerning attendance, or excessive absences or tardiness, will lead to disciplinary action, up to and including termination.

Rules Concerning Attendance and Punctuality

- Inform the Library in advance when possible. When you know in advance that you cannot avoid absence or tardiness from work, you must make arrangements in advance with your Department Head.

- If it is not feasible to make arrangements in advance for an absence, you are required to call your Department Head on the first day of the absence or tardiness at least 60 minutes before your normal starting time. If you cannot reach your immediate Department Head, leave a message and contact the Executive Director.
- You must personally contact the Library on a daily basis during all absences, except those arranged in advance with the Library.
- The Library may require that documentation be furnished, substantiating the reason for the absence or tardiness, especially in cases where absences or tardiness are excessive and/or suspicious.
- In addition, in instances of absence due to employee's health, the Library reserves the right to require the employee to obtain a doctor's report explaining the doctor's restriction that the employee not work. Ordinarily any absence due to illness or injury over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the Library may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted confirming the employee's absence and physical fitness to return to work.
- The Library will consider employees who are absent for three days without notice to have voluntarily separated from the Library.

OUTSIDE EMPLOYMENT

The Library recognizes that employees sometime seek additional employment during their off hours. The Library asks these employees to remember that, despite any outside employment, their position with the Library is their prime responsibility. The Library reminds employees that working extended hours might adversely affect their health, endurance, and productivity. If the Executive Director determines that outside employment interferes with the employee's performance or creates an actual or apparent conflict of interest, the employee may be asked to terminate the outside employment.

The Library does not consider outside employment to be an excuse for poor job performance, tardiness, absenteeism, or refusal to work overtime. If outside employment leads to these problems, the Library will discipline the employee, up to and including termination.

NO SOLICITATION/NO DISTRIBUTION

In the interest of maintaining a proper business 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. Employees who are not on working time (i.e., those on lunch hour or breaks) may not solicit employees who are not on working time for any cause or distribute literature or printed material of any kind in working areas at any time.

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

HEALTH AND SAFETY

Establishment and maintenance of a safe work environment are shared responsibilities of the Library and employees from all levels of the organization. The Library will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Disregard for safety rules or procedures will result in disciplinary action up to and including termination.

Employees have an absolute obligation to immediately report any unsafe conditions to their Department Head. Not only Department Heads, but employees at all levels of the organization are expected to correct unsafe conditions as promptly as possible. The Library will not take reprisal against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area he/she reasonably feels is unsafe.

All accidents, especially those that result in injury, must be reported immediately to the nearest available Department Head, regardless of how insignificant they may appear. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation procedures. Failure to immediately report an accident may result in discipline, up to and including termination.

WORKPLACE VIOLENCE

The Library is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States. Due to this concern, the Library has taken steps to help prevent incidents of violence from occurring at the Library. The Library expressly prohibits any acts or threats of violence by any employee, former employee, or any third party (including patrons, vendors, and visitors) both in the workplace or any Library-related events. This includes threatening comments that are intended to be made in a joking manner.

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

- To provide a safe and healthful work environment.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.

- To take appropriate action when dealing with patrons, former employees, or visitors to the Library's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit employees, former employees, patrons, and visitors from bringing unauthorized firearms or other weapons onto Library premises in violation of the Illinois Firearm Concealed Carry Act.
- To establish viable security measures to ensure that the Library's facilities are safe and secure to the maximum extent possible and to properly handle access to Library facilities by the public, off-duty employees, and former employees.

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

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

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

EMERGENCY CLOSING

The Executive Director, in consultation with the Board President and others as appropriate and practicable, will make the decision to close the Library due to inclement weather or other unforeseen circumstances. If the decision is made to close the Library prior to opening for business in the morning, an effort will be made to contact employees via a phone chain or e-mail.

If the decision to close the Library is made during the workday, the Executive Director, or her/his designee, will contact each Department Head with the scheduled closing time to be communicated to employees. If an employee chooses not to come to work or leaves early due to inclement weather when the Library remains open, the employee may choose to use any remaining vacation or personal time or take a day without pay.

