

## 9—Human Resources

### 9-1 EMPLOYMENT

All employment is by mutual consent of the employee and the Palatine Public Library District (hereafter referred to as the Library) and can be terminated at will by the employee or the Library with or without notice, with or without cause.

This policy is not a contract and should not be construed as a contract. Nothing in this policy is intended to be an offer of employment or continued employment. Any of the policies and procedures contained herein can be changed by the library at any time, with or without prior notice. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

#### 9-1.1 Equal Employment Opportunity

The Library provides equal employment opportunities without regard to 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 characteristic that is protected under applicable law. This policy applies to every aspect of employment including, but not limited to recruitment, employment, promotion, transfer, training, compensation, benefits, reduction in force, and termination. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

#### 9-1.2 Employment Categories

The Library employs individuals as either exempt or non-exempt from the Fair Labor Standards Act. For the purposes of defining benefits, employees are also classified based on regularly scheduled hours. (Adopted 6-21-22, Effective 7-1-22)

##### 9-1.21 Non-Exempt Employees

Non-exempt employees include all employees who are classified by the Library as covered by the overtime provisions of the federal Fair Labor Standards Act and any applicable state laws. Employees in this category are entitled to receive overtime pay for hours worked over 40 hours in a workweek at a rate of 1.5 times their regular rate of pay. All paid overtime must be approved in advance by the employee's manager. In an emergency situation, overtime must be authorized by the Person in Charge (PIC). (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

#### 9-1.22 Exempt Employees

Exempt employees include all employees who are classified by the Library as exempt from the overtime provisions, including overtime pay, of the federal Fair Labor Standards Act and any applicable state laws. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

#### 9-1.23 Full-Time Employees (37.5 hours/week or more)

Employees regularly scheduled to work 37.5 hours or more per week will be considered full-time employees and be entitled to various time off and insurance benefits as specified below. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

#### 9-1.24 Part-Time Employees

Part-time employees receive various benefits based on the number of hours they are scheduled to work. (Adopted 5-17-22, Effective 7-1-22)

##### 9-1.241 Part-Time (30-37 hours/week)

Employees regularly scheduled to work at least 30 hours but fewer than 37.5 hours per week will be entitled to various time off benefits on a prorated basis as specified below. Part-time employees scheduled to work at least 30 hours per week are entitled to health insurance benefits. (Adopted 5-17-22, Effective 7-1-22)

##### 9-1.242 Part-Time (20-29 hours/week)

Employees regularly scheduled to work at least 20 hours but fewer than 37.5 hours per week will be entitled to various time off benefits on a prorated basis as specified below. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

##### 9-1.243 Part-Time (Less than 20 hours/week)

Employees regularly scheduled to work fewer than 20 hours per week will not receive holiday or vacation benefits. Part-time employees who are not eligible for paid vacation may take unpaid vacation at the yearly rate that corresponds to the length of vacation time given to part-time, vacation-eligible employees in the same job grade and the corresponding years of service. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

#### 9-1.25 Substitutes

Employees who are hired as substitutes will not have a regular work schedule. Substitutes will not receive holiday, sick, personal, or vacation benefits. (Adopted 05-19-20, Effective 7-1-20)

## 9-2 CONDUCT

Whenever people are required to work together for any purpose, certain guidelines are necessary to govern personal conduct. The Library believes that a safe environment is necessary for employees to be successful and productive. Conduct that disrupts an employee's ability to positively contribute to the organization on a day-to-day basis or the organization's ability to efficiently run its operations will not be tolerated. These guidelines are a necessary part of operating the Library and ensure that employees can work safely, effectively, and professionally in their jobs.

All employees are expected to conduct themselves appropriately at all times. A manager or Person in Charge has the authority to send an employee home with or without pay for violation of a policy or guideline. The following is a list of conduct that is specifically prohibited and may lead to disciplinary action up to and including termination. This list is intended to provide examples only, and is not intended to be all-inclusive:

- harassing, intimidating, abusing, coercing, or threatening any other employee or visitor
- unreasonable behavior or communication that demeans, insults, or humiliates people either as individuals or as a group
- frequent or excessive tardiness or absence from work, or failure to report absences
- insubordination, including improper conduct toward a person of authority, or failure or refusal to perform tasks as assigned in the appropriate manner
- non-compliance with or disregard of Library safety and security procedures
- unsatisfactory performance
- conduct that substantially interferes with work or prevents work from being accomplished
- falsifying, omitting, or withholding necessary information, including information on an employment application
- improper behavior or unethical conduct
- altering or falsifying timekeeping records
- tampering with, theft of, or unauthorized removal of property belonging to the Library, fellow employees, or anyone on Library property
- bringing dangerous or unauthorized items such as firearms, explosives, weapons, or other similar items on Library property
- intentionally intruding on a person's privacy by spying, stalking, or asking intrusive questions

- release of confidential information about the Library, its visitors, or another employee
- damage to Library property or disruption of Library services
- failure to comply with or enforce Library policy

The Library reserves the right to discipline or discharge employees for acts or omissions not appearing on the list. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

### 9-2.1 Working Hours

The Library work week begins at 12:00 midnight on Sunday and runs through 11:59 p.m. on the following Saturday.

The standard work week for full-time employees is 37.5 hours, excluding meal breaks. The work schedule for both full-time and part-time personnel may include weekend and evening hours as the Library requires.

Non-exempt employees will be scheduled such that they have at least one 24-hour period of rest in every calendar week. If employees are scheduled to work on a Sunday, the department will post a schedule identifying which employees work on Sunday and their day of rest.

An employee scheduled to work at least 7.5 continuous hours must take a minimum 30-minute unpaid meal break. This meal break must be taken no later than five hours after beginning work (820 ILCS 140/3). The meal break is not optional and must be taken except in case of an emergency. Managers may grant employees working less than 7.5 hours permission to take a 30-minute unpaid meal break. In addition, an employee scheduled to work an additional 4.5 hours beyond their first meal break must take an additional meal break of at least 20 minutes.

All employees are permitted one 15-minute rest break that cannot be combined with a meal break and cannot be taken at the end of the work shift. Meal and rest breaks may not be taken in the final hour of an employee's shift. The time allotted for meal and rest breaks includes the time to leave and return to one's workstation, but does not include reasonable time for using restroom facilities.

Employees who need to express breast milk will be provided paid break time of up to 30 minutes in any shift of four hours or more, for up to one year after childbirth. This break will be concurrent with any meal break scheduled during the shift. (Adopted 11-13-96; Last Revised 12-20-22, Effective 1-1-23)

### 9-2.2 Telecommuting

Telecommuting allows employees to work their assigned hours in another location in order to balance family and work life and to work in the most productive manner and environment for the benefit of the Library and the employee. Prior approval from the Executive Director is required. A telecommuting agreement may be given on a temporary or permanent basis and will be reviewed routinely.

