

1.0 Welcome

Welcome to the Three Rivers Public Library District (TRPLD). We are pleased to have you as a member of our staff and sincerely hope that you will have a long and satisfying experience with us. We recognize that our employees are our greatest resource and look forward to adding you to our team. The Three Rivers Public Library District's mission statement is "Enrich, Educate, Entertain, Evolve". We recognize that our staff is pivotal in helping us achieve our mission to provide programs and services that "Enrich, Educate, Entertain and Evolve" our patrons!

Three Rivers Public Library District was founded in 1976 and encompasses 90 square miles in three counties: Will, Grundy and Kendall. The Channahon facility was completed in 1981, and the Minooka facility, the former Minooka Masonic Lodge built 1924, was completed in 1992.

The library's website is www.trpld.org. It contains a wealth of information about the services and programs we offer. If you are not already familiar with it, I encourage you to take some time to explore the website as it is a valuable source of information for patrons and staff.

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

In the following pages are the policies of the library related to your employment. Please read the handbook thoroughly and direct any questions to your supervisor.

Lauren M. Offerman
Executive Director

2.0 Employment at Will

The contents of this handbook do not constitute an expressed or implied contract of employment. Employment at the TRPLD is employment-at-will and as such may be terminated at the will of either the employer or the employee at any time and for any reason, with or without cause or notice. This handbook supersedes any earlier policy statements that you may have heard or seen concerning the matters described in this handbook.

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

2.1 ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I acknowledge receiving a copy of the current edition of the Employee Handbook on the date written below. I agree to read the Handbook, study its contents, and follow its policies and procedures.

I understand and acknowledge that I am employed at will, meaning that I may resign from employment for any reason at any time, with or without cause or notice, and that the Library may terminate my employment for any reason at any time, with or without cause or notice. I understand that this description of my employment relationship with the Library (employment at will) supersedes any earlier oral or written representations or statements that may have been made to me. I also understand that the fact that I am employed at will cannot be changed by any representative of the Library except its President, who may do so only in a written agreement signed by the President and me.

I understand that the Handbook replaces and supersedes any previous employee manuals and other similar documents that I may have received from the Library. I also understand that it is distributed as a guide and summary of the Library's current policies, procedures, and guidelines, any of which may be changed or revoked by the Library at any time with or without notice to employees.

I understand that neither the Handbook nor any of the Library's policies or procedures is an express or implied contract.

Employee's Signature

Employee's Name (printed)

Date

3.0 Library Organization

3.1 Board of Trustees

The library is governed by a seven member Board of Trustees that is elected by the registered voters in the library district boundaries. They serve six-year terms and may be re-elected. They serve without remuneration of any kind. Legal responsibility is vested in the Board of Trustees by Illinois State Statute. The Board is the policy-making body of the library and is the final authority for determination of classification and pay schedules and for policies governing library services and personnel. The Board of Trustees accepts responsibility for working within the legal constraints of all applicable Illinois Statutes.

3.2 Executive Director

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

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

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

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

4.0 Workplace Guidelines

4.1 Recruitment, Appointment

The library subscribes to a policy of equal employment opportunity and makes employment decisions without regard to any characteristic that is protected by law as regulated by the Equal Employment Opportunity Commission. The library complies with the Americans with Disabilities Act and the Immigration Reform and Control Act. The library complies with the requirements of federal immigration law, and for all employees hired after 1988, the Library shall have a properly completed Form I-9 which shall be kept as a part of its permanent personnel records.

All positions shall be posted. Present staff may apply for posted positions if qualified.

4.2 Probationary Period

All new hires shall be subject to a probationary period of three months of continuous service. The library uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the library may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

If the library determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for an additional three months.

This probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between the library and the employee.

4.3 Personnel Records

The Executive Director maintains a separate confidential file containing each employee's job application and related materials, performance appraisals, promotions, salary history and other materials applicable to performance. Employees have a right to review their personnel files in the presence of the Executive Director or Assistant Director at a mutually convenient time. Supervisors have access to an employee's personnel file only with the consent of and in the presence of the Executive Director or Assistant Director.

Each employee is responsible for promptly notifying the Director or his/her designee of any changes in personal data. Emergency contact information, personal telephone numbers and mailing address should be current at all times.

4.4 Establishment, Classification and Compensation of Positions

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

- **Full-time Position** A full-time position is one for which the employee works 40 hours per week. Adjustments may be made to the full-time schedule, at the discretion of the Director, during the summer due to shorter hours.
- **Part-time Position** A part-time position is one for which the employee works less than 40 hours per week.
- **Temporary Position** A temporary position is established for a definite period of time or until completion of the assigned task. Employees in temporary positions are not eligible for any

benefits except holiday pay and IMRF, if applicable.

- **Acting Position** An acting position is one for which a TRPLD employee temporarily fills a vacated position until a permanent appointment is made or the permanent employee returns.