SMOKE-FREE ENVIRONMENT

The Library is committed to protecting the safety and welfare of its employees, patrons and visitors. Accordingly, the Library is designated as a smoke-free environment; therefore, smoking is not permitted on the entire premises including courtyards, sidewalks, and parking areas. This policy applies equally to cigarettes, tobacco, e-cigarettes and herbal products of any kind. This policy applies equally to all employees, patrons, and visitors.

Establishment and maintenance of a safe work environment are shared responsibilities of the Library and employees from all levels of the organization. The Library will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Disregard for safety rules or procedures will result in disciplinary action up to and including termination.

Employees have an absolute obligation to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the organization are expected to correct unsafe conditions as promptly as possible. The Library will not take reprisal against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area he/she reasonably feels is unsafe.

All accidents, especially those that result in injury, must be reported immediately to the nearest available Department Head, regardless of how insignificant they may appear. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation procedures. Failure to immediately report an accident may result in discipline, up to and including termination.

DRUG AND ALCOHOL-FREE WORKPLACE

The Library has a longstanding commitment to provide a safe and productive work environment. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Prohibited Activity

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on the Library's premises is prohibited, unless an exception is made by the Library. Accordingly, no employee shall be under the influence of alcohol while on Library premises or while performing Library business off Library premises except a moderate amount of alcohol may be consumed at approved Library events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

“Legal drugs” are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician’s prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using cannabis must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and should not possess, use, or be under the influence of cannabis while performing their duties, while on Library property, or while operating vehicles for the Library. Employees are responsible for consulting with their doctors about a prescription medication’s effect on their ability to work safely, and promptly disclose any restrictions to their Department Head. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician’s prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

“Illegal drugs” are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal or state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one’s system of a detectable amount of an illegal drug by any employee is prohibited: (1) on Library premises or (2) where the employee is performing Library business off Library premises.

Notification of Drug Conviction

Employees must notify the Library of any criminal drug conviction no later than five days after such conviction. For purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Head of Administrative Services may subject the employee to disciplinary action, up to and including dismissal.

Employee Assistance Program

The Library will assist and support employees who voluntarily seek help for alcohol or drug problems before they become subject to disciplinary action under this or other Library policies. Employees who seek such assistance will be allowed

to use accrued paid time off, placed on a leave of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

WORKPLACE SECURITY AND INSPECTIONS

To safeguard the property of employees, patrons, and the Library, and to help prevent the possession, sale, and use of drugs and alcohol and the carrying of weapons in the workplace, the Library reserves the right to question employees and all other persons entering and leaving our 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 and employees shall not have any expectation of privacy with respect thereto. Inspections may be conducted at any time at the discretion of the Library.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. 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, weapons or drugs or alcohol in violation of our policies, will be disciplined up to and including termination of employment.

EMPLOYEE BENEFITS

Eligible employees of the Library are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent upon a variety of factors, including employee classification.

A summary plan description (SPD) which explains coverage of many of the benefits in greater detail is available. The actual plan documents, which are available by making a written request to Administrative Services, are the final authority in all matters relating to benefits described in this Handbook or in the SPD and will govern in the event of any conflict. The Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

REST PERIODS AND MEAL BREAKS

The Library provides meal breaks during the course of each workday in accordance with the following guidelines:

- Exempt employees are entitled to one (1) 15-minute rest period for each consecutive four (4) hours worked. In addition, exempt employees are entitled to one (1) unpaid half-hour meal break when working five (5) or more consecutive hours.
- Non-exempt employees are entitled to one (1) 15-minute rest period for each consecutive four (4) hours worked. In addition, non-exempt employees are entitled to one (1) unpaid half-hour meal break when working six and one-half (6.5) or more consecutive hours.

Department Heads will work with staff to schedule their breaks and meal period. Meal breaks may be combined with rest periods if scheduling permits. Meal breaks may not be skipped to shorten an employee's workday.

Employees will be relieved of all active responsibilities and restrictions during meal periods. Employees on rest periods must leave the work area and are not allowed to visit with fellow employees who are continuing to work.

