



**WEST CHICAGO PUBLIC LIBRARY DISTRICT  
PERSONNEL POLICIES HANDBOOK**

**Adopted: February 22, 2016**

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## THE MISSION OF THE WEST CHICAGO PUBLIC LIBRARY DISTRICT

The West Chicago Public Library District will provide a complete range of library materials, programs, and activities to meet the recreational, informational, and lifelong learning needs of the residents of the District, appealing to individuals of every age, economic status, and cultural background.

## COMMITMENT STATEMENT

The Board of Library Trustees of the West Chicago Public Library recognizes that the Library's services will not reach the desired level of excellence without an educated, fully-trained staff dedicated to giving courteous, professional service to the public.

Each employee will be expected to perform to his or her capabilities within an environment that stresses teamwork and cooperation. Individual initiative will be encouraged in the furtherance of common goals.

Developmental and promotional opportunities will be offered. Promotions will be granted to those employees best qualified to assume higher level responsibilities.

Every effort will be made to provide compensation levels that complement and reinforce the Library's Mission.

## LIBRARY BOARD

### Elected Board of Trustees

The West Chicago Public Library is governed by a Board of Trustees, which serves as the legislative and policy-making body. It includes a President and six Trustees who are elected at large by those living within the boundaries of the West Chicago Public Library District.

### Library

Day-to-day operations of the Library are managed by the Library Director with full-time and part-time Library staff.

## PERSONNEL POLICIES HANDBOOK PURPOSE AND DISCLAIMER

These personnel policies have been enacted by the West Chicago Public Library in order to further the following goals:

- To provide a uniform system of personnel administration throughout the Library.
- To ensure that recruitment, selection, placement, promotion, retention, and separation of Library employees are based upon employees' qualifications and are in compliance with Federal and State laws.
- To develop a personnel program that will make a public sector career attractive to persons who possess the ability, integrity, and dedication to public service.
- To assist in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout the Library.
- To promote communication among all managers and employees.
- To ensure, protect, and clarify the rights and responsibilities of employees.

These policies shall apply to all Library employees except elected Library Board officials, volunteers, committees, and boards, as well as independent contractors. For employees who are represented by a personnel services contract, this Handbook will only apply if that agreement is silent to that topic. In the event of conflict between these rules or State or Federal law(s), the terms and conditions of that rule or law shall prevail. In all other cases, these policies and procedures shall apply.

In the event of an amendment to any ordinance, rule, or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

This Handbook does not intend to be all encompassing. The Library specifically reserves the right to repeal, modify, or amend these policies at any time, with or without notice. All other previously issued policies are hereby rescinded and superseded by this Policy Handbook. None of these provisions shall be deemed to create a vested contractual right for any employee, nor to limit the power of the Library Board or Library Director or his/her designee to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment. To the extent that an occurrence arises which is not governed by any of the policies or procedures set forth herein, the Library Director may exercise his/her discretion to resolve the matter.

**Please note that neither the existence of any of these policies, nor anything contained in this Handbook is intended to create or shall create an employment contract or contractual commitment, either expressed or implied. Unless otherwise provided in a written contract of employment, employees of the West Chicago Public Library are employed "at will" and can be dismissed at any time, with or without notice, and with or without cause.**

## **SECTION 1 GOVERNING PRINCIPLES OF EMPLOYMENT**

### **1.1 Equal Employment Opportunity**

The Library is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, pregnancy, or any other characteristics protected by applicable Federal, State, or local laws. The Library is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

The Library will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including termination.

The Library will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Library's operations.

### **1.2 Employment At-Will**

The Library is an at-will employer. This means that you and the Library are free to terminate this employment relationship at any time and for any reason, with or without advance notice. No one at the Library can alter this relationship and you should never interpret anyone's remarks as a guarantee of continued employment.

### **1.3 Americans with Disabilities Act (ADA)**

It is the intent of the Library to guarantee disabled and pregnant persons equal employment opportunities and to participate in or enjoy the benefits of Library services, programs, or activities, and to allow disabled and pregnant employees a bias free work environment. Employment practices (e.g. hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in a non-discriminatory manner. The Library, upon request, will provide reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act and the Acts as amended, which allows women to request reasonable accommodations in the workplace for medical and other common conditions related to pregnancy and childbirth.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. The Library has a commitment to ensure equal opportunities for disabled and pregnant Library employees. The Library will engage in the interactive process to ensure that every reasonable effort is made to provide an accessible work environment, including the use of auxiliary aids and services as requested by the employee as long as they can satisfactorily perform



the essential job duties required of their position. Questions regarding accommodations should be directed to the Human Resources Manager who serves as the ADA Coordinator.

#### **1.4 Policy Against Harassment and Discrimination**

It is Library policy to prohibit harassment and/or discrimination of any individual by another person on the basis of any protected classification including, but not limited to, actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, or pregnancy. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based upon a person's protected status as outlined above. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing, or practical jokes directed to a person based on his or her protected status.

Harassing conduct also includes, but is not limited to the following:

- Epithets, innuendoes, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, or any other legally protected category;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of an individual's protected classification that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

If you feel that you have been subjected to conduct which violates this policy, you should follow the Library's policy for reporting harassment and/or discrimination allegations (see Section 1-6). Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in corrective action, up to and including, termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Library will not allow any form of retaliation against individuals who report unwelcome conduct of management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to corrective action, up to and including, termination.

## Sexual Harassment

It is Library policy to prohibit harassment of any employee by any other employee, the public, or a vendor on the basis of sex or gender. The purpose of this policy is to ensure that all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, some examples of prohibited behavior include, but are not limited to, unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit emails/social media postings (see Social Media and Social Networking Policy) and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive enough to create an unprofessional and hostile working environment. This includes the use of Library equipment and/or systems to transmit or receive offensive material, statements, or pictures.

Discrimination and discriminatory harassment does not include actions that are in accordance with established rules, principles, or standards, including:

Bona fide requests or demands by a manager that an employee improve his/her work quality or output, that the employee report to the job site on time, that the employee comply with Library or departmental rules or regulations, or any other appropriate work-related communication between manager and employee.

## Reporting Harassment and/or Discrimination Allegations

- A. As a first step, employees are always encouraged to inform the harasser that his or her actions are unwelcome and/or offensive.
- B. The next step will be to report the incident to the Library Director as soon as is practicable and in accordance with the procedures set forth herein. In addition, any employee who learns of or is a witness to harassment or discrimination is strongly encouraged to report it pursuant to this policy.
  1. If the alleged offender is the employee's co-worker, the employee should report the incident to either their manager or the Library Director.
  2. If the alleged offender is the manager, the employee should report the incident directly to the Library Director.
  3. If the alleged offender is the Library Director, the employee should report the incident directly to the President of the Library Board.
  4. If the alleged offender is the President of the Library Board, the employee should report the incident directly to the Library Director.

5. If the alleged offender is a member of the Library Board, the employee should report the incident directly to the Library Board President.
  6. Any employee who is not comfortable with reporting violations of this policy to a manager may bypass the chain of command and make the report to a higher ranking manager or the Library Director. Complaints may also be filed with the Human Resources Manager.
- C. The Library has a written complaint form (See Appendix D) available to employees who believe that they have been subjected to harassment and/or discrimination. Employees are encouraged to use the complaint form and submit it to the appropriate official when reporting the incident, including any and all pertinent documents and facts. Use of this written complaint form is encouraged but is not mandatory. The employee is expected to cooperate fully with the investigative process.
- D. Managers receiving information regarding an alleged violation of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.
1. Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including sexual harassment, or retaliation;
  2. Take prompt, appropriate action to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation;
  3. Stop any observed acts that may be considered harassment and taking steps to intervene;
  4. Ensure subordinates understand their responsibility under this policy;
  5. Ensure that employees who make complaints or oppose any lawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible;
  6. Notify the Library Director or Human Resources Manager of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day;
  7. Failure to carry out these responsibilities may be grounds for discipline.

- E. To facilitate a thorough and fair investigation of the alleged incident, it is strongly encouraged that all reports of harassment and/or discrimination be made as soon as practical, but preferably within seven (7) days.
1. Upon receipt, the Library Director, or his/her designee, shall conduct an investigation to consider appropriate resolution alternatives based on the facts uncovered, and swiftly resolve the matter. The receiving official shall inform the complainant and accused of the progress of the investigation if it is not resolved within seven (7) days.
  2. All reports of harassment and/or discrimination shall be taken seriously and fully investigated. There can be no guarantee of complete confidentiality, but to the extent possible, the investigation and the identity of the parties and persons cooperating in the investigation will be kept in strict confidence with only those on a need to know basis involved.
  3. All parties involved will be expected to keep all comments and personal opinions confidential. Full cooperation from all parties involved is required during the investigation. Failure to fully cooperate with such investigation may subject the employee to disciplinary action, up to and including, termination of employment.
  4. All persons accused of harassment and/or discrimination are considered innocent until proven otherwise.
- F. The Library Director or appropriate official will complete the investigation within seven (7) days. Further, upon completion of the investigation, a written report of findings and recommended remedies and outcome will be determined and the Library Director shall notify the Library President and Board of the incident and the final outcome. The written report will be maintained for the period established in the Library's records retention schedule or as required by law.
- G. Employees who are found guilty of harassment and/or discrimination shall be subject to corrective or disciplinary action, up to and including, termination depending on the circumstances. If upon the completion of an investigation, the alleged offender is found innocent or the allegations are unsubstantiated, then no record of the incident shall appear in their personnel file.
- H. The Library prohibits retaliation against any individual who reports or files a charge of discrimination or harassment. Retaliation is treating a person differently or engaging in acts or reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will be subject to disciplinary action, up to and including, termination.

- I. If the complainant is found to have been acting maliciously with the intention of intimidating or retaliating against the alleged offender, the accuser may be subject to disciplinary action, up to and including, termination.

The Library hopes that any incident of harassment can be resolved through the internal process outlined above. All employees, however, have the right to file formal charges with the Illinois Department of Human Rights (IDHR) and/or the United States Equal Employment Opportunity Commission (EEOC).

### **1.5 Genetic Information Non-Discrimination Act (GINA)**

The Genetic Information Non-discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with this law, we are asking that you do not provide any genetic information when responding to any requests for medical information. "Genetic information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, whether or not you or a family member sought or received genetic services, or obtained genetic information of a fetus carried by you or a family member or, whether you or a family member are receiving or have received assistive reproductive services.

### **1.6 Drug and Alcohol Free Workplace**

To help ensure a safe, healthy, and productive work environment for our employees, patrons, and others, and protect Library property and to ensure efficient operations, the Library has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Library.

- A. A drug and alcohol-free workplace prohibits the unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, manufacture, dispensing, sale, or distribution of controlled substances, drug paraphernalia, and alcohol. This includes the misuse or abuse of prescription, over-the-counter, and licensed drugs.
- B. Employees and other individuals who work for the Library are also prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substance, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work (refer to Section 1-9, Prescription, Over-the-Counter, and Licensed Drug Use). The workplace is defined as entry upon or presence on Library property, any work site throughout the Library, including the parking lot, driveway, or any other Library premises or work site. This includes Library vehicles and any private vehicles parked on Library premises or site sites.

- C. Any violation of this policy or outside involvement in illegal drug activities leading to arrest or resulting in anything other than a “not guilty” verdict, will cause disciplinary action to be taken, up to and including, termination.
- D. The Library seeks to retain valuable employees and maintain productivity and service by identifying personal problems at early stages and motivating employees to seek assistance for these problems. However, it is each employee’s responsibility to seek assistance before a substance abuse problem affects judgment, performance, or behavior.

Employees who request or voluntarily agree to participate in a Federal or State approved rehabilitation program to correct a substance abuse problem, may be given a two-time opportunity to do so, with pending disciplinary action being suspended, provided he/she maintains satisfactory participation in, and completes the program.

- E. Applicable charges may be covered under the employee’s health insurance, and this shall be the extent of the Library’s cost liability for the employee to participate in an assistance or rehabilitation program. Costs that are not covered by the employee’s insurance will be the employee’s responsibility.
- F. An employee convicted of violating a criminal drug statute while in the workplace must inform the Library Director or Human Resources Manager of such conviction (including pleas of “No Contest”) within five (5) working days of the conviction as required by the Federal Drug-Free Workplace Act of 1988. Failure to inform the Library subjects the employee to disciplinary action, up to and including, termination for the first offense. The Library reserves the right, at its discretion, to offer employees convicted of violating a criminal drug statute in the workplace, participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted, the employee must satisfactorily participate in the program as a condition of continued employment.