Eligibility for a telecommuting agreement is based primarily on the responsibilities and autonomy of the actual job. Full- or part-time employees in good standing, with positive employee evaluations on file, may be considered. Some jobs more readily accommodate a telecommuting agreement, while others do not. Positions that might generally lend themselves to this situation (1) utilize discretionary authority and independent action; and (2) maintain a low percentage of time spent performing routine, manual, or clerical work; and (3) do not require use of fixed library assets, equipment, or material that cannot leave the premises. The Library will not be responsible for operating costs, home maintenance, cell phone, internet, or any other incidental costs associated with the use of the employee's residence. (Adopted 11-13-96; Last Revised 6-15-21, Effective 7-1-21)

### 9-2.3 Attendance

Attendance and punctuality are important to the efficient operation of the Library. Regular and predictable attendance is an essential function of every position at the Library. Absenteeism and tardiness are disruptive and make it difficult for the Library to function properly.

Each employee is responsible for being present at the correct time each day. On occasion, employees may have reason to be absent from work. On these occasions, they are required to directly notify their supervisor prior to the start of their scheduled shift. Employees are expected to follow departmental procedures as established. Human Resources may request a medical doctor's statement certifying that an illness or injury is the reason for the absence or to authorize a return to work.

An employee who is absent for two consecutive scheduled workdays without prior or concurrent notice; contact; or approval from their supervisor, manager, or Human Resources will be considered to have voluntarily terminated employment based on job abandonment. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

### 9-2.4 Dress Standards

Employees are to adhere to the Dress Code guidelines provided to employees. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

### 9-2.5 Staff Lounge

The Library maintains a staff lounge for the comfort and convenience of its employees during breaks and meal periods. Persons not employed by the Library are permitted to use the lounge only if accompanied by a staff member. (Adopted 11-13-96; Reapproved 2-10-16)

### 9-2.6 Substance Abuse Policy

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, marijuana, illicit drugs, or controlled substances by any employee is prohibited on the premises and in the mobile units of the Library. Reporting to work under the influence of any of the above substances, including medical marijuana, to the extent that the employee's ability to perform job duties safely and satisfactorily is adversely affected, is likewise prohibited.

Any violation of the above prohibition will result in disciplinary action against the employee up to and including termination and possible referral for prosecution consistent with applicable federal, state, and local law.

The Illinois Drug Free Workplace Act requires that, as a condition of employment with the Library, all employees will abide by the terms of the policy and notify the Executive Director of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

The Library may require an employee who violates these provisions to participate satisfactorily in a drug abuse assistance or rehabilitation program. Information on such programs will be provided by Library administration. A request to participate in such a program does not excuse the employee from possible further disciplinary action.

The Library will make available to employees, as appropriate, educational material and programs on the dangers of substance abuse in the workplace. In addition, the Library will provide training to assist in identifying and addressing substance abuse by employees.

The Library will take adequate measures to inform employees of this policy, including a statement that employee compliance with this policy is mandatory. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

### 9-2.7 Safety

Establishment and maintenance of a safe work environment are shared responsibilities of the Library and its employees. The Library will 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.

Employees have an absolute obligation to report or correct unsafe conditions as promptly as possible. The Library will not take reprisals against employees who come forth with a safety recommendation or refuse to operate any equipment in an area they reasonably feel is unsafe.

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

All employees are covered by worker's compensation insurance for injuries sustained in the performance of their duties. Employees are required to maintain regular communication with Human Resources regarding their return-to-work date and potential work limitations or restrictions. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

#### 9-2.8 Acceptance of Gifts

On occasion, members or vendors may wish to express appreciation for exceptional library service, recognition of a holiday, or an employee's retirement. Employees may accept gifts such as food or flowers from members or vendors. These gifts must be received only in compliance with the State's Gift Ban Act (5 ILCS 430/10-15 through 10-40). Employees may not accept any gift in the form of a service, loan, tangible item (other than food or flowers), or tip from any Library member or vendor. (Approved 1-8-14; Last Revised 3-16-21, Effective 4-1-21)

#### 9-2.9 Resources Provided For Staff Use

To maintain a productive and comfortable work environment, the Library provides resources for use in the Library facilities including but not limited to desks, workstations, file drawers, computers, software, phones, and lockers for employees as necessary for their job. Although these resources are provided for staff use, they are the sole property of the Library. Staff is not required to access Library resources on unpaid time.

Accordingly, the Library reserves the right to inspect all Library-provided resources listed in the preceding paragraph and the contents thereof. Such inspections may occur before, during, or after the close of the day and without prior notice to the employee.

Employees are encouraged not to leave any valuable items in the workplace. The Library cannot assume any liability for loss, theft, or damage to any item left in a desk, in a locker, at a workstation, or in any other area of the Library.

Library walkie-talkies, phones, and computers are provided primarily for Library purposes. All personal communication should be held to a minimum and should not be made at public desks. (Adopted 11-13-96; Last Revised 5-17-22 Effective 7-1-22)

#### 9–2.10 Use of Vehicles for Library Business

All drivers of Library vehicles must have and show proof of a valid, current, and class-appropriate driver's license. The Library will verify with the issuing state that the employee has a clear, valid driver's license upon hire and on an annual basis thereafter. Drivers and passengers using library vehicles must be on Library business. The driver and passengers must observe all applicable motor vehicle laws and regulations. The driver and passengers must wear seat belts and use appropriate restraints. Using a phone while driving a Library vehicle is prohibited. Failure to comply with these requirements may result in disciplinary action up to and including dismissal.

When private vehicles are used for Library business, drivers must have and show proof of a valid, current, and class-appropriate driver's license and adequate insurance. The Library will request proof of insurance upon hire and every six months thereafter. Approval to attend meetings or conferences outside the Library includes approval of use of a private vehicle for Library business. The Library will reimburse the operator of the vehicle at the prevailing rate per mile set by the Internal Revenue Service. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

### 9-3 RECRUITMENT AND HIRING

The Executive Director is responsible for the final selection, appointment, supervision, and dismissal of all Library staff. The selection of staff members is based on their meeting the qualifications of the job as outlined in the job descriptions, including but not limited to education, experience, and technical qualifications. The Library reserves the right to waive the educational requirements for a position when it judges the candidate to be qualified based on additional experience or qualifications.

An ongoing recruitment program will provide for the highest quality personnel in accordance with the needs of the Library. Current employees are encouraged to apply for open positions for which they are qualified. Open positions are posted.

An employee who resigns from the Library within the prior five years and is rehired by the Library retains credit for all years of consecutive service at the Library for purposes of vacation accrual. An employee who changes benefited status during a 12-month period retains all years of consecutive service at the Library for purposes of vacation accrual. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

### 9-3.1 Immigration Compliance

The Library seeks to comply with the requirements of federal immigration law. The Library retains a properly completed Form I-9 for all employees. (Adopted 12-14-05; Last Revised 5-21-19, Effective 7-1-19)

### 9-3.2 Criminal Background Investigation

All new hires 18 years of age or older must sign a release for a criminal background investigation to be completed by the Illinois State Police.