BREAK CHART

If you are scheduled for:	15 minute break (paid)	30 minute meal break (unpaid)
4 hours	1	none
4.5 hours	1	none
5 hours	1	none
5.5 hours	1	none
6 hours	1	none
6.5 hours	1	1
7 hours	1	1
7.5 hours	1	1
8 hours	2	1

Leaving the Building during Scheduled Working Hours

Employees may leave the building during rest or meal breaks, but should make sure to return by their scheduled start time. Failure to do so could result in disciplinary action. If the allowed time is exceeded, appropriate corrections should be made to an employee's time card.

INSURANCE

The Library offers health, dental and vision insurance benefits to employees regularly working 30 or more hours per week. The Library pays the majority of the premium for its employees. Family members may also be eligible to participate in the plan, but employees are responsible for a portion of dependent coverage.

The Library offers dental insurance to employees who work 20 or more hours per week.

Employee are eligible to participate in the plan on the first of the month following hire date. Specific enrollment and plan information will be provided by the Library when an employee becomes eligible to participate. If you have questions about this benefit, please contact Administrative Services.

LIFE AND ACCIDENTAL DEATH AND DISBURSEMENT INSURANCE

The Library provides employees regularly working 30 hours or more per week with group life insurance and accidental death and dismemberment (AD&D) insurance in case of certain serious injuries or death of the employee. These benefits are at no cost to employees and employees will be automatically enrolled on the first of the month following date of hire. If you have questions about this benefit, please contact Administrative Services.

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

Illinois Municipal Retirement Fund (IMRF) is a retirement and disability fund for public employees. All employees who are under 70 years of age at the time of employment and are hired for a position normally requiring 1,000 hours or more of work in a 12-month period (600 hours per year for employees who participated in the plan before January 18, 1982) must contribute to IMRF through payroll deductions in an amount determined by statute. The Library also contributed to IMRF on behalf of all participating employees. The retirement pension and disability benefit is determined by a combination of date of hire, years of service and average earnings. Employees may contact the Head of Administrative Services or IMRF for more information.

DEFERRED COMPENSATION PLAN

The Library has established a 457(b) deferred compensation plan to provide employees the potential for a financially secure retirement. All full-time and part-time benefit eligible employees are eligible to participate in the plan starting 30 days after hire.

Employees may defer a percentage of their pay, on a pretax basis, up to the maximum amount allowed by applicable law, into this retirement account. The Library does not typically provide any type of match. Specific enrollment and plan information will be provided when an employee becomes eligible to participate. Please contact Administrative Services if you have any questions or need more information.

MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

Employees are encouraged to engage in professional development activities, including but not limited to membership in professional organizations (i.e., the American Library Association, Illinois Library Association and LACONI) and attendance at seminars, conferences, workshops and meetings that will assist the employee in performing his or her essential job functions and increase the employee's contribution to the organization.

Eligibility for participation in and sponsorship of professional development activities will be based upon:

- Applicability of organization/conference/seminar/workshop to the staff member's primary responsibilities in the Library;
- Recommendation of the staff member's department head
- Ability to maintain public services schedules;
- Staff member's office or committee assignment in the professional association or organization; and
- Available funds.

Employees are typically eligible for full reimbursement of professional development activities. To obtain such reimbursement, the employee must request and obtain *advanced approval* from his/her Department Head or the Executive Director.

Reimbursement for attendance at such activities typically includes:

- Mileage expense as the current Internal Revenue Service rate;
- Tolls and parking;
- Airfare;
- Registration fees;
- Reimbursement for meals; and
- Overnight lodging.

Please see the Business Expense Policy for more information regarding reimbursement of expenses.

HOLIDAYS

The Library typically observes the following holidays and will be closed:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Employees seeking to observe a religious holiday which the Library does not observe may seek to use vacation, personal time, or take a day off without pay. You should request this time off at least 14 days in advance.

The following conditions apply to the Library's holiday pay policy:

- Full-time and part-time benefit eligible employees, will be paid their regular rate and hours of pay, for up to 7.5 hours for all observed holidays (except Easter Sunday, which is an unpaid Holiday).

- If a holiday falls on a full-time or part-time benefit eligible employee's regular scheduled day off, the employee's Department Head will work with the employee to coordinate a paid day off for the employee during the same work week. In cases where there is a conflict between two or more employees about the day off to be taken in lieu of a holiday, seniority will prevail.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay and a vacation day will not be used for that particular day.
- Holidays will be paid at the employee's base rate at the time the leave is taken. Holidays are not included in overtime calculations. Pay for holidays does not include any special forms of compensation such as incentives, commissions, or bonuses.