This policy is not intended to cover, and should not be regarded as covering, every possible situation that could occur. It does, however, put forth the Library’s intent and a foundation from which to work. Unique and/or unusual circumstances that do come up will be dealt with on an individual basis.

#### G. Required Testing

The Library may require employees to submit to drug/alcohol testing at a time and place designated by the Library, under the following circumstances:

### Reasonable Suspicion

Employees are subject to testing based upon (but not limited to) observation of apparent workplace use, possession, or impairment. The Library Director shall be consulted before sending an employee for testing.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must escort the employee. The employee's manager will make arrangements for the employee to be transported home.

### Post Accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Library vehicle, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention. A probable belief circumstance will be presumed to arise in any instance involving work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. Under no circumstances will the employee be allowed to drive himself/herself to the testing facility.

### Follow Up

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including, termination. Depending on the circumstances and the employee's work history/record, the Library may offer an employee who violates this policy or tests positive, the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Library management for a minimum of one (1) year but not more than two (2) years as well as a waiver of right to contest termination resulting from a subsequent positive test. If the employee either does not complete their rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

- H. The Library Director shall notify the U.S. Department of Housing and Urban Development within ten (10) days of receiving actual or constructive notice of conviction of any employee who performs work in relation to any Federal grant. Within thirty (30) days after receiving notice of conviction, the Library shall take action against the employee so convicted by either imposing appropriate discipline, up to and including, termination, if so warranted, or requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by an appropriate governmental agency.
- I. The Library maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and

alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Library employee, including themselves.

### **1.7 Prescription, Over-the-Counter, and Licensed Drug Use**

Employees who use a prescription drug that may cause adverse side effects (i.e., drowsiness or impaired reflexes or reaction time) or are a Registered Qualified user of Cannabis under the Compassionate Use of Medical Cannabis Pilot Program (while such program is active and lawful) are required to inform their manager that they are taking such medication/substance on the advice of a physician's diagnosis if it prevents them from performing the essential functions of the job, or presents a threat of imminent harm to other employees or the public. Employees are responsible for informing their manager of the possible effects of the drug on work performance and expected duration of use. If the usage of such medication poses a safety risk for the employee or others, the employee may not work until a release is obtained from the employee's treating physician. Any use of a controlled substance shall fall under this policy.

### **1.8 Confidential Information**

Confidentiality is extremely important in order to maintain the public and community's trust. If you are questioned by anyone outside the Library and are concerned about the appropriateness of releasing certain confidential information, you should not answer their question and refer them to the Library Director's office. No one is permitted to remove or make copies of any confidential Library records such as records associated with medical information or social security numbers as protected under HIPPA laws and the Social Security Protection Act.

Disclosure of these types of confidential information could lead to corrective action, up to and including, termination, as well as possible legal recourse.

### **1.9 Whistleblower Act**

The West Chicago Public Library District requires trustees, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Library, we must practice honesty and integrity in fulfilling our responsibilities, and comply with all applicable laws and regulations.

#### Reporting Responsibility

It is the responsibility of all trustees, officers, and employees to report violations or suspected violations in accordance with this Whistleblower Policy.



### No Retaliation

No trustee, officer, or employee who in good faith reports a violation shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline, up to and including, termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within The Library prior to seeking resolution outside the Library.

### Reporting Violations

Employees should share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his/her supervisor, or is not satisfied with the supervisor's response, he/she is encouraged to speak with Human Resources or anyone in management. Managers are required to report suspected violations to the Library's Ethics Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when not satisfied or uncomfortable, individuals should contact the Library's Ethics Advisor directly.

### Ethics Officer

The Library's Ethics Officer is responsible for investigating and recommending action on all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Library Director. The Ethics Officer is required to report to the Board of Library Trustees at least annually on compliance activity. The Library's Ethics Officer is designated by the President of the Board of Library Trustees.

### Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### Handling of Reported Violations

The Ethics Officer will notify the sender, if not anonymous, and acknowledge receipt of the reported or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

### **1.10 Civil Unions and Same Sex Marriages**

The Illinois Civil Union Act provides the same rights and responsibilities to Civil Union partners as spouses. In order to be eligible for benefits, a Civil Union or same sex marriage must be legally entered into through a state licensing and/or certification process. Partners in Civil Unions and same-sex marriages legally established in the United States, will also be recognized in Illinois. By law, self-funded benefit plans must treat Civil Union and same sex marriage partners the same as spouses offering medical, dental, vision, life, and disability plans (as offered) (See Section 8 - Benefits).

### **1.11 Immigration Law Compliance**

The West Chicago Public Library District is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1988, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 Form with the Library within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Manager.

Employees may raise questions or complaints about Immigration Law compliance without fear of retaliation.

### **1.12 Health Insurance Portability and Accountability Act (HIPPA)**

The Library sponsors a group health plan which is subject to the Health Insurance Portability and Accountability Act's (HIPPA's) privacy rules and is required to adopt privacy regulations designed to safeguard certain protected health information. It is the policy of this organization to abide by both the letter and the spirit of the privacy rule. Protected health information (PHI) refers to individually identifiable, non-employment-related health information received via the organization's group health plan. It includes information related to health status, medical condition, claims experience, receipt of health care, medical history, genetic information, and evidence of insurability and disability.

PHI does not include health information received apart from a group health plan to be used for employment purposes, such as information pertaining to Workers' Compensation; short and long-term disability; obligations under the Americans with Disabilities Act, Family and Medical Leave Act, or similar laws; or pre-employment physicals. Individuals have the right to restrict the disclosure of PHI if the disclosure is for the purpose of carrying out payment or health care operations, and the PHI pertains

solely to a health care item or service for which the individual paid the health care provider in full out of his/her own pocket.

Individuals will have the right to request an accounting of disclosures if their electronic health records (i.e. any electronic health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff) were used to carry out treatment, payment, and health care operations. As plan sponsor, the Library only accesses, discloses, or uses PHI for functions related to the administration of its group health plan. We do not access, disclose, or use individual employees' PHI for employment-related actions and decisions, or in connection with other benefit plans. Misuses or inappropriate disclosures will be reported to the appropriate entities according to the law.

## **SECTION 2      EMPLOYMENT PRACTICES**

### **2.1    *Hiring Process***

The Library Director has the authority to appoint, dismiss, or discipline any employee of the Library within the guidelines of the rules and regulations set forth in these policies. The Library Director is appointed by, and is responsible to, the Board of Library Trustees. Department managers may recommend candidates for positions under their supervision to the Library Director.

- A. The Human Resources Manager will administer and coordinate the hiring process for all vacancies as approved by the Library Board through the budget process.
- B. The Human Resources Manager, with the assistance of the manager of the department where the vacancy exists, shall recruit for approved positions. All openings are to be posted at the front desk in the lobby, on electronic job boards, and the Library's web site.
- C. The Library may temporarily fill a position.
- D. Any existing employee interested in applying for a vacancy may do so. Even though a job opening has been posted, the Library retains the final right to determine whether or not the opening should be filled, and by whom.
- E. All applicants for Library employment shall complete and sign an application for employment. The applicant will be asked to supply complete information relating to past employment, education, experience, training, references, and other qualifications where applicable. An applicant or employee shall be considered only on the basis of their qualifications as required by the position they seek or hold relative to experience, training, abilities, skills, knowledge, and their personal character and integrity.
- F. Reference, criminal background, and credit checks (for financially sensitive positions such as those who have access to Library funds) shall be conducted post offer/pre-employment, regardless of the position and shall be conducted according to appropriate federal (federal Fair Credit Reporting Act (FCRA)), state, and Library regulations. This process is conducted to verify the accuracy of the information provided by the applicant. The only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other work-related issues. A written record summarizing such reviews shall be retained in the employee's personnel file.

G. Applicants must provide evidence of identity and employment eligibility. New employees will be advised as to the proper documents which must be provided to the Library.

H. Following a conditional offer of employment, the Library will check motor vehicle records of any job applicant where driving is an essential job function. The driving record check will include review of any appropriate state records based on the employee's application. If an applicant has a driving record that meets or exceeds the criteria listed under the Unacceptable Status, the applicant will not be hired. For those positions that require ongoing vehicle use, driver's license checks will be conducted annually. This will also include confirmation of insurance coverage.

## **2.2 Employee Orientation**

A new employee shall receive an orientation by appropriate Administration staff and their respective department. Orientations shall consist of an overview of the Library organization, rules, regulations, benefits, job description, and general procedures. Managers or their designees are responsible for orienting new employees to departmental guidelines and procedures specific or unique to their department.

## **2.3 Introductory Period**

Following appointment, there is a ninety (90) day introductory period for full-time and part-time employees. The purpose of the introductory period is to determine if the employee can satisfactorily perform the duties of the job. Managers shall give each introductory period employee a performance evaluation at the end of the ninety (90) day period. This introductory period may be extended if, in the opinion of the manager and Library Director, additional time is needed to fully evaluate the employee for regular appointment. Employment status remains "at will" before, during, and after the successful or unsuccessful conclusion of the introductory/probationary period.

Introductory period employees will accrue vacation and sick leave the same as regular employees, however, paid vacation shall not be authorized during the introductory period unless it is granted at the employee's hire date.

Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract with the Library.

If you are an existing employee and are promoted, you will also be subject to a ninety (90) day probationary period in the new position. Benefits earned in your previous position are maintained during your new introductory period.

## **2.4 Employee Classifications**

The Library establishes the following guidelines and definitions for types of employment and for entitlement to benefits:

- A. Full-Time, Regular: An employee, who has successfully completed their introductory period, is assigned to a position and works a schedule of thirty-six (36) hours per work week.
- B. Part-Time, Regular: An employee, who has successfully completed the introductory period, is assigned to a position and works a shift schedule less than thirty (30) hours per week. An employee that works 19 hours or less per week is not eligible for benefits.
- C. Seasonal Employee: An employee whose work assignment is limited in duration to less than two consecutive quarters during a calendar year. Seasonal employees are employed for a specific function, part-time or full-time and for a temporary or limited period of time. All seasonal employees are provided with an acknowledgement form (Appendix E) and an offer letter regarding his/her seasonal employment with the Library.
- D. Interns: The Library supports the concept of employing students in positions relating to course work. An internship program should be mutually beneficial to both student and the Library. All intern positions that receive a stipend or wage must have been approved in the annual pay plan. In most cases, an internship will continue for one (1) semester.
- E. Temporary: An employee who, by agreement, works for the Library for a period of not more than a hundred and eighty (180) days without Library Board approval in any one fiscal year. In the event a temporary employee is needed for a period of more than ninety days, the Library Director has authority to extend the ninety day period up to one additional ninety day period. Any length of time longer than outlined above requires Library Board approval.
- F. Initial Period of Employment (Introductory Period): Refers to the initial ninety (90) days of employment with the Library.
- G. Exempt Employee: An employee who works in a position that has been determined as “exempt” under the Fair Labor Standards Act (FLSA) and is not eligible for overtime pay for hours worked over 40 in a work week.
- H. Non-Exempt Employee: An employee who works in a position that has been determined as “non-exempt” under the FLSA and is eligible for overtime pay for hours worked over 40 in a work week.

## **2.5 Hours of Work**

The regularly scheduled working hours of a full-time employee is generally thirty-six (36) hours per week. The work week begins on Sunday at 12am and ends on Saturday at 11:59pm.

The Library's hours of operation are:

Monday – Thursday: 9am - 9pm

Friday & Saturday: 9am - 5pm

Sunday: 1pm - 5pm – *The Library is closed the Sunday before Memorial Day through the Sunday before Labor Day*

## **2.6 Meals and Rest Periods**

The above full-time work hours include an unpaid meal period up to one hour when working more than six consecutive hours. You are also provided fifteen (15) minutes of break time away from your workstation for each continuous working period of four (4) hours. According to Department of Labor rules and guidelines, the one hour unpaid meal period should be taken away from your work station and as close to the standard lunch hour as possible and may be staggered to allow for continuous staffing of the Library. Employees can not forego a lunch hour in order to leave early.