The Library maintains all releases on file for at least two years. Whenever a request for information is made to the Illinois Department of State Police, the Library provides the individual named with a copy of the response furnished by the Department. The individual will then have seven days to notify the Library if any information contained in the response is inaccurate or incomplete. Based on the response from the State Police, further investigation may take place to determine continued employment. Any information obtained from such investigation is maintained on a confidential basis. (Adopted 4-9-97; Last Revised 5-21-19, Effective 7-1-19)

### 9-3.3 Employment of Family Members

It is a goal of the Library to minimize action and employment decisions based on factors other than the efficient functioning of the Library and the highest quality of service to the public. The employment of relatives of current employees may cause conflicts with perceived favoritism, influence employment decisions, or create an appearance of impropriety.

Family members of employees are eligible for employment provided they are qualified for the job. However, relatives of current employees may be hired only if they will not be working directly for or supervising a relative in the same line of authority within the organization. This applies to any relative, higher or lower in the organization, who has the authority to review employment decisions about the relative. No relatives of the Executive Director, Assistant Director, or Human Resources Manager will be eligible for employment.

Family members for this policy includes employee's parent, spouse, child, brother, sister, grandparent, grandchild, mother-/father-in-law, daughter-/son-

in-law, domestic partner, or member of the household for whose care the employee is financially responsible.

Family members of current Trustees are not eligible to be hired. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

#### 9-3.4 Personnel Records

A personnel file is maintained for each employee. Among other items, this file includes information regarding pay, performance, disciplinary action, and commendations. It is considered an official record.

Employees have a right to review their own files in the presence of the Executive Director, Assistant Director, or Human Resources Manager. Such requests for review must be made in writing. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

#### 9-3.5 Referral Bonus

The Library will pay a referral bonus to employees who bring new talent to the organization. Referred employees cannot be current or former employees of the Library in any capacity, including substitutes and interns.

All employees are eligible to receive a referral bonus except for the following:

- Executive Director or Assistant Director
- HR employees or any employee whose regular job includes the recruitment of employees
- Hiring manager/supervisor or other persons associated with the selection of the candidate

The referral bonus recipient must be a single employee identified on the candidate's job application. The bonus recipient will receive \$200.00 for each external candidate who is hired and remains employed for three months. An employee may receive multiple bonuses for multiple hired candidates, up to \$600.00 in any fiscal year. Referral bonus payments will be paid out during regular payroll processing on the first pay date following the referred employee's three-month anniversary. The bonus recipient must still be employed by the Library to receive payment. The referral bonus is subject to all necessary taxes and deductions.

The hiring process will be fair and consistent with Library policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for referral bonus. (Adopted 05-17-22, Effective 7-1-22)

### 9-3.6 Retention Bonus

To encourage entry-level employees to remain with the Library for more than six months, the Library will pay a retention bonus. All employees hired in pay grade 20 are eligible to receive a retention bonus after six months of employment. Employees who are promoted internally to a new position are not eligible for the retention bonus.

The employee will receive \$500.00 after completing six months of employment. Retention bonus payments will be paid out during regular payroll processing on the first pay date following the referred employee's six-month anniversary. The bonus recipient must still be employed by the Library in the same position to receive payment. The retention bonus is subject to all necessary taxes and deductions.

The hiring process will be fair and consistent with Library policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a retention bonus. (Adopted 05-17-22, Effective 7-1-22)

## 9-4 PAY

### 9-4.1 Salary Reviews

The Executive Director establishes all staff salaries within the framework of the salary schedule established annually by the Board. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

### 9-4.2 Payroll Procedures

Paychecks are issued semimonthly. If payday falls on a weekend or holiday, employees will be paid on the last weekday before the weekend or holiday. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

### 9-4.3 Payroll Deductions

The Library is required by law to comply with all statutory rules and regulations with respect to payroll deductions. Generally, payroll deductions consist of federal and state income taxes, Social Security tax (Federal Insurance Contribution Act or FICA), wage garnishments, and other applicable deductions required by the state or municipality.

Some employee benefits also result in payroll deductions. See Human Resources for information concerning individual payroll deductions. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

#### 9-4.4 Emergency Closings

On occasion the Library may close due to inclement weather conditions or other conditions such as loss of power, flooding, etc. Managers may approve a revised schedule for employees. Employees who are scheduled to work when the Library is closed for an emergency will be paid for the hours they were scheduled during the closing. If an employee has already requested paid time off (personal, vacation, or sick) or unpaid time off for any part of the closed period, that paid or unpaid time will be used. Employees who are not scheduled to work during the closed period will not receive additional pay. In the event an employee is required to work to respond to emergencies when the Library is closed, the employee will be paid for a minimum of one hour at 1.5 times their normal hourly rate.

In the event the Library is open, and an employee cannot get to work due to weather, the employee may choose to take a personal or vacation day, make up the time, or take a day of unpaid leave. Any time to be made up must be approved in advance by the employee's manager, must be completed in the same pay period of the occurrence, and may not qualify for overtime pay. (Adopted 3-14-18; Last Revised 5-21-19, Effective 7-1-19)

#### 9-5 BENEFITS

##### 9-5.1 Illinois Municipal Retirement Fund

The Library and eligible Library employees participate in the Illinois Municipal Retirement Fund (IMRF) pursuant to state laws. Both the Library and the participating employees contribute to IMRF. IMRF provides disability and retirement benefits to eligible employees. All aspects of participation in and benefits provided by IMRF are determined by IMRF and not by the Library. Employees with questions are directed to the IMRF website, [www.imrf.org](http://www.imrf.org). (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

##### 9-5.2 Medical Insurance

Medical insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. This policy is subject to the provisions of the Affordable Care Act. The Library will pay a portion of individual and dependent premiums for medical insurance for employees eligible under the terms of the Affordable Care Act, as determined by the annual budget. The employee is responsible for the balance of the premium. Domestic partners, as defined by the insurance carrier's policy, are eligible to apply for coverage as a dependent. The Library reserves the right to select the insurance plan and benefits provided, to change them at any time, and to change any required premium contribution. (Adopted 11-13-96; Last Revised 6-15-21, Effective 7-1-21)

### 9-5.3 Dental Insurance

Dental insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. The Library may pay a portion of the individual and dependent premiums, as determined by the annual budget. Domestic partners, as defined by the insurance carrier's policy, are eligible to apply for coverage as a dependent. (Adopted 11-13-96; Last Revised 6-15-21, Effective 7-1-21)

### 9-5.4 Vision Insurance

Vision insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. The Library may pay a portion of the individual and dependent premiums, as determined by the annual budget. Domestic partners, as defined by the insurance carrier's policy, are eligible to apply for coverage as a dependent. (Adopted 2-10-16, Last Revised 6-15-21, Effective 7-1-21)