4.4.1 Classification Plan

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

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

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

4.4.2 Exempt / Non-Exempt Positions

Exempt and non-exempt position categories are established to comply with state and federal labor regulations. Executive Director, Assistant Director, Adult Services Librarian, and Youth Services Librarian are exempt positions. All other positions are non-exempt. Work time is generally considered to be at least 40 hours in a week, but may exceed 40 hours. Time off for exempt staff is allocated in 8 hour day increments.

4.4.3 Pay

All employees are paid biweekly, on Fridays, 26 times per year, based on time sheets turned in and signed by the employee. Employees may choose to receive a regular paycheck or direct deposit with a paystub handed out on the pay date. No advance loan or payment on any individual's wages before any payday is permitted. If a regularly scheduled payday falls on a holiday, the checks are issued on the preceding workday. Terminated employees receive their final paycheck on the first regularly scheduled payday following the date of termination. Final paycheck or paystub will be mailed to the employee.

Overtime is defined as an additional work assignment requested by the employee's supervisor involving time beyond the normal full-time schedule. Overtime is paid when an employee works more than forty hours in one week. The Executive Director can approve limited overtime not to exceed eight hours per pay period. The Library District shall comply with current regulations in regards to overtime. All overtime must be pre-approved by the Executive Director or Assistant Director. Attendance at meetings, workshops, conventions and conferences shall not be considered overtime for any employee. Holidays and/or the use of Personal, Sick or Vacation time does not count towards overtime.

Sunday hours are paid at double the normal hourly rate for all employees that work on a Sunday. If a holiday or a vacation day falls on a Sunday, it is not paid at double time.

4.4.4 Equal Employment Opportunity

The Library is committed to maintaining a workplace free of discrimination on the basis of race, color, national origin, sex, age, religion, disability, genetic predisposition, sexual orientation or other characteristics protected by law ("Protected Characteristics") and will take appropriate measures to prevent and/or stop it. Employment discrimination occurs when an employee is materially adversely affected with respect to any term or condition of employment (including hiring, compensation, advancement, discipline, or termination) because of a Protected Characteristic. Any employee who is aware of conduct that may violate this policy should report

the conduct promptly using the Internal Complaint Procedure.

4.5 Volunteers

Volunteers are community members who work for the library without remuneration. Acceptance of a volunteer position carries with it an obligation to abide by current library policies, which may be changed at any time by the Board. Volunteers are supervised by the Library Staff when assigned to specific projects.

5.0 Employment Administration

5.1 Time Sheet

The time sheet represents your record of employment at the library. These are kept on file as required by law. Employees are required to report their time accurately and honestly.

Non-exempt employees are paid based on their actual work time. The employee's supervisor must approve checking in early or late. Permission to make up time for lateness must be given by the Executive Director or by the employee's supervisor.

5.2 Promotions and Reassignments

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

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

5.3 Evaluations

All employees are evaluated on an annual basis. Evaluations are in writing and are intended as a means to evaluate competence, to encourage self-improvement, to provide an opportunity to discuss job satisfaction and problems, and to improve the operations and services of the library. The evaluation report is made part of each employee's personnel file. Employees are encouraged to review this form and discuss it with the supervisor conducting the evaluation. The Executive Director may conduct additional formal performance evaluations at any time circumstances warrant.

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

5.4 Conditions of Work

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

5.5 Dress Code

The desk clerks and administrative staff are to be dressed appropriately for a casual business environment. Casual business attire is defined as clothing that allows employees to feel more comfortable at work, yet always look neat and professional for an office environment. What employees wear should reflect an image of professionalism and should not be distracting to others. Appropriate clothing and shoes must be safe to be worn for work in a library.

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

5.6 Drug and Alcohol Free Workplace

The library provides a drug and alcohol free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on library premises or while

conducting library business is absolutely prohibited. Violations of this policy will result in disciplinary termination of employment. Violations may also have legal consequences. Further, employees are prohibited from reporting to work while under the influence of alcohol or any controlled substance.

5.7.1 Harassment

The Library will not tolerate harassment based on any Protected Characteristic and will take appropriate measures to prevent and/or stop any such harassment. Any individual who is aware of any conduct that may violate this policy should report the conduct promptly using the Internal Complaint Procedure.

Harassment is defined broadly as any conduct, whether verbal or physical, that denigrates, insults or offends a person or group on the basis of a Protected Characteristic when (a) submission to such conduct is made an explicit or implicit term or condition of employment; (b) submission to or rejection of such conduct is used as a basis for any employment decision; or (c) such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, offensive, or hostile working environment.