Rest and lunch periods are determined by the operational requirements of each department and shall be in accordance with applicable State and Federal wage and hour laws. Break periods can not be combined with the lunch period.

These laws also include the one day off in seven which provides for employees to take a minimum of twenty four hours of rest in each calendar week which begins on Sunday.

### Lactation Accommodation

Each employee is entitled to a reasonable amount of break time to express breast milk for the employee's infant child. If possible, this time should run concurrently with the employee's break time that is already provided. The Library will provide an appropriate and private location for such activity. Please contact the Human Resources Manager for additional information regarding lactation accommodation.

## **2.7 Nepotism (Employment of Relatives)**

Relatives of current employees may not be hired or occupy a position that will supervise or be supervised by a member of his/her immediate family.

"Immediate Family" shall be defined as a spouse, civil union partner, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-parents, step-children, foster child, or foster parent, or any relative living in the same household with the employee.

It shall also be considered improper and a conflict of interest by the Library if there is employed by the Library, directly or indirectly, a relative of any elected or appointed Library officer which includes immediate family members plus aunts, uncles, nieces, nephews, or cousins. This does not apply to any contract entered into as a result of the request by the Library for competitive bids where the person or entity awarded this contract is the lowest responsible bidder or the employment and salary of a relative is specifically approved by the Library Board by motion.

If a relative relationship is established after employment, it is the responsibility and obligation of the employee(s) to advise their manager(s), who will then disclose the existence of the relationship to the Library Director. The individuals concerned may consult with the Library Director who will have sole authority and discretion to decide issues of transfer or termination.

## **2.8 Re-Hire Policy**

An employee who resigns in good standing may be eligible for re-hire at a future time provided an opening is available and their qualifications for that position are satisfactory. Persons interested in being re-hired should file an employment application with the Human Resources Manager. The individual's application will proceed through the regular hiring process with other applicants.

Any employee who is re-hired by the Library shall start as a new employee in all aspects related to compensation and benefits unless otherwise agreed in writing and approved by the Library Director.

All individuals re-hired by the Library must complete a new probationary period.

## **2.9 Outside Employment**

The West Chicago Public Library recognizes that some employees may need or want to hold additional jobs outside their employment with the Library. Employees of the Library are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable operational concerns.

The Library applies this policy consistently and non-discriminatorily to all employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees:

1. Work-related activities and conduct away from the Library must not compete with, conflict with, or compromise the Library's interests or adversely affect job performance and the ability to fulfill all responsibilities to the Library. Employees are prohibited from using any Library tools, equipment, or supplies for any outside employment.



2. Library employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or leaving work early.

If it appears that such outside employment may constitute a conflict of interest or may be infringing upon an employee's ability to perform their assigned duties for the Library, then the Library reserves the right to require an employee to discontinue such outside employment, including self-employment, as a condition of continued employment by the Library.

Employees may not engage in outside business activities while on duty nor may Library property be used for non-Library business.

Employees of the Library shall not have a financial interest either directly or indirectly in any contract or business with the Library (50 ILCS and 745 ILCS) (5 ILCS 420/4A-101).

## **SECTION 3      PERSONAL      CONDUCT      EXPECTATIONS      AND DISCIPLINARY ACTION**

**Your employment may be terminated at any time, with or without cause, at the sole discretion of The West Chicago Public Library District. Nothing in this Employee Personnel Policy Handbook shall limit or otherwise alter the foregoing.**

### ***3.1    Communication/Chain of Command***

Communication is extremely important in order to provide quality services to the patrons of the Library. It also ensures that various Library service areas are kept up to date regarding concerns and issues. The Library works diligently to maintain a high level of professional communication. All employees have a responsibility to maintain this level of professionalism.

The Library also adheres to a standard chain of command. All employees are expected to follow the established chain of command regarding issues of concern. Concerns should first be directed to your immediate manager. If the concern is not adequately addressed, the issue should be brought before the Human Resources Manager who will advise the Library Director. If the situation is administrative in nature, the decision of the Library Director shall be binding. If the issue is policy related, the matter may be brought to the Library Board for review.

### ***3.2    Standards of Conduct***

It shall be the duty of employees to maintain high standards of cooperation, efficiency, and integrity in their work with the Library. The following references are purely guidelines and the Library reserves the right to discipline employees based on what it deems to be appropriate in any given situation. Employees of the Library are at-will and can be discharged, demoted, suspended, or otherwise disciplined without cause at any time at the sole discretion of the Library.

These guidelines do not form a contract of employment nor should employees have any expectation that such guidelines form a contract. In addition, these guidelines are not all inclusive of what conduct will result in discipline. The decision of what disciplinary action will be taken rests solely with the management of the Library and is made on a case-by-case basis.

### ***3.3    Reasons for Disciplinary Action***

Some general things for which an employee may be disciplined include, but are not limited to:

- A. Violation of any lawful or official regulation, ordinance, law, order, rule, or policy in this Handbook.

- B. Insubordination by failing to comply with any lawful direction given by a superior, or any other disrespectful conduct.
- C. Reporting to work under the influence of intoxicants or non-prescription/illegal drug(s), or using such substances while on Library property. Failure to report to a manager the use of any legal/authorized prescription drug(s) which may affect the employee's ability to perform necessary job duties.
- D. Absence without leave; failure to report to a manager when absent; or, the use of leave in an unauthorized manner.
- E. Excessive or chronic absenteeism and/or tardiness, or being wasteful with working time.
- F. Incompetence, negligence, inefficiency, or failure or inability to perform assigned duties.
- G. Causing damage to public property or being wasteful of Library supplies through negligence or willful misconduct, or failure to take reasonable care of Library material or property.
- H. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
- I. Commission of a felony or gross misdemeanor while on or off-duty.
- J. Misappropriation of Library funds.
- K. Use of Library vehicles, equipment, supplies, or tools for personal use or unauthorized purposes.
- L. Falsification of any records when applying for employment.
- M. Falsification of personnel and/or Library work records including, time worked records, time off records, or any other Library records, improperly withholding information from a manager in connection with your job, or assisting in the concealment or failing to report such a falsification of another employee.
- N. During work hours, the solicitation, selling, or distribution of any donation, gift, service, product, information, or other item of value not authorized by the Library; accepting fees, gifts, or other items of value in connection with work performed on Library time or as a representative of the Library.
- O. The use of profanity or abusiveness in attitude or language; conduct resulting in physical harm, injury, or harassment of Library employees or the public.

- P. None of the activities in this section on prohibited conduct or in this Handbook should be interpreted as being the sole reasons for disciplinary actions or discharge of an employee.

### **3.4 Forms of Disciplinary Action**

Disciplinary actions may take, but are not limited to, the following forms:

#### Verbal Warning

The manager will verbally and privately speak to you and inform you that you are being verbally warned and describe the problem and what must be done to correct the problem. You will be given an opportunity to respond to the verbal warning. The manager will record the date and content of the warning and the date and content of the response. This record will be held in the employee's personnel file.

#### Written Warning

You will receive a written statement describing the problem and the procedures you must take to correct the problem. The reprimand will also contain a statement describing the probable consequences of not correcting the problem. The written statement will be given to you during a private discussion. You will be given an opportunity during the interview to respond to the written warning.

#### Final Warning

You will receive a written statement that any further action by you not to correct the problem may result in suspension with or without pay (depending on the circumstances) for a period of thirty (30) calendar days. Further, you will be advised that any further violations may result in termination.

#### Dismissal

If you fail to improve after you have been issued your final warning, you will be immediately terminated.

#### Immediate Termination

You will be subject to immediate disciplinary action if you commit a crime of serious moral turpitude or bring harm to yourself, co-workers, or to the general public or if you damage Library property. This represents some (but not all) of the potential circumstances where immediate termination would be determined.

The degree of discipline administered will depend on the severity of the infraction and shall be in accordance with any applicable policies and procedures as well as local, State or Federal laws and regulations. Immediate managers may have the authority to issue verbal warnings or written reprimands to supervised employees. Any other disciplinary action must be approved by the Library Director. However, nothing herein should be construed in any way to limit the Library's right to summarily discharge or suspend an employee for serious offenses.

### **3.5 *Appeal of Discipline***

Disciplinary action, as outlined above, may be appealed to the Library Director within ten (10) calendar days of the disciplinary action. The decision of the Library Director shall be final.

If the appeal is by the Library Director, the appeal should be addressed to the Library Board President.

## **SECTION 4 ADMINISTRATIVE POLICIES**

### **4.1 Personal Appearance**

A neat professional appearance is a requirement of the Library. It is expected that all employees exercise good judgment and dress appropriately for their jobs. You are expected to be well groomed and dressed in a manner that is suitable to your responsibilities and position. You are expected to wear appropriate footwear for work activities (no flip flops). Work attire should complement the Library environment reflecting an efficient, orderly, and professionally operated organization. The Library does recognize business casual dress. This includes khaki pants with collared shirts or blouses. Business casual does not include denim jeans.

If you report to work dressed and/or groomed in such a way as to be disruptive to routine business or in such a way that presents a safety hazard, you will be required to return home without pay to change into more appropriate attire.

### **4.2 Personal Telephone Calls**

Library phones are to be used for Library business and may be used for personal business on a limited basis only. Personal phone calls shall never be made from a public services desk. Telephone calls received during business hours must be kept to a minimum and must not interfere with the employee's work or disturb patrons. It is the employee's responsibility to ensure that no cost to the Library results from their personal phone calls. Violation of this policy will minimally result in cost reimbursement to the Library and may subject the employee to further disciplinary action.

Personal cellular telephones and texting must be kept to a minimum and should not impact employee productivity or service to patrons. Personal cell phones and other communication devices are required to be kept in silent mode while on duty. Accessing the internet and texting should be reserved for break times. The Library will not be liable for the loss of any personal cell phone brought into the workplace.

### **4.3 Cell Phones and Similar Electronic Devices While Driving**

As of January 1, 2014, the State of Illinois prohibits the use of hand-held devices while driving. Talking is allowed as long as the driver is using a hands free device, such as a headset or speaker phone built into the car. Drivers violating this law are subject to State fines.

Cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is Library-supplied or personally owned.

While on Library business, the Library requires employees to abide by all State, local, and Federal laws mandating the use of any cell phone or similar device while driving. An employee who uses a Library supplied device or a Library supplied vehicle or equipment is prohibited from using a hand held cell phone or similar device while driving, whether the business conducted is personal or Library related.

This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to the Library, elected officials, residents, contractors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Library; or any other Library or personally related activities not named here while driving.

#### **4.4 Political Activity**

In accordance with the Hatch Act, it is the Library's desire to foster governmental efficiency, ensure that employees can perform their jobs without being pressured to support specific Library or other political candidates, and to ensure that regulations are not interpreted favorably for supporters of candidates for political office.

Employees of the Library may not engage in political activities at any time on Library owned property or while on duty, or while they may be identified as an employee of the Library by any means such as uniform, insignia, and motor vehicle, or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

For purposes of this section "while on duty" includes those hours you are scheduled to work and are working for the Library.

This section should not be construed to prohibit any employee or group of employees individually or collectively from expressing honest opinions and convictions or from engaging in political activities permitted by the Hatch Act and from supporting candidates of their choice.

No employee shall be disciplined or rewarded by reason of his/her political affiliation, personal political contributions, or political beliefs by the Library.

#### **4.5 Conflicts of Interest**

The Library has established guidelines for ethical standards of conduct which shall govern Library employees in the performance of Library business and the duties of their respective jobs. This policy is intended to provide positive direction to Library employees in order to prevent potential conflicts of interest.

- A. Acceptance of Gratuities: In accordance with the Gift Ban Act, no Library employee shall, through his or her position with the Library, intentionally solicit or

accept any gift from any prohibited source as defined under the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/5 et al. Library employees may be required to file a Statement of Economic Interest each year.