### 9-5.5 COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) allows employees to continue in the Library's group health insurance coverage for up to 18 months following separation from service. Employees who lose their eligibility to participate because of a reduction in their regular work schedule to less than 30 hours per week are also eligible for the 18-month extension. The Library charges employees 2% of monthly premiums to administer COBRA insurance. (Adopted 5-19-20; Last Revised 5-17-22, Effective 7-1-22)

### 9-5.6 Life Insurance

Life insurance benefits are available for employees regularly scheduled to work a minimum of 30 hours per week. The Library may pay a portion of the premium, as determined by the annual budget. Life insurance is not available for dependents. (Adopted 3-11-09; Last Revised 5-21-19, Effective 7-1-19)

IMRF-enrolled employees may obtain additional life insurance through a voluntary life insurance plan. Employees are responsible for 100% of the premium through payroll deductions. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

### 9-5.7 Employee Assistance Program

The Library offers an employee assistance program to all employees and their families. All contact is confidential. For further information contact Human Resources or call the Employee Assistance Program directly using

the number provided to all employees. (Adopted 1-12-00; Last Revised 2-10-16, Effective 3-1-16)

## 9-6 TIME AND ATTENDANCE

The Library uses computer software to automatically process and manage time and attendance records. Employees are responsible for clocking in and clocking out for their scheduled shifts. Employees must not clock in or clock out for another employee. Any employee who violates this policy shall be subject to discipline, up to and including termination.

At the end of every pay period, managers review, make corrections to, and approve the time and attendance records for each of their employees.  
(Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

### 9-6.1 Holidays and Other Scheduled Closings

The following days are designated as official holidays when the Library will be closed:

- New Year's Day
- Easter Sunday
- Memorial Day (closed Sunday and Monday)
- Independence Day
- Labor Day (closed Sunday and Monday)
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve (close at 1 PM)

Employees who work 20 hours or more per week will receive holiday pay for these dates.

- Full-time employees will be given 7.5 hours of holiday pay for each regular holiday.
- Part-time employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work on that day.
- Part-time employees working a regular schedule of fewer than 20 hours per week will not be given holiday pay.

There are a few special exceptions to these pay rules:

- New Year's Eve:
  - Full-time employees will be given 3.75 hours of holiday pay.

- Part-time employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work after 1 PM.
- Part-time employees working a regular schedule of fewer than 20 hours per week will not be given holiday pay.
- Easter Sunday: Employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work on that day. Employees who are not regularly scheduled to work on Sunday do not receive holiday pay for this day.
- Memorial Day Sunday and Labor Day Sunday: Employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work on that day. Employees who are not regularly scheduled to work on Sunday do not receive holiday pay for these days.
- Independence Day: When Independence Day falls on a Monday, the Library will be closed on both Sunday and Monday. Employees who work 20 hours or more will be given holiday pay equal to the hours their regular schedule would have required them to work on that day.
- Should a holiday other than Easter Sunday, Memorial Day Sunday, or Labor Day Sunday fall on a benefited employee's day off, the employee may request an alternate day with pay within 30 days of the holiday or at the discretion of the employee's immediate supervisor.

(Adopted 11-13-96; Last Revised 6-21-22, Effective 7-1-22)

## 9-6.2 Floating Holidays

All benefited employees will be granted up to five floating holidays with pay per calendar year. Time is pro-rated for part-time benefitted employees.

During their first calendar year of employment, staff members hired from January 2 to March 31 earn four days; staff members hired from April 1 to June 30 earn three days; staff members hired from July 1 to September 30 earn two days; and staff members hired from October 1 to December 31 earn one day. Employees changing from a non-benefited position to a benefited position will follow the same guidelines starting on their effective date during their first calendar year of benefited employment.

Part-time non-benefited employees are entitled to eight hours floating holiday time.

Employees can take their floating holidays as soon as they are earned. Floating holidays may be taken in half-hour increments. Floating holidays do not accumulate from calendar year to year and are not converted into pay at termination of employment. The floating holidays selected must be pre-

approved by the employee's immediate supervisor. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

### 9-6.3 Sick Leave

Sick leave with full pay will be granted to employees based on the following schedule:

- 37.5 hours/week: Sick leave is earned at the rate of one day per month up to a maximum of 240 days.
- 20-37 hours/week: Sick leave is earned on a prorated basis, based on number of hours the employee is regularly scheduled per week.
- Fewer than 20 hours/week: Sick leave is earned at the rate of 3 hours per month.

Unused sick leave is not converted into pay at termination of employment. Upon retirement, accumulated sick leave may qualify for additional IMRF pension credit.

Employees are eligible for sick leave after completing 30 days of employment. Sick leave is earned during this 30-day period.

Sick leave may be taken in half-hour increments for medical reasons including illness, injury, medical appointment, mental health time, or caring for a family member. Human Resources may request a medical doctor's statement certifying that an illness or injury is the reason for the absence of two days or more or to authorize a return to work.

No sick leave is earned by an employee for any calendar month in which an employee is on an unpaid leave of absence. Benefited employees will not be granted time off without pay unless under an approved medical leave (see 9-49.4 and 9-49.6). (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

### 9-6.4 Vacation

#### Full-Time Employees

Full-time librarians, managers, assistant managers, the Assistant Director, and the Executive Director receive four weeks annual paid vacation.

All other full-time staff receive two weeks annual paid vacation. After five years of benefited employment, these staff members receive three weeks; after 10 years of benefited employment, they receive four weeks. Vacation benefits are accrued semimonthly.

## Part-Time Benefited Employees (20-37 hours/week)

These employees earn vacation benefits prorated according to the number of hours scheduled to work each week. They receive the prorated equivalent of two weeks annual paid vacation. After five years of benefited employment, they receive the prorated equivalent of three weeks; after 10 years of benefited employment, they receive the prorated equivalent of four weeks. Vacation benefits are accrued semimonthly.

Employees can never carry more vacation time than they are entitled to accrue in one year. Employees carrying the maximum vacation time will not accrue additional vacation time.

New staff hired with vacation benefits must work three months before being eligible for prorated vacation time. After the completion of three months, vacation accrual is retroactive to hire date or benefit date. For employees moving to a position with 20 or more regular hours, the three-month waiting period does not apply if they have been an employee of the Library for more than three months.

Conditions for taking vacations are as follows:

- Vacation time may be taken in half-hour increments.
- Vacation days selected must be preapproved by the employee's immediate supervisor.
- No vacation accrual is earned by an employee when on an unpaid leave of absence.
- Unused vacation is paid out at the time of termination.