A. Sexual Harassment. Sexual harassment in violation of this policy includes but is not limited to:

- Sexually suggestive or vulgar comments or jokes, inappropriate comments about another person's sexual behavior or body, or insulting or ridiculing an employee because of his or her gender.
- Improper or intrusive questions or comments about an employee's romantic or sexual experiences or preferences or unwelcome or offensive sexual flirtations, propositions, advances, or requests;
- Use, display, or communication of sexually suggestive or offensive words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, computer programs, or Internet websites;
- Making or threatening undesired physical contact (such as touching, embracing, or pinching) or impeding another's movements in a deliberate manner; and
- Offering or providing employment benefits in return for sexual favors or an employee's agreement to provide sexual favors or taking or threatening to take adverse action against an employee because the employee rejects requests for sexual favors.

B. Discriminatory Harassment. Discriminatory harassment in violation of this policy includes but is not limited to

- Comments or jokes that denigrate, insult, offend, or ridicule based on a Protected Characteristic;
- Creating a hostile work environment or otherwise singling out an individual for abusive conduct based on that individual's Protected Characteristic; and
- Using, displaying, or communicating words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, computer programs, or Internet websites that denigrate,

insult, offend, or ridicule based on a Protected Characteristic.

5.7.2 Retaliation

The Library will not tolerate retaliation against any employee who seeks to enforce his or her right to work in an environment free of unlawful discrimination or harassment or who makes a good-faith report under the Internal Complaint Procedure. Any employee who is aware of any conduct that may violate this policy should report the conduct promptly using the Internal Complaint Procedure.

5.7.3 Reasonable Accommodation

The Library is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. Depending on the circumstances, reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures.

The Library is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements.

Any employee who believes he or she needs accommodation based on disability or religion is responsible for bringing the matter to the attention of the Executive Director. In the case of disability, the employee may be required to provide medical documentation establishing the existence of a disability, any job-related restrictions, and the estimated length of time for which accommodation is needed. The Library will keep all medical information confidential to the greatest extent practicable.

Any employee who believes he or she has been denied reasonable accommodation should notify management promptly pursuant to the Internal Complaint Procedure.

5.7.4 Internal Complaint Procedure

Any employee, who believes that a violation of this policy has occurred, whether by a supervisor, manager, co-worker, subordinate, or other person, should inform the Executive Director immediately.

All reports will be referred to the Executive Director for investigation, review, or other appropriate action. The Executive Director or his/her designee will conduct a prompt, thorough investigation or review of the report to determine what has happened. All facts concerning any report (including the identities of the reporting party, the person alleged to have violated this policy, and other witnesses) will be kept confidential from anyone who does not have a legitimate reason to know about them, subject to management's need to investigate and take appropriate remedial measures.

If the Library concludes that this policy has been violated, it will take prompt corrective action reasonably designed to end the violation and to provide any further violations from occurring. Such corrective action may include disciplinary action against anyone found to have violated this policy, up to and including immediate termination of employment.

After the Library has completed its investigation or review and determined whether this policy has been violated, it will advise the reporting party of the results of the investigation or review and the corrective action, if any, that is being taken as a result.

If you have any questions about this policy please contact the Executive Director.

5.8 Fair Labor Standards Act

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

5.9 Equipment/Usage Fees

Library equipment, including telephone lines, is provided for library business; excessive personal usage should be avoided. Personal long distance phone calls should be avoided. See the Employee Equipment Use Policy for more information.

5.10 Employee Blood Donation Act

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

5.11 Confidential Information

In the course of their employment with the Library, employees may be exposed to confidential information.

The disclosure of confidential information to unauthorized persons outside the Library is prohibited and may constitute a violation of the law. Confidential information should be discussed only within the Library District on a need-to-know basis. Employees who leave the Library District still have an obligation to protect the Library District's confidential information.

5.12 Conflict of Interest Policy

All employees have an obligation to perform their job duties and conduct business in a manner that avoids actual or potential conflicts of interest. An actual or potential conflict of interest exists when an employee is in a position to influence a decision that may result, directly or indirectly, in an improper benefit to that employee, a relative of the employee, or anyone with whom the employee has a close, personal relationship.

Employees also must avoid activities, interests, and relationships that might interfere or appear to interfere with their ability to make decisions in the best interest of the Library. For this reason, employees may not accept any monetary payments from anyone doing or seeking to do business with the Library. The Library further prohibits employees from engaging in any outside business activities with anyone doing or seeking to do business with the Library.

Any actual or potential conflict of interest situation should be reported by the employee for resolution.

5.13 Outside Employment

Any employee who engages in outside employment must contact the Executive Director and fully and accurately describe the nature of the employment and its time demands. Any employee who holds outside employment will be held to the same performance standards as any other employee of the Library and will be subject to the Library's scheduling demands.

Any employee who holds outside employment is prohibited from performing his or her outside job duties during Library work hours and may not use any Library resources or equipment in connection with their outside employment.

In the event that the circumstances surrounding any outside employment change, including but not limited to termination, resignation, reduction in work, leave, etc., the Executive Director should be notified immediately.