- B. Decision Making: An employee should not make a unilateral decision, about his or her private employment. Employees are required to consult with their manager or the Library Director if there is any doubt about a potential issue with a conflict of interest with their private employment, outside interests, or a business they own.
- C. Confidential Information: No Library employee shall disclose or use, without authorization, confidential information concerning property or affairs of the Library to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the Library.
- D. Financial Interest: No Library employee shall have a financial interest or personal interest in any legislation coming before the Library Board or participate in discussion with or give an official opinion to the Library Board unless the employee discloses on the record of the Board the nature and extent of such interest.

#### **4.6 *Smoke-Free Illinois Act***

The Smoke-Free Illinois Act requires that public places and places of employment must be completely smoke-free inside and within 15 feet from entrances, exits, windows that open, and ventilation intakes. In the interest of promoting health and safety, the Library's smoke-free policy applies to all Library facilities (including vehicles), all Library employees, and all patrons and vendors who visit the Library. Smoking is permitted only in designated smoking areas. The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, and or other similar items such as electronic cigarettes and "vaping" devices.

Managers are responsible for enforcing the smoke-free policy. An employee's disregard for the smoke-free policy is handled through the disciplinary process.

#### **4.7 *Use of Library Property***

With the exception of circulating library materials, you may not use or rent Library property, including electronic resources, for personal use unless authorization is received in advance from the Library Director.

#### **4.8 *Solicitation***

In order to alleviate disruption of Library services during normal working hours, it is prohibited for employees, or non-employees to solicit other employees for donations, charity, and/or the sale of products or services during working hours. Peddling or



soliciting for sale or donation of any kind on Library premises can only occur during break and/or lunch periods.

#### **4.9 Contributions and Honorariums**

Speeches and presentations made either during working time or for which the Library provides travel expense reimbursement, are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the Library, not to the individual employee.

#### **4.10 Employee Privacy Policies**

The Library reserves the right to search lockers, desks, filing cabinets, and personal belongings located on Library property provided there is just cause for doing so. If personal belongings are to be searched, the Library will make reasonable efforts to notify the employee and allow them to be present. Such searches will be conducted only if there are reasonable grounds to warrant such a search.

#### **4.11 Employee Personnel Records**

The Library has established procedures and responsibilities for the maintenance of personnel records in accordance with the Personnel Records Review Act (820 ILCS40).

A personnel file will be established for each employee. All personnel files shall be kept in the Administration Office and managed by the Human Resources Manager or the Library Director.

Employees are responsible for and must promptly advise the Library of any changes in:

- Name and/or marital status;
- Address and/or telephone number;
- Number of eligible dependents;
- W-4 deductions.

All pertinent information and forms will be contained in the personnel file, including, but not limited to:

Employee application;

- Job description and specification information;
- Job performance ratings and evaluations;
- Education/training information;
- Personnel action forms;
- Administration correspondence.

Medical, workers compensation, and benefit records will be maintained in a separate file.

Procedures for the release and accessibility of information and assessment of employee personnel files are as follows:

- A. Right of access to personnel files is granted to current employees, those on leave subject to recall, and those who have terminated their employment within the preceding year;
- B. An employee must make a request for personnel file review in writing to the Human Resources Manager or the Library Director;
- C. Records will be reviewed at a place designated by the Library during working hours;
- D. An employee is entitled to a copy of any personnel materials inspected;
- E. Information contained in employee personnel files shall not be released or disclosed without the employee's written consent, except to persons with a lawful right or need to know.

These records are maintained in compliance with Illinois (50 ILCS 205/) Local Records Act and currently accepted personnel procedures and laws.

#### ***4.12 Punctuality and Attendance***

Employees shall report promptly at the designated starting time ready to begin their assigned duties. In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed text message inform their manager as soon as possible and prior to the start of their shift. If a text confirmation is not returned, the employee must verbally contact their manager. Email is not an acceptable means of reporting an absence. Any employee who is absent three (3) consecutive days without contacting their manager or the Human Resources Manager will be considered to have resigned from Library service.

#### ***4.13 Emergency Closings***

On occasion, due to inclement weather, national crisis, or other emergencies, the Library may close for all or part of a normally scheduled workday. The Library will attempt to notify employees of its closures through announcements on predetermined local area radio stations. You will also be notified of closings by telephone chain by 8:30am. If you are scheduled to work you will be paid if the Library is closed because of severe weather, national crisis, or other emergencies.

If the Library is closed for any temporary emergency (utility failure), the decision to close will be made by the Library Director or his/her designee, and the President of the Board of Library Trustees. If you are normally scheduled to work that day, you will be paid in the event of an unforeseen closing.

#### **4.14 Parking**

A staff parking lot is available to you during your working hours or when you are conducting library business.

#### **4.15 Mail Boxes and Lockers**

Employees are assigned a mailbox for Library related correspondence and notices. Employees are not to use their mailbox in order to receive personal mail or shipments. Lockers are assigned as they become available.

#### **4.16 Attendance at Meetings**

##### Team Meetings

Typically team meetings are scheduled a year in advance. The purpose of these meetings is for discussing policies, procedures, problems, and other staff concerns. Attendance at team meetings is required. If you are non-exempt, you will be compensated for the number of hours spent attending the meetings.

Manager meetings are held monthly. Manager's advisory meetings are held at the discretion of the Library Director.

##### Library Board Meetings

In order to facilitate communications, you are encouraged to attend meetings of the Board of Library Trustees. Managers are expected to attend all Library Board meetings, and should adapt their schedules accordingly. Attendance is encouraged but not required of non-managerial staff.

Occasionally, you may be asked to attend a particular Board Meeting to present information to the Board on a particular subject. Non-exempt employees will be compensated for their attendance.

#### **4.17 Staff Lounge**

The staff lounge provides a comfortable, restful atmosphere for breaks and meals. It is equipped with a refrigerator, microwave oven, and dishwasher for your convenience. It is your responsibility to clean your eating utensils, table and countertop after you use them.

#### ***4.18 Use of Building Outside of Hours: Building Access***

The safety and security of staff and the security of the building is paramount.

Staff needing to work in the Library outside normal hours must discuss the possibility with their manager who will discuss it with the Library Director.

Outside of hours refers to a period of time when normal weekday and weekend operations begin and end. Anytime before 8AM and after 10PM on weekdays; before 8AM on Saturdays and after 6PM; and before 11 AM on Sunday and after 6PM.

Some staff may need entrance out of hours to carry out job responsibilities that can only be done outside of hours (e.g., facility maintenance/janitorial maintenance, server maintenance). The Library Director will grant access on a case by case basis.

#### ***4.19 Person-In-Charge (P-I-C)***

Department managers serve in the capacity of Person in Charge (PIC) during operational hours of the library. The PIC may be called for a variety of reasons including disruptive behavior, questions or comments regarding policies or procedures, personnel, or building and maintenance. The hierarchal structure of the PIC system is: Adult Services Manager, Youth Services Manager, Access Services Manager, Access Services Assistant Manager, Senior Adult Services Librarian, and Senior Youth Services Librarian.

#### ***4.20 Reference Requests Regarding Current or Former Employees***

In the event of outside inquiries for employment verification regarding current or former employees, you should immediately direct the inquiry to the Library Director or Human Resources.

## **SECTION 5 ELECTRONIC COMMUNICATIONS AND DOCUMENT RETENTION**

### **5.1 Introduction and Definitions**

The purpose of this section is to provide guidance as to the proper use of the electronic communication system of the Library. This section covers the use of all forms of electronic communications including but not limited to e-mail, voice mail, fax machines, external electronic bulletin boards, Intranet, and the Internet, and applies to all employees as defined in this section. Furthermore, this policy will address records management concerns and the need to distinguish records from non-records and the continued preservation of needed e-mail records along with the prompt erasure of those which have outlived their utility by approved records retention and disposition schedules. Every employee and officer is expected to read, understand, and follow the provisions of this section and will be held responsible for knowing its contents. Anytime the word “shall” or “should” is used in this section, it is considered mandatory and not directory language. Use of the Library’s electronic communication systems constitutes acceptance of this section and its requirements.

### **5.2 Use of Electronic Communications**

The Library’s electronic communication systems are intended for business use only. Incidental and occasional use of these electronic communication systems for non-work purposes may be permitted at the discretion of the Library Director. Before using the electronic communication systems for business or personal use, employees must understand that any information that is created, sent, received, accessed, or stored in these electronic communication systems will be the property of the Library and shall not be private. If the employee is permitted to use the Library’s electronic communication systems for non-work purposes, such use shall not violate any section of this policy or interfere with the employee’s work performance. See Sections 4-2 and 4-3 for cell phone and electronic devices usage.

Employees should use the same care and discretion when composing e-mails and other electronic communications as they would for any formal written communication. Employees should abide by the Nondiscrimination and Equal Opportunity and Harassment and Discrimination Policies of the Library by refraining from using offensive, harassing, vulgar, obscene, or threatening communications – including disparagement because of age, citizenship, color, disability, gender, national origin, marital status, pregnancy, sexual orientation, arrest record or religion. This policy prohibits communications creating, distributing or soliciting sexually oriented messages or images. Any messages or information sent by employees to other individuals via electronic communications such as the Internet or e-mail are statements identifiable and attributable to the Library. Consequently, all electronic communications sent by employees, whether business or personal, shall be professional and comply with this policy.

### **5.3 Prohibited Communications**

Under no circumstances shall employees use the Library's electronic communication systems for creating, possessing, uploading, downloading, accessing, transmitting or distributing material that is offensive, illegal, sexually explicit, discriminatory, defamatory or interferes with the productivity of co-workers. Employees shall not use these electronic communication systems for illegal activities, jokes, political causes, football or basketball pools or other sorts of gambling; the creation or distribution of chain letters; list servers for non-work purposes; or for solicitations or advertisements for non-work purposes. Employees shall not engage in any use that violates copyright or trademark laws. Under no circumstances shall employees represent their own views as those of the Library, unless the Library Board has considered or acted on the issue. Employees shall not use e-mail or other electronic communications to disclose confidential or sensitive information that would be in violation of HIPPA laws, privacy policies, or pending litigation. Personal information such as social security numbers of Library employees or residents should never be disclosed on the Internet.

### **5.4 Privacy**

Although employees may use passwords to access some electronic communications, these communications shall not be considered private. Employees should always assume that any communications, whether business-related or personal, created, sent, received or stored on the Library's electronic communications systems may be read or heard by someone other than the intended recipient. Employees should also recognize that e-mail messages deleted from the system might still be retrieved from the computer's back-up system when requested by authorized personnel. Consequently, messages that were previously deleted may be recreated, printed out, or forwarded to someone else without the employee's knowledge. Therefore, it is emphasized that e-mail messages should not be considered private and may be discoverable communications subject to the Freedom of Information Act or in litigation. Since messages may be retained at different locations or levels of the systems, employees must remember that their communication may be retrieved at some time. Discretion, therefore, is an important consideration when using this or any other technology to send, record, and/or retain communications.

### **5.5 Right to Monitor Use**

The Library reserves the right to monitor, intercept, access, and disclose all information created, sent, received, or stored on its electronic communication systems at any time, with or without notice to an employee. Internet use shall be monitored in the same manner as other electronic communications. In addition, the Library may monitor and maintain a log of employees' internet access including the type of sites accessed, the name of the server, and the time of day that access occurs.

## **5.6 Prohibited Activities**

Employees shall not upload, download or otherwise transmit copyrighted, trademarked or patented material, or confidential, private or proprietary information or materials. Employees shall not upload, download or otherwise transmit any illegal information or materials. Employees shall not use the Library's electronic communication systems to gain unauthorized access to remote computers, other systems, or to damage, alter, or disrupt such computers or systems in any way. Nor shall any employee use someone else's code or password or disclose anyone's code or password including their own. It is a violation of this policy for employees to intentionally intercept, eavesdrop, record, or alter another person's Internet and e-mail messages. Employees shall not enable unauthorized individuals to have access to or use the Library's electronic communication systems or otherwise permit any use that would jeopardize the security of the Library's electronic communication systems. Employees shall use their real names when sending e-mail messages or other electronic communications and shall not misrepresent, obscure, or in any way attempt to subvert the information necessary to identify the real person responsible for the electronic communication. Sending an e-mail message under a fictitious or false name is a violation of this policy. Likewise, using another user's account or login ID constitutes a violation of this policy.