Any exceptions to this policy must be approved in advance by the Executive Director. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

## 9-7 LEAVES OF ABSENCE

### 9-7.1 Jury Duty

Employees will be excused from work for the purpose of fulfilling jury duty. All employees will be compensated for the time they are normally scheduled to work. Employees will not be required to work an evening shift on a day of serving jury duty. (Adopted 11-13-96; Last Revised 2-10-16, Effective 3-1-16)

### 9-7.2 Military Leave

Military leave will be provided in accordance with applicable law. (Adopted 11-13-96; Reapproved 2-10-16)

### 9-7.3 Bereavement

Employees may take up to three paid days and seven unpaid days for a death in their family. This time is prorated for part-time employees. Family for this policy includes the employee's child, stepchild, spouse, domestic partner, sibling, parent, parent-in-law, child-in-law, grandchild, grandparent, or stepparent.

Additional approved time may be taken from accrued sick leave and vacation. Employees shall be entitled to take up to ten days of leave per qualifying incident, for a total of up to 30 days in a single 12-month period.

Employees may also be entitled to time off under this policy if the employee experiences:

- a miscarriage;
- an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
- a failed adoption match or an adoption that is not finalized because it is contested by another party;
- a failed surrogacy agreement;
- a diagnosis that negatively impacts pregnancy or fertility; or
- a stillbirth.

Leaves under this policy must be completed within 60 days of the employee receiving notice of the family member's death or other qualifying incident. The employee shall provide the employer with at least 48 hours advance notice when possible. The employee may be required to provide reasonable documentation for the leave, such as a death certificate, obituary, funeral/memorial service notification, adoption or surrogacy documentation, or documentation from a healthcare provider certifying the employee or their partner has experienced a qualifying event. Time off under this policy is not in excess of or in addition to time off the employee may qualify for under the Family and Medical Leave Act. (Adopted 11-13-96; Last Revised 12-20-22, Effective 1-1-23)

### 9-7.4 Family and Medical Leave

This policy is subject to the provisions of the Family and Medical Leave Act (FMLA). Eligible employees may take up to a total of 12 work weeks of leave during the designated 12-month period for any one or more of the following reasons:

- the birth of the employee's child, and to care for the newborn child

- the placement with the employee of a child for adoption or foster care, and to care for the newly placed child
- to care for the employee's spouse, child, or parent with a serious health condition
- a serious health condition that makes the employee unable to perform one or more of the essential functions of their job
- any qualifying exigency arising out of the fact that the spouse, or a child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation

An eligible employee is any employee who has been employed by the Library for at least 12 months (need not be consecutive) and for at least 1,250 hours of actual service during the 12-month period immediately preceding the commencement of the leave.

The 12-month period in which the 12-work-week leave entitlement occurs will be a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 work weeks that has not been used during the immediately preceding 12 months.

An eligible employee who is the spouse, child, parent, or next of kin of a covered service member will be entitled to a total of 26 work weeks of leave during a single 12-month period to care for the service member, provided such leave will be available only during a single 12-month period, during which the eligible employee will be entitled to a combined total of only 26 work weeks of leave, inclusive of any other entitled leave.

For the purpose of this policy, a "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care
- a serious health condition involving continuing treatment by a health care provider

The determination as to whether or not a condition is a "serious health condition" as that term is defined in the Family and Medical Leave Act and the

federal regulations promulgated thereunder will be made by the Library on a case-by-case basis.

Family or medical leave may be taken intermittently or on a reduced-leave schedule when necessary. Employees needing intermittent leave or leave on a reduced schedule should attempt to schedule the leave so as not to disrupt the operations of the Library. Certification of the medical necessity of intermittent leave or leave on a reduced-leave schedule may be required. Recertification may be required after a significant period of time or a change in medical condition.

In any instance where the necessity for leave arises from any qualifying exigency due to a spouse, child, or parent of the employee being on active duty in the Armed Forces is foreseeable, whether because the spouse, child, or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee will provide such notice to Library as is reasonable and practicable.

Insurance coverage will be maintained for the duration of the 12 work weeks of leave for those employees with current coverage under the Library's plan. The terms and conditions of insurance coverage, including any applicable premium contributions by the employee, will remain the same during the family or medical leave. Employees on leave must make timely payment of any employee portion of the insurance premiums. If an employee's premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee.

Employees must provide sufficient notice of the need for FMLA leave and must explain the reasons for the needed leave. A request for family or medical leave should be made 30 days in advance, when the need for the leave is foreseeable. Such requests should be made to Human Resources. When unforeseeable events occur that require family or medical leave, employees must give notice to Human Resources as soon as practical, but not later than three days after the employee learns of the need for leave.

Requests for family or medical leave or for extensions of such leave must be substantiated by medical certification. A form will be provided to the employee.

Employees are required to maintain regular communication with Human Resources regarding their return-to-work date and potential work limitations or restrictions.

When medical leave is granted due to an employee's own serious health condition, the employee must obtain and present, at the employee's expense, certification from the employee's health care provider that the employee is

able to resume work at the time the employee seeks reinstatement. Second and third opinions with respect to any medical certification may be sought by the Library at its expense. The health care provider for any such second or third opinions will be designated by the Library.

Eligible employees who have any accrued paid time off benefits must substitute all such available paid leave as part of the 12 work weeks for FMLA leave. Upon exhaustion of all accrued paid time off benefits that is substituted for FMLA leave, any remaining portion of FMLA leave will be unpaid.

Employees will not accrue sick leave or vacation during the unpaid period of the leave. Employees will begin accruing sick leave and vacation benefits when they return from leave. Should a paid holiday fall during the paid period of the leave, the employee will receive holiday pay. No holiday pay will be given if on unpaid leave.

Employees taking family or medical leave will be restored to their previous position or to an equivalent position in accordance with the Family and Medical Leave Act, provided the employee would otherwise be employed at the conclusion of the leave if the employee had not taken the leave.

Acceptance of employment elsewhere during the term of the leave will result in termination. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

#### 9-7.5 Paid Parental Leave

Employees eligible for, and who have applied for, a qualifying FMLA leave due to a birth or adoption of a child are eligible to request paid parental leave. All other requirements and provisions under the FMLA will apply. This policy runs concurrent with FMLA.

Eligible employees will receive a maximum of six weeks of paid parental leave per birth or adoption (the child must be 17 or younger) of a child. The adoption of a child by a new spouse is excluded from this policy. Multiple births or adoptions, such as the birth of twins or adoption of siblings, does not increase the six-week total amount of paid parental leave granted for that occurrence. In addition, an employee will not receive more than six weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame. When both parents are eligible employees, both parents may request to use up to six weeks of paid parental leave.

Paid parental leave time runs concurrent with the approved FMLA leave. Once paid parental leave time is exhausted, employees may use additional FMLA leave. In this way, any paid time and any unpaid time will run concurrent with FMLA leave and be counted toward the 12-week allotment.

Employees must use paid parental leave within six months following the beginning of the approved FMLA leave coinciding with birth or adoption of a child. Any unused paid parental leave will be forfeited at the end of the six-month time period.