PERSONAL DAYS

The Library recognizes that occasionally it may be necessary for an employee to miss work because of personal reasons. Approved personal reasons generally include business that cannot be accomplished outside of the employee's regular working hours, such as banking and legal transactions, car or home repairs, furniture deliveries, etc.

Full-time and part-time benefit eligible employees are granted three (3) paid personal business days on July 1st of each year. Personal business days shall be taken in minimum of one hour increments. Personal business days should be scheduled in advance and shall be taken only with the prior approval of your Department Head.

Personal days cannot be taken during the first three months of employment. Personal days do not accumulate from fiscal year to fiscal year. Personal days not

used by the end of the fiscal year will be forfeited, and the employee will not be entitled to payment for unused days.

VACATION

All full-time and part-time benefit-eligible staff are eligible for paid vacation time. Part-time employees shall receive a pro-rated amount of vacation based on hours worked (i.e., an employee who works 20 hours per week will receive approximately ½ the full-time employee allotment). Employees will accrue paid vacation time on a bi-monthly basis (i.e., each pay period). An employee who is on an unpaid leave of absence that exceeds four (4) weeks does not earn vacation time.

Eligibility for paid vacation is as follows and employees receive their new accrual the pay period after their anniversary (years of service):

<u>Full-time Positions</u>	<u>Annual Accrual</u>
Director	25 days
Job Classification 7, 8	20 days 0-5 years of service 25 days after 5 years of service
Job Classification 6	20 days 0-7 years of service 25 days after 7 years of service
Job Classification 1, 2, 3, 4, 5	5 days 0-2 years of service 10 days 2-3 years of service 15 days 3-10 years of service 20 days after 10 years of service

<u>Part-time Benefits Eligible Positions</u>	<u>Annual Accrual</u>
Job Classification 6, 7, 8	10 days after 0-1 year of service
	15 days after 1 year of service
Job Classification 1, 2, 3, 4, 5	5 days 0-2 years of service
	10 days 2-3 years of service
	15 days after 3 years of service

Employees may take vacation time after completing six months of employment. Employees may take vacation in one (1) hour increments. Employees should submit vacation requests to their Department Head as early as possible.

An employee’s vacation schedule will reflect, as nearly as possible, his or her personal preference for vacation. However, no request for vacation will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of several employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

Vacation Accrual

Employees may accrue and bank up to one and one-half (1.5) times of their vacation allotment at one time. For example, if someone earns 3 weeks of vacation time each year, they may accrue up to 4.5 weeks of vacation time. Once this cap has been reached, no vacation time will accrue until some of the accrued time has been used.

Vacation Pay & Payout

Vacation days will be paid at the employee's base rate at the time the leave is taken. Vacation days are not included in overtime calculations. Pay for vacation does not include any special forms of compensation such as incentives, commissions, or bonuses.

Upon termination of employment, employees will be paid for vacation benefits that have been earned through the last month of work, but not yet taken.

SICK LEAVE

Paid sick leave is provided to all employees. Full-time staff accrue 12 sick days per year. Part-time benefit-eligible staff will accrue 6 sick days per year. An employee who is on an unpaid leave of absence of over one month does not earn sick leave. Part-time non-benefit-eligible staff are front loaded 15 hours of sick time per year each July 1st (this time does not carry over).

Sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness or injury; to take care of a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent who is ill or injured; and necessary medical treatment or medically advised rest. Visits to doctors and dentists by the employee or the employee's family member (as detailed above) also are acceptable reasons for taking sick leave. Sick leave may be taken in increments. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination.

Sick Leave Accrual

Full time employees may accrue up to a total of 240 days of sick leave at one time. Part-time benefit-eligible employees may accrue up to a total of 120 days of sick leave at one time. After that cap is reached, no further sick time will accrue until some sick time is used.