5.14 Social Media

Social media encompasses a broad sweep of online activity, including social networks (e.g., Facebook and MySpace), professional networks (e.g., LinkedIn), and blogs. Because such media is a far-reaching means of communication, every employee should use it responsibly.

Professional Networks

As a general matter, employees are free to participate in legitimate professional networking and business websites and to identify themselves as employees of the Library, when doing so. Because your professional online identity reflects directly on the Library, all communications must meet the standards of professionalism expected of our employees. Accordingly, you must ensure your online profile, including your biography and credentials, is accurate and unembellished. You also must refrain from disclosing any nonpublic information concerning the library or its patrons.

Personal Social Networks

When using personal social networks, employees should recognize that the information they post can impact their reputations and careers. Accordingly, employees should exercise judgment and discretion as to the information that they post, as well as determining whom they invite to join their social networks, including consideration of the appropriateness of inviting other employees.

When using personal or non-work-related social network, employees must use a personal e-mail address. Communications should not be attributed to the Library or appear to be endorsed by or originated from the Library. While the Library does not require employees to disclose their identity when participating in online media, the Library reserves the right to investigate and identify authors of inappropriate posts or comments that may be related to the Library or its patrons or employees.

5.15 Workplace Violence

The Library will not tolerate any workplace violence or threats of violence by or against its employees. As used in this policy, "workplace violence" includes conduct occurring on Library premises, directed toward or against any Library employee, patron, customer, or supplier, whether committed by an employee or outsider, that involves physical acts of violence, oral or written threats of violence, or gestures or acts that are threatening or intended to convey actual or potential injury. It also includes acts and threats that are later claimed to have been made in jest.

Every employee must take any act or threat of workplace violence seriously. So that the Library can prevent or respond to any act or threat of workplace violence, any employee who is subject to, witnesses, or learns about any such act or threat or who fears or suspects that such an act may occur is required to report the act, threat, fear or suspicion to the Executive Director as soon as the act or threat occurs or as soon as the employee fears or suspects that such an act may occur. Failure to report an act or threat of workplace violence immediately may result in disciplinary action, up to and including termination of employment.

When appropriate, the Library will refer acts or threats of workplace violence to the police or

other authorities for possible criminal prosecution.

5.16 Nonsolicitation/Distribution

The Library prohibits any nonemployee from soliciting any of its customers, visitors, or employees and/or distributing any literature, pamphlets, or other materials on Library premises.

The Library prohibits any employee from soliciting, collecting from, or selling to any other employee during the working time of the soliciting employee or of the employee being solicited. "Working time" means the time during which either the soliciting or solicited employee should be working but does not include meal times, break periods, or other periods when employees are not actively at work.

The Library also prohibits any employee from distributing literature, pamphlets or other materials to any other employee in work areas. "Work area" means all areas in which employees normally work, confer, or conduct business but does not include the break/lunch room, washrooms, or other area specifically designated for nonwork purposes.

5.17 Criminal Activities/Searches

Employees may not participate in any unlawful activities while employed by the Library, regardless of whether such activities occur on or off the Library's premises.

The Library reserves the right to conduct searches of any area on the Library's premises as well as searches of any property brought onto Library premises by its employees or anyone else to the extent permitted by law. These searches may extend to clothing, personal effects, bags, and vehicles parked on the Library lot. The Library reserves the right to conduct an inspection at any time, with or without notice. Employees are required to fully cooperate in any such search if requested. If any employee refuses to cooperate, that employee will be subject to disciplinary action, up to and including termination of employment.

6.0 Schedules and Breaks

6.1 Schedules

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

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

Time off from one's regularly scheduled workweek must be charged to the appropriate category of leave.

6.2 Breaks

An employee working 5 or more continuous hours may take a thirty minute paid meal break and is entitled to a separate fifteen minute paid break. If any employee is working 7-1/2 or more continuous hours, the break must be taken no later than 5 hours after beginning work.

Any employee who works 3 hours but less than 5 hours on any day shall be entitled to one fifteen minute paid break. Breaks may not be used to shorten a workday or to count as overtime not taken. Breaks may be put together at the discretion of the Executive Director.

7.0 Termination of Employment

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

7.1 Resignation

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

7.2 Retirement

There is no mandatory retirement age.

7.3 Dismissal

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

Reasons for dismissal include, but are not limited to: failure to abide by library policies, failure to follow directions, insubordination, habitual tardiness or absenteeism, dishonesty, neglect of duties or responsibilities, or conduct which is detrimental to the welfare of the library.

7.4 Final Payment

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

7.5 Termination without Prejudice

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

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

8.0 Employee Benefits

8.1 Health Insurance

The library shall pay 100% of the health insurance premium for full-time employees. The library shall pay 100% of the health insurance premium for dependents of full-time staff hired prior to June 1, 2011. Staff hired after June 1, 2011 may opt to pay for dependent coverage through payroll deduction. The library board reserves the right to change this benefit at any time.