Paid parental leave is compensated at the employee's current hourly rate based on the employee's normally scheduled weekly work hours as defined by their current job. Paid parental leave will be paid on regularly scheduled pay dates. All standard payroll taxes and standard deductions (such as IMRF and insurance) will apply.

Upon separation of employment, the employee will not be paid for any unused paid parental leave for which they were eligible.

The employee will provide Human Resources with notice of the request to use paid parental leave at the time of the request for FMLA. (Adopted 5-21-19, Last Revised 3-16-21, Effective 4-1-21)

#### 9–7.6 Medical Leave for Non-Eligible FMLA Employees

The Library may grant employees not eligible for FMLA an unpaid medical leave of absence for any one or more of the following reasons:

- the birth of the employee's child, and to care for the newborn child
- the placement with the employee of a child for adoption or foster care, and to care for the newly placed child
- to care for the employee's spouse, child, or parent with a serious health condition
- a serious health condition that makes the employee unable to perform one or more of the essential functions of their job

The maximum amount of time the Library may allow is typically six weeks in a rolling 12-month period. An extension may be granted at the discretion of the Executive Director. To be eligible for such a leave, an employee must have been employed by the Library for at least six months. Eligibility is determined as of the date the leave commences, not when the leave is requested.

The Library will require medical certification to support a claim for leave for an employee's health condition within seven days of a request for a leave. The certification must include a statement that the employee is unable to perform the functions of their position, the date on which the health care condition began, and the probable duration of the absence. If the need for the leave is foreseeable, such as a planned medical treatment, at least 30 days' prior written notice must be given by the employee. If the need is unexpected, employees are required to provide as much notice as possible.

This medical leave is generally unpaid leave. However, employees with benefits must use any available sick, personal time, and vacation during this period. During the paid portion of the leave, the employee with benefits will continue to accrue benefits.

When medical leave is granted due to an employee's own serious health condition, the employee must obtain and present, at the employee's expense, certification from the employee's health care provider that the employee is able to resume work at the time the employee seeks reinstatement. (Adopted 3-11-09; Last Revised 8-17-21, Effective 9-1-21)

#### 9-7.7 Victims' Economic Security and Safety Leave

Victims' Economic Security and Safety Leave Act (VESSA) provides employees who are victims of domestic, sexual, or gender violence, or employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation. Employees must provide the Library with at least 48 hours prior notice, unless providing notice advance notice is not practical. If not practical, employees must provide notice within a reasonable period after absence. An employee who is a victim of domestic, gender, or sexual violence may take unpaid leave from work for up to 12 workweeks per 12-month period according to the provisions set forth in VESSA. (Adopted 3-11-09; Last Revised 5-17-22, Effective 7-1-22)

#### 9-7.8 Emergency Paid Sick Leave Due to COVID-19

The purpose of this policy is to provide eligible employees with leave and paid sick leave due to COVID-19. Employees who are seeking a leave for reasons outside of this policy may still be eligible under the Library's other leave policies.

For the purpose of this policy, "child" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

##### Emergency Paid Sick Leave

All employees unable to work (or telework) due to one of the following reasons are eligible:

- the employee is subject to a federal, state, local, or Library quarantine or isolation order related to COVID-19

- the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
- the employee is caring for an individual who is subject to either of the first two reasons above
- the employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions
- the employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor

All eligible employees are entitled to the number of hours worked, on average, over a two-week period for each instance or exposure.

Emergency paid sick leave will be paid at the employee's regular rate of pay.

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

#### Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or childcare provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than 14 during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Emergency paid sick leave under this policy will not be provided beyond December 31, 2022. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

#### Intermittent or Reduced Schedule Leave

The only exception under which employees may take sick leave on a reduced schedule for the above reasons is if they are able to, and want to, telework, with the agreement of the Library. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) uses the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Library, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

#### Job Protections

Employees who take emergency paid sick leave will not be retaliated against or discharged for doing so.

(Adopted 5-19-20, Last Revised 12-21-21, Effective 1-1-22)

## 9-8 JOB PERFORMANCE

### 9-8.1 Job Descriptions

Job descriptions for all staff positions are developed and maintained by the Library. Copies of all job descriptions are available for employees. Job descriptions are updated periodically as needed and may change with or without advance notice. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

### 9-8.2 Performance Evaluations

Performance evaluations are an important communication tool between employees and their supervisors. Employees including the Executive Director will receive formal performance assessment (such as a performance evaluation or performance plan) no less than annually. The supervisor will review the written evaluation with each employee. Employees are encouraged to openly discuss any questions or comments they may have

regarding the evaluation. The employee will be asked to sign the performance evaluation and will be given a copy. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

### 9-8.3 Progressive Discipline

It is important that all employees perform to the best of their abilities at all times. There may be occasions, however, when employees perform at an unsatisfactory level, violate a policy, or behave in a manner that is inappropriate. As previously noted, employment may be terminated at will by the employee or the employer at any time with or without cause and without following any system of discipline or warning. Nevertheless, the Library may choose to exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of such less severe forms of discipline include coaching, verbal warnings, written warnings, probation, and suspension.

Although one or more of these steps may be taken in connection with a particular employee, no formal order or system is necessary. An employee may be discharged at any time without regard to any progressive steps if they commit an offense for which immediate discharge is warranted or if, in the Library's judgment, the employee's continued presence would be contrary to the well-being of the Library or its employees.

Terminations will be handled by the Executive Director or by the Executive Director's designee. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

## 9-9 TRAINING AND DEVELOPMENT

### 9-9.1 Training

The Library will provide appropriate training for all employees. All employee travel and training must be preapproved according to the guidelines set by the Executive Director or designee. (Adopted 11-13-96; Last Revised 3-14-18, Effective 4-1-18)

### 9-9.2 Tuition Reimbursement

The Library offers a tuition reimbursement program to assist current employees in obtaining education or training to increase their competence in present jobs and to prepare for the possibility of advancement within the Library. Tuition for courses directly related to the job or employment may be reimbursed subject to the following provisions.

Employees may be eligible to participate in the program after completing one year of employment. Applications for tuition reimbursement must be endorsed by the employee's manager. An employee is expected to pay for the initial course or class taken in any degree or certification program. Employees must complete an application form, participate in an interview, provide verification of successful completion of the first course or class (grade B or above), and have the Executive Director's approval for tuition reimbursement before enrolling in the remaining classes for which they intend to request tuition reimbursement. This application process may take place during enrollment in the beginning course or after its completion. Approval is not finalized until after verification of successful completion of the initial course.

The benefits of education are carried by individuals for the rest of their lives. Tuition reimbursement should be a shared expense between the Library and the employee. Employees who achieve a grade of B or higher (or Pass in the case of a Pass/Fail course) will be reimbursed 60% of tuition only. Fees, books, and supplies are not included.