Sick Leave Pay

Sick leave will be paid at the employee's base rate at the time the leave is taken. Sick leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions or bonuses. Employees will not be reimbursed for unused sick leave upon separation of employment, though they may receive service credit for IMRF purposes.

Notice of Absence

As detailed in the Attendance Policy, employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request advance sick leave, the employee should notify his/her supervisor as soon as possible and at least 60 minutes prior to the employee's start time.

Proof of Need for Absence

When an employee is absent on sick leave, the Library may require a note from a health care practitioner certifying that the employee or his/her family member was unable to work due to medical-related reasons and, when applicable, a note that the employee is fit to return to duty. (Please see the Attendance Policy for more information.) Failure to provide appropriate documentation may result in the time off being unpaid and/or considered an unexcused absence.

FAMILY MEDICAL LEAVE (FMLA)

This policy contains information consistent with and addition to the information contained in the "Employee Rights and Responsibilities" poster above and is meant to provide additional information about the Library's specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the "Employee Rights and Responsibilities" and this policy, the "Employee Rights and Responsibilities" will prevail.

Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid FMLA leave within a 12-month period provided that the employee has worked for the Library for at least 12 months AND worked at least 1250 hours in the last 12 months AND if at least 50 employees are employed by the Library within 75 miles. The “12-month period” is a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

Reasons for Leave

If an employee is eligible, the employee may take FMLA 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) because of the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position. Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two 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.

MILITARY FAMILY LEAVE ENTITLEMENT

If an employee is eligible, the employee may use the 12-week FMLA entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation 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 ; and (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 to care for a covered service member during a single 12-month period. 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 has a serious injury or illness incurred in the line of duty 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; (2) is on the temporary disability retired list; or (3) a covered veteran, meaning 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 terminated or released under conditions other than dishonorable; and (iii) was terminated within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Limitations of Leave

Employees may not be granted a 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.

Notice of Leave

If the need for FMLA leave is foreseeable, the employee must give the Executive Director at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for

delay of the leave. When the need for leave is not foreseeable, the employee is expected to notify his/her Department Head or the Executive Director as soon as practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures. Employees should refer to the Attendance Policy for these procedures.

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 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 you initially provide. If the second healthcare provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

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 status, 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 call to active duty status in support of a contingency operation (including the dates of the active duty service). The Library may also request additional information pertaining to the leave.

Certification for 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 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 veteran. In addition, the Library may request additional information pertaining to the leave.

Substitution of Paid Leave

FMLA is unpaid leave. If you request leave for any FMLA covered reason, you will be required to exhaust any remaining applicable paid time (i.e., vacation, sick, personal, etc.). The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short-term/long-term disability or worker's compensation, these leaves will also run concurrently with FMLA (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA, employees must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

Use of paid time off benefits such as paid holidays, jury duty, voting time, etc. will be suspended during an unpaid FMLA leave and will resume upon return to active employment.

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed. If paid leave is substituted for unpaid FMLA, the Library will deduct the employee's portion of the premium as a regular payroll deduction. If the leave is unpaid, the employee is responsible for submitting the premium payment to the Library. Failure to make payments may result in termination of coverage(s).

If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the Library for 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 a serious health condition or other circumstances beyond the employee's control.

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 which better accommodates the recurring leave and which 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 typically entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. However, if the employee would have been laid off, terminated, or otherwise subject to changes in employment conditions had he/she not been on FMLA leave, he/she will not by virtue of having been on FMLA leave, be entitled to reinstatement or greater employment rights than he/she would have been absent the FMLA leave.

If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job before returning to work. Employees failing to provide the certification will not be permitted to resume work until it is provided.

PERSONAL OTHER LEAVE OF ABSENCE

Employees who, for personal or other reasons, wish to request time off, but do not qualify for a leave under another of the Library's policies, may request an unpaid personal leave of absence. This leave is not to obtain employment elsewhere or to go into business for yourself. This leave of absence is typically granted for a maximum of 30 calendar days. Employees applying for an unpaid personal leave of absence must have exhausted all their available paid time off, such as vacation, personal, and, where applicable, sick time.

An employee must apply in writing for this leave of absence and submit their request to the Executive Director. The request should set forth the reason for the leave, the date on which the leave would begin, the date on which the employee will return to active employment with the Library and any documentation supporting the need for leave. 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.