8.2 Illinois Municipal Retirement Fund

The provisions of the Illinois Municipal Retirement Act cover eligible employees. Participation for all personnel whose position requires at least 1000 hours annually is mandatory.

8.3 Disability

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

8.4 Workers Compensation

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

8.5 Paid and Unpaid Leave

8.5.1 Holidays

The library will be closed and all staff will be paid the hours regularly scheduled on the following holidays: President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. The library will be closed and staff will not be paid on Easter, Mother's Day and early closing at 5:00 p.m. on Thanksgiving Eve. The library will be closed one day for the Mandatory Annual Staff Development Day. Holiday pay will not be paid to employees during Leave of Absence, or during personal, medical, worker's compensation, or military leaves of absence.

8.5.2 Discretionary Closings

If the library is closed due to discretionary closings such as painting, cleaning the carpets, snow days, etc. all staff will be paid for their regularly scheduled hours. Exempt staff shall be paid their regular salary.

8.5.3 Vacation

Days will be accrued quarterly on the first day of the quarter. Employees must work more than 20 hours per week to receive vacation pay.

Exempt staff: 20 working days per year. Exempt staff will begin accruing time after completing three months of service. Exempt employees must use leave benefits in whole day increments.

Non-exempt, full-time staff: 10 working days per year. Non-exempt, full-time staff will begin accruing time after completing one year of service. Employees shall receive 5 additional days at each 5 year increment of service to a maximum of 20 working days. Non-exempt employees may take vacation leave in increments of a quarter hour or more.

Non-exempt part-time staff: Two weeks equivalent of the weekly budgeted hours per year. After 5 years of service, employees will receive three weeks equivalent of the weekly budgeted hours per year. Non-exempt, part-time staff will begin accruing time after completing one year of service. Non-exempt employees may take vacation leave in increments of a quarter hour or more.

Vacation benefits will not accrue during Leave of Absence, or during personal, medical, worker's compensation, or military leaves of absence exceeding 4 weeks. Except in the case of an emergency, vacation time must be requested two weeks in advance. If a conflict arises, vacation requests will be granted according to seniority. Vacation sequences may not exceed 4 weeks.

A maximum of 1.5 times the annual allotment may be accrued. Once the maximum is reached, accrual will be capped until the total is below the maximum allotment.

Vacation pay will be at the employee's regular hourly rate in effect at the time the vacation begins. There will no advancement of vacation pay. If a paid holiday falls within an employee's scheduled vacation period, that holiday shall not be considered a day of vacation.

8.5.4 Personal Days

Days will be accrued quarterly on the first day of the quarter. Employees must work more than 20 hours per week to receive personal days. Non-exempt employees must take personal days in half or full day increments, as determined by the hours they are budgeted for.

Four personal days are permitted for all full-time staff after one year of service. Two personal days are permitted for eligible part-time staff after one year of service. A part-time staff's personal day equals one-fifth of their weekly budgeted hours. Personal Days must be cleared with the employee's supervisor in advance. Personal days must be used in the fiscal year they are awarded. Personal days will not be paid out when an employee leaves the Library District's employment. Personal days will not accrue during Leave, or during personal, medical, worker's compensation, or military leaves of absence exceeding 4 weeks.

8.5.5 Sick Leave

Days will be accrued quarterly on the first day of the quarter. Employees must work more than 20 hours per week to receive sick days.

Full-time employees receive 12 sick leave days, after one year of service, cumulative to 130 days (1040 hours). Part-time employees receive twenty-four sick leave hours, after one year of service, cumulative to 260 hours. Non-exempt employees may take sick leave in increments of a quarter hour or more.

Employees may use sick leave for medical/dental appointments if necessary. Sick leave may also be used for the illness of a member of the immediate family. Immediate family is defined as spouse, parent, or child. A doctor's note may be requested for an employee's sick time to be approved and/or before the employee may return to work.

Sick leave benefits will not accrue during Leave of Absence, or during personal, medical, worker's compensation, or military leaves of absence exceeding 4 weeks.

Employees may voluntarily donate up to 50% of their sick time to another eligible employee in

need. Employee receiving the donation must have no vacation, personal or sick leave available to use. Unused donated sick time will be returned to the donor at the beginning of each quarter.

For all employees hired prior to 1990, sick days will be paid out at the rate of one quarter of accumulated sick days when an employee leaves the Library District's employment. For employees hired after December 31, 1989 sick days will not be paid out when an employee leaves the Library District's employment.

All eligible employees may roll over sick days at the time of retirement per the IMRF guidelines.

8.5.6 Emergencies/Bereavement

Up to three days with pay are allowed at the time of death of a member of an employee's immediate family. If additional travel time is needed, the Executive Director may grant additional leave. A one day leave with pay may be granted for the funeral of other family members. Leave for a catastrophic personal emergency involving an employee or a member of their family will be handled in the same way, at the discretion of the Executive Director. In all such cases, the Executive Director is to be notified at the earliest possible opportunity.