## **5.7 Licensing**

Employees shall not install software for which the Library has not paid the appropriate licensing fee. Additional licensing fees may be incurred every time software is installed for a new user. Consequently, before software is installed on a computer, employees have a duty to ensure that all appropriate licensing fees have been paid and to notify the Library's computer consultant to ensure such installation will not be detrimental to the Library's computer system. Employees should notify the Library Director if they discover unlicensed software on computers. Employees shall not copy software for distribution to any third party or for home use unless such copying is permitted by the software license agreement. The installation of software for trial periods authorized by a vendor is not a violation of this policy if approved by the employee's manager.

## **5.8 Encryption**

Employees shall not password protect or otherwise privately code their files, computers, or other electronic devices owned by the Library without prior authorization from the Library Director. Use of encryption software must be specifically approved by the Library Director who serves as the Information Systems Coordinator prior to using such software for the storage, receipt, and transmission of data. If encryption software, passwords or personal codes are used, the employee shall give the password to the Library Director.

## **5.9 Viruses and Tampering**

The intentional introduction of viruses or attempts to breach system security or other malicious tampering with any of the West Chicago Public Library's electronic communication systems is expressly prohibited. Employees or Officers shall immediately report any viruses, tampering, or other system breaches to the Library.

## **5.10 Disclaimer of Liability for Use of the Internet**

The Library is not responsible for material viewed or downloaded by the employee from the internet. The internet provides access to a significant amount of information, some of which contains offensive, sexually explicit, and inappropriate material. It is difficult to avoid contact with this material. Therefore, employees using the internet do so at their own risk.

## **5.11 Duty Not to Waste Electronic Communication Resources**

Employees shall not deliberately perform actions that waste electronic communication resources or unfairly monopolize resources to the exclusion of other employees. This includes, but is not limited to, subscribing to list servers, mailing lists or web sites not directly related to the employee's job responsibilities, spending extensive non-productive time on the internet, and doing large non-work related file downloads, or mass mailings. Electronic communications are limited and employees have a duty to conserve these resources.

## **5.12 Use of Credit Cards on the Internet**

Before making any purchases on the internet, employees who are authorized to use Library credit cards shall ensure that they are using a secured site.

## **5.13 Computer Security**

The computer resources and the data stored therein are critical to the ability of the Library to perform its business. These computer resources and data are subject to compromise and illicit modification if proper computer security techniques are not employed. Therefore, the Library employs a security password system to enable controlled entry into its electronic communication systems. Disclosing individual system passwords to others is strictly prohibited. Computers left unattended should be either powered off, logged off the network, or password protected with a screen saver.

## **5.14 E-Mail Addresses**

The Library owns all e-mail addresses provided to its employees, including any names and/or references associated with the Library's e-mail system. Employees may enjoy the privilege of receiving limited personal e-mail through the Library's computer system. However, upon separation of employment from or removal from an office of the Library,



all rights to this e-mail address or any personal e-mail sent to said address shall cease and shall be deemed to be owned by the Library regardless of content of any message. Further, the Library reserves the right to keep an employee's e-mail address active for a reasonable period of time following separation of employment with or removal from office of the Library to ensure that important business communications reach the Library.

### **5.15 Freedom of Information Act**

Under the Freedom of Information Act, communications may be considered public records and, therefore, subject to disclosure absent a specific exemption. Employees must forward requests for information or public records to a FOIA Officer.

### **5.16 Violations**

Because the use of the Library's electronic communication systems is identifiable and attributable to the Library, violations of this policy shall subject the employee to disciplinary action, up to and including, termination. Employees who observe violations of this policy are obligated to report those violations to the Library.

### **5.17 Document Retention**

- A. Act: The Illinois Local Records Act (50 ILCS 205/1 et seq.) governs the retention and disposition of public records, regardless of physical form. Often the content of messages may constitute a formal, public record and must be retained according to established retention schedules; however, some e-mail messages are informal, temporary communications that do not qualify as "public records" (e.g. personal email, junk mail, invitations, etc.). Employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between official, public records and informal, non-record information. Electronic communications which are considered public records must be preserved in either reproduced paper format or electronic format. If the employee prints out an official public record from the Library's electronic communication system and retains the record in hard copy, the electronic copy may be deleted immediately.
- B. Public Records: Under the Illinois Local Records Act, "public record" means "any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed, or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein." 50 ILCS 205/3.

Factors to consider and determine if a document (whether electronic or not) is a public record:

1. Was the document created or received in connection with the transaction of public business? E-mails or letters received or sent that were of a personal nature may be deleted but all others shall be retained.
2. Is it official documentary material? For example, does the e-mail contain a draft letter versus the final letter? Drafts may be deleted if a final version is prepared.
3. Is the document subject to disclosure under the Freedom of Information Act? If so, it is likely an official document to be retained.
4. Does the document result from some action or transaction that clearly relates to the official work of the West Chicago Public Library? For example, if it relates to the creation of policy or procedures regarding public employment matters, the correspondence must be retained.
5. Is the material "appropriate for preservation by such agency or officer; or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein?" This eliminates the necessity of keeping documents which do not relate to the official actions of the Library. If action is taken or a lack of action is based upon the contents of an e-mail, the e-mail must be retained.
6. Does the document have any historical significance? What is the importance of the document? Does keeping or discarding the document further the goal of the Act - the "efficient and economical management of local records?" If yes, retain the e-mail.
7. Is this a final document? For instance, many e-mail documents rapidly become stale and do not reflect "function, policies, decisions, procedures, etc.," when a matter is finalized. Therefore, the Library can simply keep the final document and delete prior drafts. However, a closer question exists relative to e-mail exchanges where the parties are sending communications to prepare the final document.
8. Internal documents created by employees on work-related topics which do not facilitate action such as transmittal notes, notifications, announcements, and the like may be discarded.
9. Documents containing drafts, notes, or interoffice memoranda that are not retained by the Library in the ordinary course of business may be discarded. Carbon copies of e-mails may be discarded where the sender

or primary recipient retains a copy of the message along with any attachments thereto.

If the decision to discard is unclear after considering the above guidelines, then consult the FOIA officer.

- C. Electronic Communications (“E-Mail”). All non-public record e-mails should be deleted as soon as they have fulfilled their purpose. If an e-mail message is determined to be a public record, it shall be retained in the appropriate file or saved to a specific named folder to avoid the possibility of automatic deletion.

## **SECTION 6 SOCIAL MEDIA AND SOCIAL NETWORKING POLICY**

### **6.1 Social Media Policy**

Social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established this policy for appropriate use of social media. In conjunction with this policy, employees are expected to also abide by the Library's other technology policies set forth in this Personnel Handbook. This policy applies to all employees who work for the Library.

For purposes of clarity, this policy is intended to assist you in managing your activities in social media to Library guidelines and to identify your legal obligations and potential liabilities. Nothing in this policy is intended to or will be applied in a manner that limits any employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act.

### **6.2 Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal web site (such as Facebook), social networking or web site, web bulletin board or a chat room, whether or not associated or affiliated with the Library. Because your use of social media can lead to personal and professional legal ramifications for you and the Library, the Library expects you to follow these guidelines with respect to any form of electronic communication.

The same principles and guidelines found in other Library policies set forth in this Personnel Handbook (as more fully described below) apply equally to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind any of your conduct that violates any State, Federal, or local laws will result in disciplinary action, up to and including, termination of employment.

### **6.3 Duty to Follow the Rules**

Carefully read these guidelines as well as the Library's policies regarding Technology, Professional Conduct, and Harassment and Discrimination, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including, termination of employment.

#### **6.4 Be Respectful**

Always be fair and courteous to the Library, your co-workers, suppliers, vendors and other organizations or individuals who work on behalf of the Library. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers and/or management or utilizing the Library's Complaint procedure, than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Library policy.

#### **6.5 Be Honest and Accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Library, residents, co-workers, suppliers, vendors or other organizations or individuals working on behalf of the Library or competitors. Whenever promoting the Library, make sure to disclose that you are an employee of the Library. This is important to comply with truth in advertising and other related laws.

#### **6.6 Appropriate and Respectful Content**

Maintain the confidentiality of Library Confidential Information (as defined in the Library's confidentiality policy). Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Do not create a link from your blog, website or other social networking site to a Library website without identifying yourself as a Library employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the Library. If the Library is a subject of the content you are creating, be clear and open about the fact that you are an employee and that your views do not represent those of the Library, fellow employees, residents, suppliers, vendors, or other organizations or individuals working on behalf of the Library. If you do publish a blog or post online related to the work you do or subjects associated with the Library, make it clear that you are not speaking on behalf of the Library. It is best to include a disclaimer such as **"The postings on this site are my own and do not necessarily reflect the views of the West Chicago Public Library."**

## **6.7 Social Media at Work**

We expect our employees to use social media for Library purposes while on work time or on equipment we provide. The use of personal social media should occur before or after your shift or during a break or lunch. Should your use of social media become an issue, your manager will bring it to your attention and your time may be limited, and/or disciplinary action taken. Use may be work-related as authorized by your manager or consistent with the Library's Communications policies. You may not use Library email addresses to register on social networks, blogs, or other online tools utilized for personal use. Remember, too, that you should not have an expectation of privacy in your use of any Library equipment. While the Library would never intentionally capture and keep your passwords to any of your social media accounts, information displayed on any Library computer or other equipment may be viewed by the Library.

## **6-8. Retaliation Prohibited**

The Library prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including, termination.

## **SECTION 7      COMPENSATION**

### ***7.1 Classification and Pay Plan (Salary Schedule)***

The Library's pay plan is reviewed annually and adopted by the Library Board of Trustees. The Library's current classification and pay plan consists of 7 Pay Grades within which all Library positions fall. Each grade is associated with an approved salary range which is based on internal equity and external competitiveness. Resources that may be utilized to determine pay grades include ILA or ALA recommended salaries for Illinois and the annual LACONI Salary Survey. Salary and wage adjustments are not automatic, but will be based on evaluations and budgetary considerations. Cost of Living (COLA) adjustments shall also be considered as part of the pay plan review process.

### ***7.2 Performance Appraisals***

Written performance appraisals will be conducted at least annually (on a calendar year basis) in order to assist the department managers and/or the Library Director and the employees in a communication process focusing on objectives and achievements. The performance review must be accompanied by a personal conference in which you may examine the review and have an opportunity to ask questions and make comments.

#### Purpose

The purpose of the performance appraisal is to:

- account for productivity;
- develop personnel for positional changes;
- justify merit increases;
- set up the conditions for achievement motivation;
- identify work-related strengths and weaknesses;
- determine successful completion of the introductory period.

#### Frequency

A performance appraisal will be performed for a new hire at the end of three (3) months, and then according to the calendar year thereafter. Written evaluations for all employees should be conducted at least once annually. A performance appraisal may also be performed on an employee at any other time deemed necessary by the Department Manager.

Annual performance appraisals shall be completed by the manager and returned to the Library Director.

#### Performance Appraisal Discussion

The appraising manager will hold a private discussion with you to discuss your accomplishments during the review period and a list of goals and objectives for the next

year. This discussion is based on the objectives agreed to at the beginning of the period.

This discussion will provide the employee with the opportunity to ensure that:

- You have an opportunity to express perceptions of various factors that hindered or helped actual accomplishments;
- You can confirm that any information relating to performance has not been omitted;
- You can express views and concerns so that completion of the appraisal is as fair and consistent as possible.

Following the discussion the Department Manager will finalize the written evaluation. A further discussion with you may be necessary for the purpose of clarity.

Following the discussion, you will be asked to sign the appraisal instrument indicating that the appraisal and rating have been explained. The signature does not necessarily indicate that you agree with the appraisal or the rating.

#### Employee Comments

You have the right to make written comments and observations covering any performance appraisal with which you disagree in whole or in part. The written statement will be attached to the appraisal form and become part of your personnel file.

#### Confidentiality

Performance appraisals will be confidential and will be made available only to the employee evaluated, the appraising manager, and the Library Director, unless otherwise disclosure is required by law.