The amount of tuition reimbursement an employee may receive for any fiscal year may be limited by budgetary constraints. An employee will be reimbursed for no more than two courses or classes during any one fiscal year, whether reimbursement is provided in the same or following fiscal year.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under the Library's tuition reimbursement program, but they 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 allowable tuition.

Upon completion of courses or a certification program, there is no implied promise or guarantee of position reclassification or adjustment to the employee's salary.

To be eligible to receive tuition reimbursement, employees must be on the Library's payroll on the date the reimbursement check is approved by the Board of Library Trustees.

The Library may request that an employee enroll in a class or course for purposes of training or continuing education. When the Library assigns an employee to a workshop, class, or course, the provisions of the tuition reimbursement policy do not apply. The Library will pay fees for the class or course. (Adopted 4-28-93; Last Revised 5-21-19, Effective 7-1-19)

### 9–9.3 Professional Memberships

Professional librarians and management team members are eligible for reimbursement for membership dues in professional organizations. American Library Association (ALA) and Illinois Library Association (ILA) dues for basic membership in those associations are paid in full by the Library. Other association dues appropriate to the position may also be approved. In some cases, a division of ALA may offer a conference discount to its members. Employees approved to attend that conference may be reimbursed for membership in that year, provided that the member conference rate plus membership dues is less than the non-member conference rate. (Adopted 5-21-19, effective 7-1-19)

#### 9-9.4 Expense Reimbursement

The Library will reimburse reasonable, documented expenses incurred by staff members or Trustees while on Library business. Expenses incurred by staff members must be preapproved by the Executive Director or designee. Reimbursement of expenses for employees and officials of the Library shall be in compliance with the Illinois Public Act 99-0604, Local Government Travel Expense Control Act, and pursuant to the requirements set forth herein.

##### Training Expenses

The Library will pay its pro rata share for staff/Trustees attending meetings in conjunction with staff/Trustees from other libraries. Whenever possible, the Library will pay the registration fees and major transportation expenses in advance. The lowest reasonable cost options should be chosen whenever possible, in coordination with Administration. A traveler may upgrade at their own expense or with air miles. Air miles earned on flights belong to the traveler.

A report of any meeting attended will be submitted to the supervisor and the Board if requested.

##### Travel Expenses

Travel expenses are those expenses directly incident to official travel by employees or officials that involve reimbursement or direct payment to private companies providing transportation or related expenses. These expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the Library.

##### Entertainment Expenses

No employee or official may receive payment for any entertainment expense, unless such expense is directly related to the purpose of the program or

event. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement.

#### Cell Phone and Internet Use Expenses

Employees required to work from home will be reimbursed a flat monthly rate for cell phone and internet use. The reimbursement rate for cell phone usage will be \$10 for full-time and \$5 for part-time staff. The reimbursement rate for internet usage will be \$20 for full-time and \$10 for part-time staff. These rates are based on available data of average monthly cell phone and internet costs.

In order to receive the reimbursement, staff must request it by the end of the month following the month in which the work was performed.

#### Expense Authorization

The Library Travel Reimbursement Request form provided by the Library must be completed and authorization for travel expenses obtained prior to the activity or travel, unless preapproval is not reasonably possible. The information is to include the employee or official's name, title/office, travel dates, cost estimates for transportation, lodging, meal, and other necessary costs or receipts for the cost of the travel, meals, or lodging if the expenses have already been incurred. For travel, the lowest reasonable cost options should be chosen whenever possible. Staff expenses allowable under this policy must be approved by the Executive Director and can be exceeded only due to an emergency or other extraordinary circumstance, as determined by the Board of Library Trustees by roll call vote at an open meeting of the Board. In addition, expenses incurred by a member of the Board require Board approval by a roll call vote at an open meeting of the Board.

#### Reimbursement

The Library will pay or reimburse for an authorized employee's or official's travel expenses for those activities that involve training or study as recommended or directed by law or by an applicable agency or entity with oversight or regulatory authority over the Library; for activities that further the knowledge or expertise of the employee or official, or involve the sharing of such knowledge or expertise; or that involve professional collaboration with others in the employee's or official's professional field.

The maximum allowable reimbursement for travel expenses shall be the per diem expense or the actual expenses incurred, whichever is lower.

- Per diem expenses are based on the U.S. General Services Administration (GSA) per diem rates. Refer to the GSA website:

[www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for per diem rates according to the geographic areas involved in travel. Because rates for specific localities may change as often as every two months, please be careful to ensure that the applied rate is appropriate to the actual dates of travel.

- For actual expenses, the original receipts or proofs of payment are required.

(Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

#### 9-9.5 Studies and Projects

The Executive Director has the discretion to approve or disapprove all proposals for studies, projects, or internships involving the Library, its material, personnel, and members. (Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

### 9-10 WORKPLACE PROTECTION

#### 9-10.1 Formal Complaints

The Library is committed to maintaining an open and fair method of resolving employee concerns and answering questions. Employees are encouraged to address issues as they arise with the support of their manager or Human Resources. The Library recognizes that there may be need for a formal process by which employees may raise complaints and concerns related to their employment. To this end, the Library makes available this formal complaint procedure for all current Library employees.

Any employee may use this procedure without fear of reprisal or repercussions from any Library employee or Trustee for doing so. Retaliation by any employee or Trustee will not be tolerated. Any form of retaliation against an employee who files a formal complaint 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 or Trustee who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination or censure.

A current employee may file a formal complaint regarding their work situation when the employee believes an inequity must be addressed. Only a current employee can file a formal complaint, and no person may file a formal complaint on anyone else's behalf.

An employee desiring to initiate the formal complaint procedure should do so within a reasonable amount of time after the precipitating event.

Step 1: The employee should discuss the formal complaint with their manager. The manager may ask the employee to put the complaint in writing. The employee should give the supervisor a reasonable amount of time to review the concern and respond to the employee. If the employee is not satisfied that the formal complaint is resolved, the employee may proceed to Step 2.

Step 2: The employee may submit a written formal complaint to the Assistant Director or Human Resources Manager. The employee should again give a reasonable amount of time to review the concern and respond to the employee. If the employee is not satisfied that the formal complaint is resolved, the employee may proceed to Step 3.

Step 3: The employee may discuss the formal complaint with the Executive Director. The employee should notify the manager that they desire such a meeting. The Executive Director may request that the manager be present at this meeting. If the employee's manager will not attend the meeting, another manager or Assistant Director may also be present. The Executive Director will give the employee a written response to the formal complaint within a reasonable amount of time.

Step 4: If the employee feels that the formal complaint is still not resolved after following Steps 1 through 3, the employee may make a written appeal to the Board of Library Trustees. The Board will consider the formal complaint at the next scheduled Board meeting.

The Board will issue a written response to the employee within 10 calendar days of the meeting at which the formal complaint is discussed. The Board's decision will be final.