8.5.7 Jury or Other Civic Duty

An employee who receives a jury summons must notify his/her supervisor of the summons within 10 days of receipt. Any employee called for jury duty will be granted time off with full pay for hours normally scheduled in that day. During the jury duty period, the employee is expected to report for work when not actually engaged in jury duties and released from the same for the day.

8.5.8 Military Duty

Leaves of absences without pay for military or reserve duty are granted to all Library employees. If an employee is called to active military duty or to reserve or National Guard training, or if the employee volunteers for the same, the employee should notify his/her supervisor and submit copies of their military orders as soon as is practicable. The employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state law. If the employee is a reservist, or a member of the National Guard, time off without pay for required military training will be granted. Eligibility for reinstatement after military duty or training will be determined in accordance with applicable federal and state laws.

8.5.9 Leave of Absence

The Library District provides up to 12 work weeks (or 26 weeks for Military Caregiver Leave) of unpaid leave to full-time employees (i.e., those employees who work at least 1250 hours in the prior year for the TRPLD) with at least a year of service who request leave for any of the following reasons:

- A. Birth and /or care of an employee's newborn child.
- B. Placement of a child with an employee for adoption or foster care.
- C. Care of a spouse, child or parent who has a serious health condition.
- D. Employee's own serious condition, which prevents the employee from performing his/her job.
- E. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
- F. To care for any covered service member (spouse, parent, child or next of kin) who suffers a qualifying serious injury or illness on covered active military duty.

Definitions for the purposes of Leaves of Absence:

1. Child - a biological, adopted, or foster child, step child, a legal ward, or a child of a person standing in loco parents, who is (a) under 18 years of age or older and incapable of self-care because of mental or physical disability.
2. Serious Health Condition – an illness, injury, impairment, or physical or mental condition that requires inpatient care in a medical facility or continuing treatment by a health care provider.
3. Qualifying Exigency – (a) Short-notice deployment; (b) Military events and related activities; (c) Childcare and school activities; (d) Financial and legal arrangements; (e) Counseling; (f) Rest and recuperation; (g) Post-deployment activities; and (h) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.
4. A “covered service member” means “a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.” 29 U.S.C. §2611(15).
5. A qualifying “serious injury or illness” is an injury or illness that is suffered in the line of duty while on active duty. 29 U.S.C. §2611(18). The serious illness must also render the service member “medically unfit to perform the duties of the member’s office, grade, rank or ranking.” 29 U.S.C. §2611(18).

Continuation of Health Insurance

During any Leave of Absence, the Library District shall maintain the eligible employee’s coverage under any group health plan maintained by the library on the same conditions as coverage would have been provided if the eligible employee had been continuously employed during the leave. If the Library District provides a new health plan or benefits or changes health benefits or plans while an eligible employee is on Leave of Absence, the eligible employee is entitled to the new or changed plan/benefits to the same extent as if the eligible employee was not on leave. Notice of any opportunity to change plans or benefits given generally to Library District employees shall also be given to an eligible employee on Leave of Absence.

The Library District may recover its share of health plan premiums during a period of unpaid Leave of Absence from an eligible employee if the eligible employee fails to return to work after said employee’s Leave of Absence entitlement has been exhausted or expired unless the reason the eligible employee does not return is one of the following reasons:

1. The continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under FMLA.
2. Other circumstances beyond the employee’s control.

Other employee benefits, including but not limited to accumulation of sick time, vacation time and seniority status, will not accrue during the Leave of Absence.

Inclusion of other Paid Leave

Employees are required to substitute any accrued paid leave, including compensatory time, vacation, holiday and personal or paid time off (PTO), until such paid leave is exhausted as part of the 12 week period (or 26 week period for Military Caregiver Leave). This requirement also applies to unused PTO when a serious health condition entitles the employee to leave.

Notice

An employee must provide the Library District at least 30 days notice or as much as is practical for birth, child placement or treatment-related leaves. The employee must make a reasonable

effort to schedule treatments to minimize disruption of workplace operations. Such a leave shall be subject to the approval of the Executive Director. The form for a Request For Leave is attached as Attachment A.

Intermittent Leave

The Library is required to grant intermittent leave as is medically necessary for treatment or care of serious health conditions but may transfer the employee to another position with equivalent pay and benefits which better accommodate intermitted periods of leave. Temporary transfers must be approved by the Executive Director.

An employee may take leave intermittently or on a reduced leave schedule, that is, leave that reduces the employee's usual hours per work period or workday, for birth or placement of child for adoption or foster care with the written consent of his/her supervisor.