### **7.3 Overtime Pay & Compensatory Time**

#### Overtime

Only Fair Labor Standards Act (FLSA) non-exempt employees shall be entitled to overtime. Eligible employees shall be compensated for overtime at a rate of one and one-half times their regular hourly rate for all hours worked over forty (40) in a work week. Paid time off (hours not actually worked) shall not be included in the calculation of overtime. For all FLSA non-exempt employees, prior authorization from the employee's manager is required before an employee may work more than their scheduled daily or weekly hours. Additionally, employees shall not conduct any Library business outside of work hours, including but not limited to, work on Library issued or personal electronic devices (including but not limited to tablets, computers, smart phones, I-Pads, and like devices) unless they have received prior approval from a manager. Failure to obtain prior approval for overtime may result in disciplinary action, up to and including, dismissal. To the extent possible, an attempt will be made to fairly distribute overtime work among employees competent to perform the required service.



### Compensatory Time

Authorized work in excess of the established workday and/or week should be recorded by the Department Manager and will be given as time off at the discretion of the Department Manager. When compensatory time is taken as time off, it should also be recorded in the library's electronic time keeping system.

Compensatory time is to be calculated on the same basis as overtime pay and should be equal to one and one-half hours for each hour of overtime. Overtime is all hours worked in excess of 40 hours in a workweek, as defined under the Fair Labor Standards Act. Credit for authorized compensatory time cannot be computed for time up to thirty (30) minutes beyond the regular workday and cannot exceed twenty (20) working days per calendar year.

For calculating hours, the workweek at the Library is defined as Sunday through Saturday. Generally speaking, non-exempt Library employees include all hourly employees, paraprofessionals, and some managerial staff. Non-exempt staff complete bi-weekly timesheets that include information regarding any hours worked for which compensatory time is awarded.

Acquired time of less than one (1) hour must be taken within the week it was accumulated, as scheduled by the Department Manager.

In the case of Library, administrative, and professional personnel as defined by the Fair Labor Standards Act (FLSA), it is implicit in the nature of their position that time beyond the normal work schedule may be spent on the job. While some recognition of this work may be made by the Library Director, it is recognized that these classifications are overtime exempt.

### **7.4 Date of Hire/Anniversary Date**

The Date of Hire is the Anniversary Date. The Date of Hire/Anniversary Date remains the same even if an employee is appointed to a new position.

A regular employee returning from a leave of absence without pay will not be given service credit during the unpaid time off. Benefits will not accrue during this time off.

### **7.5 Re-assignment to Lower Classification (Demotion)**

An employee reassigned to a position in a lower classification or reduction in job duties regardless of the reason (disciplinary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Library Director in consultation with the Department Head and employee's manager.

Demotions do not change the person's date of hire. No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

## **7.6 Promotions and Transfers**

The Library attempts to fill vacant positions with Library employees before advertising to the general public following a practice of upward mobility whenever possible. Employees are encouraged to apply for positions in which they believe they are qualified. Generally, selection of an employee for a promotion is based on several evaluation criteria including past work record, education, and knowledge of the job duties.

If the employee accepts a transfer or promotion, it will be the responsibility of the two affected departments along with the employee, to reach agreement on a transfer date or promotion. Transfers may be initiated by the Library in instances where the Library's best interest may be served. Temporary duty assignments may be made by the Library Director for a specified time or assignment as necessary. Such appointments are made on an "acting" basis and the employee returns to his or her regular position upon completion of the assignment.

Transfers and promotions do not change a person's anniversary date. If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply. Any exceptions must be stated in writing and be authorized by the Department Manager and Library Director. If you are promoted, you will be subject to an introductory period of three (3) months in the new position. Benefits earned in your previous position are maintained during your new introductory period.

## **7.7 Pay for Working in a Higher Classification**

There will be circumstances when an employee will receive compensation for the performance of duties in a higher classification than he/she normally performs. The performance of duties in a higher classification shall not be construed as granting any rights to continued placement in the higher classification.

The guidelines for determining when pay for working in a higher classification applies shall be as follows:

- A. Compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of higher classification.
- B. The assumption and performance of the duties of the higher classification must encompass a substantial portion of the range of responsibilities of the higher classification as determined by the Library Director. This shall not apply to temporary assignments which are made pursuant to a prior mutual agreement between the employee and his or her manager for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time.

- C. The performance of such duties must be for an extended period of time, wherein a need exists to fulfill the duties and responsibilities of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of fifteen (15) work days. Performance of such duties for a period of fifteen (15) work days or less shall be considered a normal duty or requirement and shall not be compensated beyond an employee's regular rate of pay.
- D. Working out of classification compensation shall be allowed only after written recommendation of the Library Director with concurrence by the Department Manager. Recommendation and designation shall be accomplished prior to the assumption of higher classification responsibilities. The Library Director shall have the authority to grant working out of classification compensation.
- E. The employee's compensation will be established through mutual agreement at the time of assignment, but will generally not exceed twenty percent of the employee's current salary.
- F. When the temporary assignment is completed, the employee's salary will be readjusted to its previous level or the level it would have attained, including any general salary adjustments and within range increases, as if the out-of-classification pay had not been awarded. The employee's date of hire and anniversary date will remain unchanged throughout the temporary assignment.

### **7.8 Wage Garnishment**

When the Library receives a court-order to take deductions from an employee's paycheck, the employee will be notified. The Library will act in accordance with the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck. Only court-ordered garnishments will be processed.

### **7.9 Pay Periods**

Library employees paid by check or direct deposit are paid every other Friday. There are 26 pay periods in the fiscal year.

If a pay day falls on a holiday, the day of pay shall be the last working day preceding the normal pay day. Paychecks will be distributed directly to the employee unless other arrangements have been approved in advance. An employee's paycheck may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee and upon presentation of valid identification.

## **7.10 Payroll Deductions**

Below are deductions that are to be withheld from each employee paycheck:

A. Required Deductions (per Federal and State Law):

- Federal and State Income Tax withholding
- Social Security
- Medicare
- IMRF contributions (eligible employees)
- Other deductions authorized by law

B. Optional Deductions (per Employee Election):

- Payment of health insurance premiums
- Life & Accidental Death Insurance Premiums
- Payment of dental insurance premium
- Payment of supplemental life insurance premium
- Vision Insurance
- Flexible Spending Account

With each paycheck the Library employee receives a statement of deductions and earnings which itemizes the various deductions made, as well as appropriate cumulative totals.

It is the employee's responsibility to maintain current payroll deduction information with the Administration Office. Employees wishing to add or change their payroll deductions should contact the Human Resources Manager.

C. Other Permissible Deductions (applies to exempt personnel only): The Library complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). The Library does not make improper deductions from the salaries of exempt employees employed in bona fide Library, administrative, or professional positions. In accordance with the FLSA, the Library may deduct pay from an exempt employee's salary for absences that are one or more days in length for any of the reasons set forth below. The absences must be in full day increments. Deductions may not be made for partial day absences for the following:

- Unpaid disciplinary suspension for violations of safety rules of major significance;
- Unpaid disciplinary suspension for workplace conduct rule infractions;
- Days not scheduled to work during the first or last week of employment;
- Unpaid personal leave;
- Sick or disability leave if such days are not otherwise compensable under Library policies; or
- Family and Medical Leave Act absences if such days are not otherwise compensable under Library policies.

- D. Improper Deductions: Exempt employees who believe that an improper deduction has been made should immediately report the error to the Library Director. Reports of improper deductions will be promptly investigated by the Library. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

### **7.11 Direct Deposit**

The Library offers and encourages direct deposit of employee payroll checks. Enrollment and/or changes can be made by filling out the Library's Direct Deposit Authorization Form and providing a voided check to the Human Resource Manager. The voided check must contain the bank routing and account numbers for processing. When your paycheck is deposited electronically, funds will be available on the payroll date. You are protected by Federal regulations that assure only you have access to your money. When the normal pay date falls on a Federal Reserve (bank) holiday, the date that payment is available to you will be the day prior to that day.

If you change your financial institution, you must notify Administration by completing a new Direct Deposit Authorization form. If your account is closed and you fail to notify payroll, receipt of your paycheck may be delayed until the monies are returned from the financial institution and re-deposited in the new account.

Cancelling a direct deposit deduction should be done at least seven (7) working days prior to payday. Any compensation requiring a separate check (i.e. expense reimbursements) will not be directly deposited.

### **7.12 Recording Hours/Time Sheets**

Accurately recording time worked is the responsibility of every employee. Federal and State laws require the Library to keep an accurate record of time worked in order to calculate employee's pay and benefits. Non-exempt employees must record all hours worked and any leave time taken. Exempt employees should only record leave time taken during a pay period. The Library utilizes a web based payroll system. All employees are responsible for recording their time electronically.

Altering, falsifying, or tampering with time records, or recording time for another employee's time record may result in disciplinary action, up to and including, termination of employment.

It is the employee's responsibility to verify his/her time records electronically. Managers must then certify the accuracy of all time recorded. If there is an error in a time record, the change should be made and acknowledged by both the employee and the employee's manager. Managers will review and approve time records for processing.

### **7.13 Work Schedules and Flex Time**

You may request to have your schedule changed provided that the change will not interfere with your work or the needs of The Library. A Department Manager must approve the request. If you are a manager, your schedule is approved by the Library Director.

A flexible time schedule may be established by the Library Director and the Manager. Any requests for flexible work hours must be approved in advance by the Library Director and the Department Manager. The total hours of work will not be affected by this arrangement.

### **7.14 Evenings and Weekends**

Weekend and evening working hours are expected in the library profession. Typically you will not be required to work more than two (2) evenings per week nor more than two (2) Saturdays per month. Sundays may be required as needed.

## **SECTION 8      BENEFITS**

### **8.1    Eligibility for Benefits**

Full-time, regular employees shall receive all employee benefits provided by the Library. Regular part-time employees, seasonal, temporary, and interns are generally not entitled to benefits. In general, part-time employees must work thirty (30) or more hours per week in order to be eligible for medical insurance benefits under the Affordable Care Act. Part time employees who work a minimum of twenty (20) or more hours per week with one year of service in the 20 hours per week position may elect dental, vision, and life insurance at their expense. Part-time employees must work a minimum of 1000 or more hours per year in order to be eligible for IMRF retirement benefits.

The Library Board reviews benefits annually; therefore, stated benefits may be subject to change. Additional details outlining benefits are available in the Administration office.

The extent of coverage under the insurance policies or plan(s) referred to in this section shall be governed by the terms and conditions set forth in said policies.

### **8.2    Group Medical and Dental Insurance**

The Library provides employees working at least thirty (30) or more hours per week with group medical insurance. Coverage begins on the 1<sup>st</sup> of the month following the date of hire/or eligibility and terminates at the end of the month following the date of termination. Dependent medical and dental coverage is optional and at the employee's expense.

Specific benefits of the plan are described in insurance brochures provided to each employee by Human Resources. Annually, there is an open enrollment period during which an employee may elect to change coverage; typically thirty (30) days prior to plan year end date. Medical coverage may be continued during an approved leave of absence in accordance with applicable law and/or at the discretion of Library Director.

Enrollment applications and/or change forms should be completed in the following instances:

- new employees beginning service with the Library;
- employees seeking to add an eligible dependent;
- employees who request to drop a dependent;
- qualifying life event (i.e. marriage, divorce, birth).

Applications and/or change forms are available from Human Resources or on-line. It is the employee's responsibility to notify the Administration Office of any change in dependent status by completing updated enrollment cards. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of group health plan coverage is available according to the provisions outlined in Section 11-4.

### **8.3 Group Vision Plan**

Optional coverage for vision care is available to full-time staff working twenty (20) or more hours per week after one full year of employment. The employee pays the full cost of this optional coverage.

### **8.4 Flexible Spending Accounts-Pre-Tax Contributions (Available only to those who qualify for medical insurance)**

The Internal Revenue Code Section 125 permits employees to pay certain expenses with pre-tax dollars, while providing some flexibility in benefit selections during the applicable plan year, in the following areas:

- Medical Co-Pays
- Dental Co-Pays
- Vision Care
- Hearing Care
- Prescription Drugs
- Day Care Services
- Medical and Dental Care Deductibles
- Unreimbursed medical and dental expenses

The flex plan runs from January 1 to December 31 of each year. Every eligible employee will have the opportunity to make an election to participate in the program in December. All funds contributed to the flex account must be incurred within the plan year. However, the Library's current plan offers a maximum \$500 roll-over into the next plan year. Participants must understand that any unused funds are not reimbursable to the employee.