The employee's written formal complaint, along with all responses thereto, will be filed in the personnel file of the employee who submitted the complaint. (Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22)

## 9-10.2 Policy Against Discrimination and Harassment

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

## 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 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 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. 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 protected status; and (b) written or graphic material circulated or posted within the workplace that shows hostility toward a person because of their protected status.

## Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to or by an employee where any of the following occur:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment
- submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual
- 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 the following:

- uninvited sex-oriented verbal “kidding” or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature
- graphic or suggestive comments about an individual’s dress or body
- displaying sexually explicit objects, photographs, writings, or drawings
- unwelcome touching, such as patting, pinching, or constant brushing against another’s body
- 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
- electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyberstalking, and threats via all forms of electronic communication (email, text/picture/video messages, intranet/online posting, blogs, instant messages, and social network websites like Facebook and Twitter)

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

#### Investigation Procedure

All Library employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their supervisor, any other manager or supervisor, or the Human Resources Department. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department.

The Human Resources Department or its designee shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant or the accused harasser/discriminator to

discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary.

Complaints involving an elected or 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 misconduct has occurred.

A substantiated complaint against an employee or Trustee will subject the employee or Trustee to disciplinary action, up to and including termination or censure. 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, up to and including termination or censure.

#### Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee 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 or Trustee who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination or censure.

#### 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 employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

#### Contact Information:

Illinois Department of Human Rights (IDHR)  
Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)  
Chicago: 312-814-6269; TTD: 312-814-4760

United States Equal Employment Opportunity Commission (EEOC)  
Chicago: 800-669-4000; TTY: 800-669-6820

(Adopted 11-13-96; Last Revised 3-16-21, Effective 4-1-21)

### 9-10.3 HIPAA Anti-Retaliation Policy

Title II of the Federal Health Insurance Portability and Accountability Act (42 USC §§ 1320d to 1329d-8, and Section 264 of Public Law 104191) ("HIPAA"), and its accompanying Privacy Regulations, 45 CFR Parts 160 and 164, require that "covered entities," as defined by the HIPAA Privacy Regulations, refrain from any retaliatory acts targeted toward those who file complaints or otherwise report HIPAA violations or infractions. The purpose of this policy is to clearly state the position of the Library on intimidation and retaliation. This policy applies to all workforce, volunteers, management, and officials of the Library.

Under no circumstances will the Library intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for the following:

- the exercise of rights guaranteed under HIPAA, including the filing of a HIPAA complaint against the Library
- the filing of a HIPAA complaint with the Secretary of HHS
- testifying, assisting, or participating in a HIPAA investigation, compliance review, proceeding, or hearing
- opposing any act or practice that is counter to the HIPAA regulations, provided the individual has a good-faith belief that the practice opposed is unlawful, and the manner of the opposition is reasonable and does not involve a disclosure of protected health information in violation of HIPAA

No retaliatory action against an individual or group involved in filing HIPAA complaints or otherwise reporting infractions will be tolerated.

Under no circumstances will the Library require any members of its workforce, volunteers, management, or officials to waive their rights under HIPAA.

All allegations of HIPAA retaliation against individuals will be reviewed and investigated by the Library in a timely manner. The Human Resources Department shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary. (Adopted 9-10-03; Last Revised 3-16-21, Effective 4-1-21)

#### 9-10.4 Employee Enforcement of Privacy Policy

The Library places the highest priority on the effective implementation of the Privacy Policy by the Library staff. All employees are expected to have a working understanding of the privacy policy in effect and must adhere to the provisions of the Library's Privacy Policy and procedures.

To assist in policy implementation, a designated Person in Charge will be on duty at the Main Library during all hours that Library facilities are open to the public.

An employee may not disclose the personally identifiable information of a user contained in library circulation or registration records except in accordance with Privacy Policy and procedures.

The Person in Charge may, however, disclose private information to proper authorities contrary to the Privacy Policy only if the employee reasonably believes that an individual faces a real and imminent threat of bodily harm that could be averted by the prompt disclosure of such information in accordance with Policy 11-9. If an employee releases the information, they must report the matter to the Executive Director or designee as soon as possible.

Employees who violate the Library's Privacy Policy will be subject to disciplinary action up to and including dismissal.

The employee's obligation to protect the privacy of library users under federal

and state laws is perpetual and thus extends beyond the term of employment.  
(Adopted 9-8-04; Last Revised 5-17-22, Effective 7-1-22)

#### 9-10.5 COVID-19 Vaccinations

The Library recognizes its responsibility to provide employees a workplace free of recognized hazards. Further, the Library believes that the suppression of the COVID-19 virus is a priority for the health, safety, and welfare of employees, residents, and Library visitors. This policy is intended to maximize the protection afforded by the COVID-19 vaccine. The goal of this program is to protect employees, employees' family members, Library visitors, and the broader community. This policy is intended to follow all state and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable.

All employees of the Library are strongly encouraged to get applicable vaccinations and boosters for COVID-19. This policy does not cover volunteers or visitors.

Employees should contact their county public health department to obtain information about vaccination or testing sites. Employees may also be able to obtain vaccine availability information from their own health care providers. Vaccinations should be processed through the employee's health insurance where applicable or otherwise submitted for reimbursement if there is a cost.

All employees will be granted up to two hours paid time off work to receive any vaccinations or boosters occurring during their scheduled work time. Employees are to work with their managers to schedule proper time to obtain the COVID-19 vaccines and boosters.

#### Confidentiality

Confidentiality and respect to our employees' rights are important to us. Records documenting vaccinations and declinations will be maintained by Human Resources. Only key Human Resources staff will have access to vaccine compliance records. All information received under this policy will be kept confidential to the greatest extent possible. Sharing of information shall be based on a need-to-know basis and only to the level required to notify management personnel regarding those employees who are not in compliance with this policy.

No employee will be discriminated, harassed, or retaliated against for their vaccination status. If an employee believes that they have been treated in a manner contrary to this policy, please notify Human Resources immediately.

#### Right to Change or Terminate Policy

If vaccine shortages occur or if CDC or government officials' recommendations are altered, the Library may change, suspend, or revoke all or part of this policy. (Adopted 10-19-21, Last Revised 8-16-22, Effective 9-1-22)

## 9-11 SEPARATION

### 9-11.1 Resignation

An employee who intends to resign is requested to give advance notice in writing to their manager. Resignations should state the reason and the effective date. The effective date should be the last day the employee is scheduled to work. Managers and exempt employees are asked to give a four-week notice of intent to resign. Non-exempt employees are asked to give a two-week notice. Employees are required to be physically present on their last scheduled day of employment. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

### 9-11.2 Exit Interview

A resigning employee will have the opportunity to have an exit interview with the Human Resources Manager, Assistant Director, or Executive Director. (Adopted 11-13-96; Last Revised 5-21-19, Effective 7-1-19)

Policy 9 Comprehensive Review: Adopted 11-13-96; Last Revised 5-17-22, Effective 7-1-22.