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

Requests or an extension of a general leave of absence should be submitted to the Executive Director prior to the agreed upon return date.

VOTING LEAVE

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. If you need to take time off to vote, you should notify your Department Head of your plans no later than the day before the election. Your Department Head will notify you of the two-hour block of time assigned to you for voting purposes. Proof of attendance at the polls may be required.

BEREAVEMENT LEAVE

The Library recognizes the importance of family and the difficulties an employee faces following the loss of a loved one. For that reason, the employee will be granted three (3) consecutive workdays off. Immediate family is defined as the employee's child, parent, sibling, grandparents, spouse, spouse's parent, spouse's sibling, or others bearing a similar close relationship (e.g. "the aunt who raised me").

Bereavement time will be paid at the employee's base rate, for hours the employee is normally scheduled to work, at the time the leave is taken. Bereavement time is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions or bonuses.

Additional unpaid time or unpaid leave for persons not covered in the definition of "immediate family member" may be allowed in some circumstances at the discretion of the Library. Proof of the need for the leave may be required.

PAID PARENTAL LEAVE

The Library will provide full-time and part-time benefit eligible employees up to eight (8) weeks of paid parental leave following the birth of the employee's child or the placement of a child with the employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligibility

Eligible employees must have been employed with the Library for at least 12 months.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

Eligible employees will receive a maximum of eight (8) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the eight-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than eight weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month timeframe.

Each week of paid parental leave is compensated at 100% of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a bi-weekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this time frame.

In the event of a female employee who herself has given birth, the eight weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Paid parental leave may be taken concurrently, consecutively, or intermittently within 12 months of the birth or placement of the child(ren). The planned dates of the leave must be approved in advance by the Executive Director when possible.

Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon termination of the individual's employment at the Library, he/she will not be paid for any unused paid parental leave for which he/she was eligible.

Coordination with Other Policies

The Library will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Library paid leave such as paid vacation leave or paid sick leave. Accordingly, employees will be expected to continue to pay their portion of benefits (i.e., medical, dental, vision, etc.) through payroll deductions.

If a Library holiday occurs while the employee is on paid parental leave, such day will be charged to paid parental leave and such holiday will not extend the total paid parental leave entitlement.

Requests for Paid Parental Leave

The employee should provide his or her supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The request should include the reason for the leave, the date on which the employee wishes or believes the leave will begin, the date on which the employee expects to return to active employment and any documentation supporting the need for leave.

MILITARY LEAVE

Leaves of absence for Military or Reserve duty are granted to all employees of the Company. Employees called to active Military duty or to Reserve or National Guard training, or volunteering for the same, should submit copies of their Military orders to their supervisor as soon as is practicable. Employees will be granted a Military leave of absence for the period of Military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required Military training. This leave of absence includes time off for: (i) service in a federally

recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; (ii) service covered in the Illinois State Guard as defined by the Illinois State Guard Act; and (iii) a period for which an employee is absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

Their eligibility for reinstatement after the completion of above, benefit continuation/eligibility and payment for leave issues are determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation or personal time entitlement for any portion of the absence that may be unpaid. Training leaves will not normally exceed two weeks per year, plus reasonable travel time.

JURY/WITNESS DUTY

Employees will be granted necessary time off when summoned for jury or witness duty. It is the employee's responsibility to notify his or her manager as soon as possible after receiving the summons for jury or witness duty. The employee will receive his or her normal straight time pay, for up to a maximum of fourteen (14) working days per year (measured on a rolling back basis) for jury duty. An employee will receive unpaid time off for witness duty, unless appearing as a witness for the Library, in which case the employee will receive full pay.

Employees who exhaust paid jury duty leave, will receive unpaid time off, unless the employee chooses to use accrued vacation or personal time. In cases where jury or witness duty does not require a full day, employees are expected to spend as much time as possible at their regular duties in the office. Employees who are "on call" for jury or witness duty must report to work if not required to serve that day. Employees requesting and/or returning from jury or witness duty leave may be required to provide verification of service.

EDUCATIONAL ASSISTANCE

Educational assistance may be available to all employees who wish to take courses or obtain a degree in a field which relates to their employment with the Library.