### **8.5 Retirement System (See also Section 11-6 Retirement Benefits)**

Eligible Library employees participate in a combination of Social Security and the Illinois Municipal Retirement Fund (IMRF).

The State of Illinois has mandated that each employee of the Library who is assigned to work one thousand or more (1,000+) hours per year must participate in the Illinois Municipal Retirement Fund (IMRF).

IMRF is a program providing for the payment of retirement, disability, and death benefits to State and public sector employees. Participating employees contribute to IMRF on a pre-tax basis pursuant to Illinois State Statute based on total annual earnings.

If a member terminates service without retiring, accumulated IMRF contributions are refundable upon request. Employer contributions are not refundable under any circumstances. Employees hired before January 1, 2011 are vested with a minimum of



eight years of service under the plan. Employees hired on or after January 1, 2011 qualify under tier two benefits which increases the retirement age and changes the vesting requirements to ten (10) years of service. A detailed listing of all Tier 1 and Tier 2 benefits is available through IMRF.

Annual benefit statements are provided by IMRF to participating members. Employees may request an estimate of benefits from IMRF at any time to obtain an approximate projected retirement benefit amount.

Enrollment and benefit forms are available through Human Resources and/or the local IMRF representative for the Library. It is the employee's responsibility to keep all information on file and up to date including, but not limited to, name, address, and beneficiary(s).

### **8.6 Life Insurance**

The Library provides eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance. Employees are directed to review the Summary Plan Description, which is available through the Human Resources Manager.

Coverage is effective on the first day of the month following the date of eligibility and continues until the employee leaves the Library's employment, the employee moves to an employee class which is not eligible for this benefit, or the policy is discontinued completely by the Library.

It is the employee's individual responsibility to maintain current policy information on file with the Library. Pertinent application/policy data includes names, address and beneficiary(s).

As an option, IMRF eligible employees, at their expense, may enroll in a low cost group term life insurance program with an additional accident, death, and dismemberment component. Group term coverage for an employee's spouse and eligible dependents is offered at no additional premium through IMRF. Coverage application forms are available through the Human Resources Manager.

### **8.7 Professional Development and Training**

#### Purpose

The Library wishes to encourage attendance at courses and conferences related to both library services and employees' duties as a means of enhancing the Library's offerings to the community. Staff will be reimbursed for reasonable fees, travel, food, lodging, and other related expenses as outlined below.

### Approval and Scheduling

The Library Director must pre-approve all conference attendance. Approval will be based on budget limitations, minimal effect on the Library's scheduled coverage, and inherent value of the conference.

Requests must be made four (4) weeks in advance of the conference.

### Reimbursement

All conferees must submit a signed voucher containing a detailed account of expenditures for the reimbursement requested. The Library Director will approve all vouchers.

The rate of reimbursement for mileage will be the prevailing rate used by the Internal Revenue Service. The maximum daily allowance rate of reimbursement for meals, incidentals, and lodging will be based on the prevailing rate as published by the Internal Revenue Service.

When using a personal automobile for Library travel, it is necessary to have a valid Illinois driver's license and personal liability insurance. An employee who uses his or her own personal auto is expected to verify on the Mileage Reimbursement Form that he or she currently has a valid Illinois driver's license and personal liability insurance.

Requests for reimbursements must be turned in to the Library Director.

## **8.8 Membership in Professional Organizations**

The Library pays dues for membership in professional associations such as the American Library Association, Illinois Library Association, Library Administrators Conference of Northern Illinois (LACONI), and others as budgeted and approved. These memberships are available to the Director, management level employees, and librarians.

## **8-9. Continuing Education/Tuition Reimbursement**

### Purpose

The Library will provide educational assistance in accordance with its Long Range Plan objective of encouraging professional development and continuing education of staff. The amount of funding made available may vary from year to year based upon budgetary conditions.

The typical budgeted amount (which may change due to budgetary constraints) is as follows:

- LTA: \$400 per semester; maximum \$1,200 per year
- MLS: \$1,000 per semester; maximum \$3,000 per year
- Maximum total budget for all potential reimbursements is \$10,000 per year

Continuing education is an activity that involves updating or refreshing a person's education, diversifying to a new area within the field, acquiring knowledge greater than or different from the body of courses required for entrance into the field, or increasing one's skills in a specific job to fill institutional needs. The individual carries the basic responsibility for his/her own development and recognizes that lifelong learning is necessary for everyone to prevent obsolescence.

As a member of our staff, you should seek continuing education opportunities, share learning experiences, and apply knowledge gained and skills acquired to improve The Library's services.

#### Tuition Refund Program

Tuition and fees for courses directly related to the job or employment will be reimbursed if sufficient funds are available within the Library's operating budget. The courses must be taken at an accredited school, college or university.

You must have successfully completed one (1) year of employment at the Library to be eligible for the Tuition Refund Program.

All regular employees who work nineteen (19) or more hours per week will be eligible for the Tuition Refund Program. Courses must be job-related or required for a job-related degree or certification as determined by the Library Director. The tuition and mandatory course-related fees would determine reimbursement. The cost of the course materials (books, etc., and transportation) will be the responsibility of the employee.

If you are participating in the Tuition Refund Program, you must sign a Reimbursement Agreement. This agreement will indicate that should you voluntarily terminate employment with the Library within one (1) year of completion of any course, you will reimburse the Library for the full amount received under the Tuition Refund Program for those courses completed within the previous twelve (12) months.

#### Approval and Scheduling

The Library Director must pre-approve the written request for a tuition refund prior to the employee's actual enrollment in the course. The written request must indicate how the course is related and include the Department manager's recommendation.

Documentation indicating successful completion of the course must be submitted to the Human Resources Manager with the request for reimbursement within thirty (30) days of completion of the course.

Successful completion means you have achieved a grade of C or better in each course approved. Audited courses will not be reimbursed. You must submit a copy of the grade report for reimbursement. The reimbursement will cover one (1) course per term.

### Qualifying Courses

Qualifying courses are limited to accredited colleges and universities that are either directly related to an employee's current job duties, or help the employee qualify for a promotional job at the Library.

"Directly related" means that the course would improve a job skill that is mentioned in the employee's job description; or is not in the employee's job description, but has been included in a departmental training curriculum. Note that any workshop, convention, conference, seminar, or certificate program that an employee requests or is requested to attend will not be eligible but may be considered as part of the Professional Development benefit options described in this handbook.

Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships. The Library only considers the difference between the actual tuition cost and any received financial assistance awarded as the amount eligible for reimbursement. Employees who fail to disclose other sources of financial assistance in connection with their application and subsequent receipt of tuition reimbursement shall be subject to discipline.

### **8.10 Travel and Miscellaneous Expenses**

Employees traveling on business for the Library will be reimbursed for reasonable out-of-pocket expenses. It is the responsibility of each employee to retain receipts for all out of town travel and related expenses. Any questions or guidance should be directed to the employee's manager or Library Director. The following limitations are set forth as guides:

- A. Travel will be accomplished by the most expeditious means, whether it is by air, bus, train, Library owned, or private automobile. Employees who drive personal vehicles on Library business must provide evidence of automobile insurance as required by the State of Illinois. The Library requires that employees carry personal liability insurance and uninsured motorist coverage that meets the State requirements. A current certificate or proof of insurance must be kept in the employee's file. Employees must follow basic safety rules for the operation of vehicles. Library business is defined as driving at the direction of and for the benefit of the employer. It does not include normal commuting to and from work.
  1. Any employee who has a driver's license revoked or suspended shall immediately notify the Library Director and immediately discontinue driving his/her vehicle for Library Purposes. Failure to do so may result in disciplinary action, up to and including, termination.
  2. Accidents in personal vehicles while on Library business, regardless of severity, must be reported to the Library Director. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible).

3. Any employee who uses his own vehicle while on Library business is expected to verify on the mileage reimbursement form that he/she has a valid Illinois driver's license and a current certificate or proof of insurance on file at the Library.
- B. Reimbursement at the current standard mileage reimbursement rate established by the Internal Revenue Service may be paid to cover transportation costs based on actual miles traveled while conducting Library business. If travelling by commercial carrier, the full cost of the ticket will be paid at the most economical class. No employee will be required to fly, but employees should travel utilizing the quickest mode of travel available. Travel for all employees must have been approved in the department budget, must be in the interest of the Library, and must be approved by the manager and the Library Director prior to departure. General expenses including meals, tips and incidental expenses will be reimbursed based on the US General Services Administration (GSA) per diem amounts. The employee will obtain receipts whenever practical.
- C. The full cost of registration and all business related costs pertaining to the trip will be paid by the Library after approval by the Library Director. The cost of meals purchased for persons other than Library personnel may be reimbursed if the reason for such expense is deemed to be in the best interest of the Library. In all cases, expenses must be accounted for using the Library Expense Form (copy may be obtained from the Administration Department) and verified by receipts in order to receive reimbursement, except in certain cases where a receipt would not be feasible.
- D. Attendance at Conferences: Employees desiring to attend an educational or professional conference must obtain the approval of his or her manager and the Library Director prior to registering for same and must adhere to the following:
1. The manager and the Library Director may approve attendance to library related conferences, training, and seminars.
  2. Conference attendance must be in the department's budget;
  3. Conference attendance must be in the best interest of the Library;
  4. Employees in a professional position may attend no more than one national or one regional conference per fiscal year (provided funds have been budgeted and are available).
  5. The Library Director may exercise his or her discretion and have the authority to permit exceptions to the guides and policies set forth herein concerning attendance at conferences.

- E. Documentation Requirement: A daily record of expenses is required. All items listed on the expense report should show date, business location (city and state), and business purpose. Receipts must be attached for individual meals, lodging, auto rental, cab fare and commercial travel. Although receipts are not readily available for individual miscellaneous expenditures (gratuities, parking, etc.), employees are encouraged to submit receipts whenever possible. All receipts should be taped on letter size plain paper in chronological order. Original receipts are required for processing. The Library does not reimburse for alcohol purchases.

### ***8.11 Employee Assistance Program***

The West Chicago Public Library District provides an Employee Assistance Program (EAP) for all Library employees and their immediate families. The purpose of the program is to provide employees and their family members with a method of obtaining professional assistance to help resolve difficult personal problems such as family, marital, or emotional problems, alcoholism, drug abuse, legal problems, or financial difficulties. There is no charge for an initial interview or conversation with the EAP.

An employee or family member who desires confidential assistance for a personal problem should contact the employee assistance counselor at 800.272.7255 or online at [guidanceresources.com](http://guidanceresources.com) (company web id - COM589). The counselor will either provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation. All contacts, verbal or written communications, or reports between the employee or family member and the counselor will be held in strict confidence unless the employee or family member requests, through a signed waiver, that the Library be notified.

## **SECTION 9 HEALTH AND SAFETY**

### **9.1 Responsibility for Safety**

The Library is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The Library will maintain safety and health practices consistent with the needs of our workers. Any suspected unsafe conditions and all injuries that occur on the job must be reported to your manager immediately. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

It shall be the policy of the Library to provide a clean, safe, and business-like work environment for employees. Employees are expected to do their part for safety by observing all safety rules and regulations, keeping their work areas clean and organized, and by wearing all required safety equipment.

### **9.2 Workplace Violence**

The Library has “zero tolerance” for violence in the workplace and is strongly committed to providing a safe environment for working and conducting business. The purpose of this policy is to minimize the risk of personal injury to employees, patrons, or other visitors and damage to the Library and personal property.

We specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Threats, threatening language, or any other acts of aggression or violence made towards or by any Library employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious or destructive action. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Library premises (See 9-3).

You have a “duty to warn” your Department Manager, security or personnel of any suspicious workplace activity, situation, or incident that you observe or that you are aware of that involves other employees, former employees, patrons, or visitors that may warrant additional security or could lead to potential workplace violence. Reports made pursuant to this policy will be held in confidence to the maximum extent possible. Employees are encouraged to dial 911 in the event of a dangerous situation and should notify a manager who will also advise the Library Director immediately.