Certification

An eligible employee's request for Leave of Absence to care for the employee's seriously ill spouse, son, daughter or parent or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, shall be supported by a certification issued by the health care provider of the employee (when Leave of Absence is requested because of an employee's own serious health condition) or the health care provider of the employee's ill family member (when Leave of Absence is requested to care for such seriously ill family member). Such certification shall be made on a form provided by the Library District and shall contain such information as is permitted by the Leave of Absence. At such time as an eligible employee request Leave of Absence, the Library District shall tender the medical certification form to said employee. Said medical certification form shall be returned to the Library District within fifteen (15) calendar days.

Reinstatement

On return from the Leave of Absence, an eligible employee is entitled to be returned to the same position the employee held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Spouses

Spouses working for the Library District are entitled to an aggregate of twelve weeks of leave pursuant to first meeting the above stated eligibility requirements.

Conflict

To the extent that there may be conflicts between this policy and the Act, the provision of Leave of Absence shall control.

Posting

Notice of employees' rights under the Act shall be posted.

8.5.10 Victims of Economic Security and Safety Act (VESSA)

Purpose

To provide unpaid leave to employees when they or their family of household members (defined as spouse, parent, son, daughter or any person jointly residing in the household) are victims of domestic or sexual abuse or violence and to comply with the applicable provisions of VESSA (Victims' Economic Security and Safety) regulations.

Provisions

1. The Library District offers up to 8 weeks of unpaid domestic and sexual abuse leave in a 12 month rolling period to employees who are themselves or who have a family or household member (defined as spouse, parent, son, daughter, blood relative, relative by prior or present marriage or sharing a relative through a son or daughter or any person jointly residing in the

household) that may be a victim of violence or domestic or sexual abuse.

2. All employees without any regard to length of service or tenure are covered under this policy.

3. Eligible employees may take domestic and sexual abuse leave so that they or a member of their household may-

a. Seek medical attention to recover from physical or psychological injuries caused by domestic or sexual violence.

b. Obtain services from a victim's services organization.

c. Obtain psychological or other counseling.

d. Participate in safety planning, temporary or permanent relocation, or take other actions to increase their physical safety or economic security.

e. Seek legal assistance or remedies to ensure their health and safety or the health and safety of the household member as the case may be.

4. Employees availing of the above unpaid leave are eligible to be restored to the same or an equivalent position upon return from the leave; to have health insurance maintained on the same terms and conditions as if the employee were actively working, and may be provided with reasonable accommodations.

Procedure

1. Eligible employees are required to inform the Executive Director as soon as possible under the circumstances. A certification/notice form is attached as Attachment B.

2. To request domestic and sexual abuse leave, an employee must provide the Executive Director with a signed statement that the employee or a family or a household member is a victim of domestic or sexual violence and that leave is necessary for a specific qualifying condition. In addition, the employee must provide the necessary documentation from the victims' services organization or a member of the clergy or a medical professional from whom the employee or family member has sought assistance; a police report or a court record; and/or other corroborating evidence.

3. The employee may use all earned sick and vacation time for all or any part of the available domestic and sexual abuse leave period, but is not required to do so.

4. Domestic and sexual abuse leave runs concurrently with FMLA. The leave under this policy does not extend any unpaid leave time to the employee under FMLA.

5. Continuation of benefits- The Library District will maintain group health insurance coverage for an employee on domestic or sexual abuse leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The Library may recover its share of health plan premiums during a period of VESSA leave from an eligible employee if the eligible employee fails to work after said employee's VESSA leave entitlement has been exhausted or expired unless the reason the eligible employee does not return.

6. The Domestic and Sexual abuse leave may be taken intermittently (in separate blocks of time) or in a reduced leave schedule.

7. The Executive Director will notify the employee when the leave has been approved.

8. During the leave, the employee must provide periodic reports to the Executive Director (on the first day of each month the employee is on leave) regarding the employee's status and any

change in the employee's plans on returning to work.

9. Failure to provide timely and complete statements, certifications, documents or required reports evidencing the employee's need for the domestic and sexual abuse leave may result in denial of leave or loss or reinstatement right under the Victims' Economic Security and Safety Act.

10. At the end of an authorized domestic and sexual abuse leave, an employee must be restored to the employee's original job or an equivalent job with equivalent pay, benefits and other terms and conditions of employment.

11. No employee will suffer adverse action as a result of having requested or taken leave under this policy based on their needs, the needs of a family member, based on their or their family members' status as a victim of domestic or sexual abuse or based on the perception that they or their family members are the victims of domestic or sexual abuse. The Library District will attempt to provide reasonable accommodations for employees who are entitled to protection under this act, unless such accommodations would present an undue hardship for the Library District.

12. The Library District will maintain to the extent possible, confidentiality regarding all aspects of any request for domestic and sexual abuse leave, and all information associated with the request.