To participate in this educational assistance program, an employee must make a written request detailing the planned course he/she wants to take and how it relates to the employee's role with the Library. Courses must specifically be related to the employee's current position or to the employee's career development with the Library. The Library has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position. *Courses must be approved by the Executive Director prior to class enrollment in order to qualify for reimbursement.*

Reimbursement

An employee will be eligible for reimbursement of registration, tuition, and laboratory fees under this policy. Books and any optional non-educational expenses are not eligible for reimbursement. No reimbursement may exceed \$2,000 for the fiscal year for full-time employees; \$1,500 per fiscal year for part-time benefit eligible employees; and \$1,000 per fiscal year for part-time non-benefit eligible employees. Reimbursement will be provided upon satisfactory completion of the course (a grade of C or better or a "pass" for a pass/fail class) and receipt of a paid tuition bill and official grade report. Requests for reimbursement must be completed within 45 days of course completion.

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 but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Library and other sources may not exceed 100% of the costs and fees. Tax consequences (if any) as a result of reimbursement under this policy 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.

In the event that the employee resigns or is terminated for cause within 24 months after reimbursement is received, the employee must repay the Library for all costs incurred in accordance with this policy within the prior 24 months. Reimbursement in full must be made within 12 months of separation of employment. Employees may be required to sign individual agreements to this effect in order to receive reimbursement under this policy.

Contact the Executive Director for more information or questions regarding this tuition assistance policy.

PURCHASE OF LIBRARY MATERIALS

Library materials may be purchased by the Library and trustees through the Library's suppliers. An order form for such purchases may be obtained from the Acquisitions Clerk. Cost of the material(s) plus any additional charges is due upon receipt of the material(s).

SERVICE AWARDS

Employees generally receive a service award for five years of service and for each five years thereafter. The awards typically equal \$20 for each year of employment with the Library. Awards are provided on or around an employee's anniversary date. Changes to service awards are determined and approved by the Personnel and Policy Committee of the Library Board of Trustees.

RETIREMENT GIFT POLICY

Employees retiring with ten or more years of service typically receive a check in recognition of their service. The amount is usually \$25.00 for each year of employment. The Library will also try to host a retirement dinner or lunch as the retiree wishes. The Library will pay the cost of the meal for the retiree and that person's guest.

PERFORMANCE REVIEWS

The Library is committed to providing ongoing feedback, both formal and informal, regarding performance on the job. This typically includes verbal and/or written feedback throughout the year, as well as a formal documented performance review, within the first three months in a new role and then typically in July of each year.

Criteria that will typically be evaluated includes but is not limited to: quality and quantity of work performed; conduct and behavior; dependability; ability to work with others; initiative, resourcefulness and creativity; and potential for future growth. Performance review will also include a review of the employee's strengths; identify any areas needing improvement; and goals and objectives that need to be achieved. If the employee is performing at or above required levels, the evaluation process provides reinforcement and reassurance and justified a merit increase in salary. If the employee is performing below required levels, the process allows the supervisor to review problems and determine what the employee needs to do to correct them.

Performance evaluations are intended to provide an opportunity for open discussion between supervisors and employees and employees are thus encouraged to actively participate in the evaluation process.

CLOSING POLICIES

TERMINATION OF EMPLOYMENT

As mentioned elsewhere in this handbook, all employment relationships with the Library are on an at-will basis. Thus, although the Library hopes that its relationship with employees is long-term and mutually rewarding, both the employee and the Library reserve the right to terminate the employment relationship at any time.

Professional employees desiring to terminate their employment relationship with the Library are urged to notify the Library at least four (4) weeks in advance of their intended termination. All other employees are asked to provide at least two (2) weeks' notice of their intended termination. Such notice preferable should be given in writing to the employee's Department Head. Proper notice generally allows the Library sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck.

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

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

EMPLOYEE ACKNOWLEDGEMENT FORM

This employee handbook describes important information about the Library and I understand that I should consult my Department Head or the Executive Director regarding any questions not answered here.

Since the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to policies may occur with or without prior notice. Such changes will normally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

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

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

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

EMPLOYEE'S SIGNATURE