8.6 Access to Institutional Discounts

Library staff members, volunteers working regularly, and members of the Board of Trustees may order books and other materials at the library's discount through library vendors in accord with established procedures. Materials will be paid for at the time they are delivered to the purchaser. If a cover is added through library services, an added fee will be charged.

8.7 Fines

Library staff members and members of the Board of Trustees are not charged fines. They receive regular notices of outstanding materials. If the material is not returned by the end of three months, it will be assumed that the material is lost and they will be billed. They are expected to reimburse the library for lost or damaged materials and replacement fees. Failure to reimburse the library by staff members could result in disciplinary action up to and including termination.

8.8 Photocopies and Fees

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

9.0 Staff Development

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

9.1 Conferences, Meetings, Workshops, Etc.

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

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

With prior approval of the Executive Director, employees may attend conferences, workshops and meetings in subject areas pertaining to their work. Expenses, which the library may cover in whole or in part depending on available funds, are limited to registration, meals included in the program, and transportation. Employees will be paid for travel time, when it falls during regular working hours. If an employee is traveling by airplane, train, bus or other means of transportation during hours s/he is not regularly scheduled to work, s/he will not be compensated for travel time.

The library may pay the expenses of the Executive Director and Assistant Director to attend state conferences including transportation, registration, meals and hotel room in-whole or in-part depending on available funds.

Conferences requiring out-of-state travel must be submitted to the Library Board for approval.

Expenses paid for Library trustees appointed by the Board to represent them at meetings, will be limited to the cost of registration fees, hotel room, mileage and scheduled meal functions.

9.2 Professional Association Membership Dues

Employees and Trustees are encouraged to belong to and participate in professional organizations such as ALA and its divisions, ILA, LACONI, and other professional groups. ILA and ALA membership dues, as well as dues for local memberships such as Chamber, Rotary, Lions, etc. will be paid annually by the library for the Executive Director and Assistant Director. Management staff and library trustees may choose to have the library pay the annual dues for either ILA or ALA, depending on available funds.

9.3 Encouragement of Further Education

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

9.3.1 Tuition

This benefit is available after one year of employment. Approval of the Director prior to registering for the class is required. An employee will be reimbursed up to \$500 per course for a work related course at an accredited institution and successfully passed with a grade of “B” or higher. Reimbursement is limited to two courses per fiscal year and is paid on completion of the course and while the employee is in regular employment status. A copy of the registrar’s bill and of the final grade report must be presented. If an employee resigns or is terminated within four years of tuition reimbursement, the employee must reimburse the library for the tuition paid based on a prorated schedule of 25% per year.

9.4 Business Expense Reimbursement

The library will reimburse employees and trustees using their personal cars on library business. Allowable expenses include mileage at current IRS per diem rate, tolls, and parking charges where they apply. Meal costs will be reimbursed when they are business-related and approved by the Executive Director. Receipts must be attached to the request for reimbursement when applicable.

10.0 Appeals

10.1 Standards for Personal Conduct

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

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

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

If a grievance relates to the Executive Director, the employee’s grievance may be submitted in writing directly to and only to the President of the Board of Library Trustees at least 8 days in advance of the Board meeting. Any communications, including third party, to any other trustee will be considered insubordination and may be grounds for dismissal.

Sections 1-6 adopted 10/14/09 Sections 7-10 adopted 05/12/10
Amended 01/12/11, 06/08/11, 07/13/11, 05/9/12, 4/10/13, 2/11/15

ATTACHMENT A

REQUEST FOR LEAVE OF ABSENCE

Employee Name: _____ Date of Request: _____
Department: _____ Position Title: _____
Hire Date: _____

I request a Leave of Absence for the following reason (check one):

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

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

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

Method of Leave Requested

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

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

If the duration of my leave of absence (total of paid and unpaid time) does not exceed 12 weeks, I will be returned to my same or equivalent position, according to the applicable provisions of the Leave of Absence Policy and Procedures. I understand that if my family/medical leave should exceed 12 weeks I will be returned to my same or similar position, only if available, in accordance with applicable laws. If my same or similar position is not available, I understand that I may be terminated.

Employee Signature

Date

ATTACHMENT B
VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)
EMPLOYEE CERTIFICATION

Employee's Name: _____

VESSA provides that employers may not discharge or discriminate against an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, for taking up to a total of 8 weeks for an employer that employs at least 15 but not more than 49 employees unpaid workweeks of leave from work during a 12-month period to address the domestic violence.

Employee must provide certification of their need for the leave. Certification may include:

1. A sworn statement of the employee supported by:
 - a. Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
 - b. A police or court record; or
 - c. Other corroborating evidence.

Employees on leave under VESSA must keep the employer informed of their status and intention of their status and intention of the employee to return to work. The employee will pay his/her portion of the insurance premium each month when on unpaid leave.

Dates being requested: From _____ to _____.

Documentation has been provided: ____yes ____no

Signature of Employee:

Date: _____

Signature of Executive Director:

Date: _____