### **9.3 Prohibition of Lethal and Non-Lethal Weapons**

The Library forbids the possession of lethal weapons, including but not limited to, guns and knives, on Library property. The Library also forbids the possession of non-lethal weapons including, but not limited to, mace, pepper spray, and stun guns on Library property. This policy applies to all employees and visitors to the Library. Employees found in violation of this policy are subject to disciplinary action, up to and including, termination of employment.

In accordance with the Firearm Concealed Carry Act (PA 98-63), employees, elected officials, volunteers, and visitors to the Library who have obtained a Concealed Carry License (CCL) shall not carry a firearm on their person while on Library property. Employees, elected officials, volunteers, and visitors may travel to and from work or to the Library in their personal vehicles with their firearm according to the Act, but such firearms must be stored out of sight in their locked vehicle. This is referred to as the "Parking Lot Rule." In addition, employees may not travel in Library-owned vehicles with their firearm.

### **9.4 On the Job Injuries and Reporting**

Employees injured during working hours shall report the injury immediately to their manager. Minor injuries may be treated with an emergency first-aid kits which is kept in Administration. Depending upon the seriousness of the emergency, the employee may be referred to the Library's occupational health facility or the nearest appropriate medical facility. Depending on the situation, the employee may be required to complete a blood test.

During the period of disability, the injured employee shall not be employed in any other manner, with or without monetary compensation. Any person who is employed in violation of this paragraph forfeits the continuing compensation from the Library from the time such employment begins and is subject to disciplinary action.

An investigation of all accidents and injuries will be conducted by the manager and will be reported to the Library Director. In addition to these safety regulations, the Library requires employees and supervisory personnel to follow the guidelines established in each department in regard to safety rules and procedures.

The manager will present a written report of the accident to the Library Director within two (2) working days or within 48 hours of their notification.

To ensure an accurate gathering of the facts, the injured employee and/or any witnesses may be required to verbally, or in written form, state the facts to those individuals investigating the incident. Employees are required to fully cooperate with any investigation, but must be aware that facts obtained may be used in any disciplinary action taken later. Sworn police employees will follow appropriate departmental rules/procedures.



An employee who intentionally misrepresents any injury or facts concerning an accident shall be subject to disciplinary action, up to and including, termination.

### **9.5 Vehicle Use and Reporting an Accident**

All vehicle accidents occurring while on Library related business must be reported as soon as possible and the employee's immediate manager should be notified in accordance with Section 8-12.

According to State and Federal laws, the use of hand held devices is strictly prohibited while operating a vehicle whether or not the employee is on Library business. Refer to Sections 4-2 & 4-3 for cell phone and electronic devices usage.

### **9.6 Temporary Disability**

You may request a leave of absence due to a temporary disability. You must exhaust all accumulated paid leave before being placed on an unpaid leave of absence due to a temporary disability.

A physician's certificate will be required to determine the length of leave necessary. Maternity and other temporarily disabling conditions associated with pregnancy will be treated as any other disability.

An employee who has participated in the IMRF program for a minimum of twelve (12) consecutive months may be eligible for disability benefits as of the thirty-first (31st) day of the disability as outlined under the provisions of IMRF (see IMRF booklet, IMRF Disability Benefits).

The Library will maintain group health insurance coverage for an employee on disability for up to three (3) months if the insurance was provided before the disability leave was taken and on the same terms as if the employee had continued to work. If the disability continues, the employee will have the option to assume all premium costs.

### **9.7 Workers Compensation**

Library employees are covered under the Illinois Workers Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of the employee's employment with the Library. Any employee who sustains an injury on the job must, at the time of injury or within forty-eight (48) hours thereafter, notify his/her manager or person-in-charge. The manager will immediately file a report with the Library Director. If the injury necessitates the employee's absence from work and a physician's certificate is provided, the employee will receive his/her regular rate of pay for a maximum of three (3) working days. If the nature of the injury necessitates an absence longer than three (3) working days, The Library's worker's compensation carrier will determine if further compensation is required.

Non job-related illnesses or injuries, or illnesses or injuries not related to the performance of the employee's assigned duties are not covered under the Act.

Conditions:

- A. Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the Library Director if the manager cannot be reached directly.
- B. Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
- C. Upon notification, the Library shall instruct the employee to report to an occupational health facility or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize an occupational health facility if additional treatment is necessary.
- D. All medical evaluations by any licensed physician must be submitted to the Human Resources Manager or the Library Director for the duration of your period of leave.
- E. The Library reserves the right to require an examination by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Library's expense and the physician will submit the results to the Library. The employee is entitled to a copy of the results.
- F. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the Library.
- G. The Library reserves the right to reassign the employee to another position at the same pay and benefits the employee received at the time of the injury.
- H. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The Library reserves the right to verify the time of the visit. Time taken over and above that which is necessary will be charged to the employee's available sick, personal, or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

## **9.8 Modified Duty/Return to Work**

The Library may require an employee suffering from a work related injury to return to work in an available light duty assignment according to the following guidelines:

- A. The manager, under the direction of the Library Director, shall make the determination, adjustment and termination of light duty assignments.
- B. Employees receiving a disability pension are not eligible for light duty.
- C. No on-duty employee will be moved from his or her regular job in order to create a light duty assignment.
- D. If no light duty assignments are available, the employee may be placed on the appropriate leave until full duty is possible. In the event an employee becomes disabled for an extended period of time (as governed by the applicable pension plan), that employee must file for a disability pension under the provisions of their pension plan (Contact an IMRF Representative).
- E. Light duty is limited to no more than sixty (60) calendar days in length and will only be considered when the Library reasonably expects that the employee will be able to return to his or her position within a reasonable period of time.
- F. While on light duty the employee will be paid his or her regular salary.
- G. Light duty assignments need not be confined to the employee's home department. A review of Library departmental needs and the employee's capabilities may result in an assignment in any department of the Library.
- H. Signed authorization from the injured employee's assigned workers compensation physician must be provided, as a condition to initially return to work and thereafter, on a bi-weekly basis detailing the employee's ability to return to full duty. No employee who has been limited in duty may return to full duty without written approval from the physician. The Library may request a second doctor's opinion.

## **9.9 Fire Prevention**

Library employees should be familiar with the fire exits and the location of fire equipment in the work area. All hazardous conditions that might result in a fire should be reported immediately to a manager.

**SECTION 10 PAID TIME OFF & LEAVES OF ABSENCE**

**10.1 Vacation Leave**

If you are hired to work a minimum of twenty (20) or more hours per week, you are eligible for paid vacation based on your position and length of service. If you are a new employee you begin accruing vacation on your first day of employment, however, vacation can not be taken until the successful completion of your ninety (90) day introductory period. Unpaid leave may be taken during this time at the discretion of the Library Director.

Accrual

In calculating the accrual of vacation time off, accrual begins on the original appointment in a covered position. Vacation accrues on a bi-weekly basis and must be taken in at least half day increments (minimum of four hours); provided a full day's accrual is available. Length of service determines the rate at which an employee will accrue vacation. Part time employees earn vacation on a prorated basis. Vacation pay will be based on the number of hours worked in a normal workweek.

Vacation is accrued according to the following schedule:

<b>POSITION</b>	<b>YEARS OF SERVICE</b>	<b>ANNUAL</b>
<b>Full time professional</b>	<b>1+</b>	<b>4 weeks</b>
<b>Part time professional (20+ hrs/wk)</b>	<b>1+</b>	<b>4 weeks (prorated)</b>
<b>Full time para-professional or clerical</b>	<b>1-3</b> <b>4-5</b> <b>6 +</b>	<b>2 weeks</b> <b>3 weeks</b> <b>4 weeks</b>
<b>Part time para-professional or clerical (20+ hrs/wk)</b>	<b>1-3</b> <b>4-5</b> <b>6 +</b>	<b>2 weeks (prorated)</b> <b>3 weeks (prorated)</b> <b>4 weeks (prorated)</b>
<b>All other full time staff</b>	<b>1-3</b> <b>4-7</b> <b>8+</b>	<b>2 weeks</b> <b>3 weeks</b> <b>4 weeks</b>
<b>All other part time staff (20+ hrs/wk)</b>	<b>1-3</b> <b>4-7</b> <b>8+</b>	<b>2 weeks (prorated)</b> <b>3 weeks (prorated)</b> <b>4 weeks (prorated)</b>

### Scheduling

Adequate staffing of the Library will take precedence in scheduling vacations. Seniority and the specific circumstances will be taken into consideration when a vacation request is submitted by more than one (1) person in a department simultaneously. The Department Manager will have the final say in making a determination.

You must submit a Time Off Request for approval by your manager a minimum of two (2) weeks prior to the start of vacation or on shorter notice, with manager approval.

Vacation leave must be taken in at least half day increments.

### Carryover

Vacation time may be carried over up to a maximum of five (5) days. Vacation requests will be approved provided adequate staffing is available. All carryover requests must be reviewed and approved by the Library Director in writing.

If a paid holiday should occur during your paid vacation, the holiday will be paid as a holiday and not as a vacation day.

### Unused Vacation Time

If you are terminated, retire, quit, or are laid off for any reason before your vacation period in any year, you shall be paid for vacation time accrued but unused. This amount will be included in your final paycheck.

## **10.2 Sick Leave**

Sick leave is accumulated leave that can be used for bona-fide illness and injury and other medical related necessities such as physicians' appointments and dental appointments. Sick leave is available for your personal health care as well as for the care of members of the immediate family. Sick leave may be taken in one hour increments by non-exempt employees.

### Eligibility

- If you are on the payroll for less than 90 days you will receive no paid sick leave.
- Employees receive fourteen (14) working days paid sick leave per calendar year, based on a minimum thirty-six (36) hour work week.
- Employees receive twelve (12) working days paid sick leave per calendar year, based on a minimum twenty (20+) hour work week.
- After completing the 90 day introductory period, accrued sick time may be used.

### Sick Leave Accumulation/Forfeiture & IMRF Option

Paid sick leave may be accumulated up to a maximum of ninety (90) days. Sick leave in excess of the maximum accumulation will be forfeited.

Retiring IMRF members may qualify for a maximum of one year of additional pension service credit for unpaid, unused sick leave accumulated with their last employer. One

month of service is credited for every 20 days, or fraction thereof, of unpaid, unused sick leave not to exceed 240 days (one year).

The Illinois General Assembly passed House Bill 202 (PA 84 – 112) in 1985. This measure grants retiring IMRF members a maximum of one year of pension service credit for unpaid, unused sick leave at the rate of 1/20 of a month for each full day of sick leave accumulated under an established sick leave plan.

### Reporting Sick Leave

In the event that an employee is unable to report for work due to illness or other emergency, they must verbally or through confirmed text message or email inform their manager as soon as possible and prior to the start of their shift. If a text or email confirmation is not returned, the employee must verbally contact their manager. Any employee who is absent three (3) consecutive days without contacting their manager or the Human Resources Manager will be considered to have abandoned his/her position.

You must submit a time off request in web time in order to document the absence. Upon separation from employment, you will not be paid for any accrued but unused sick leave.

### **10.3 Personal Leave**

On the original day of hire all employees (except salary grade 1) are eligible for three (3) days off each year with pay for personal business according to the following guidelines:

- These days off must be requested in advance. Unused days cannot be carried over to the next year, nor will compensation be given for unused days.
- Personal leave days cannot be taken consecutively or more often than one (1) per regular workweek without prior permission from the Library Director.
- Personal leave days may not be taken before or after a holiday.
- Personal leave days may not be taken the immediately prior to the start of your vacation, nor following the last day of a vacation period.
- Personal leave days may not be added to your sick leave.
- Time off for personal days must be taken for one (1) full workday, but not for any fraction of hours more or less thereof.

#### **10.4 Holidays/Floating Holidays**

Holiday pay is based on the hour that an employee is regularly scheduled on that day.

The Library offers the following holidays with pay for eligible regular full-time and part-time employees. Seasonal employees are not eligible for holiday pay.

New Year's Day	January 1st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	September (first Monday)
Thanksgiving Wednesday	Day before Thanksgiving -library closes at 5pm
Thanksgiving Day	4th Thursday in November
Christmas Eve	December 24th
Christmas Day	December 25th
New Year's Eve	December 31

If a holiday falls during a period of paid time off, the holiday will not be charged against vacation or sick leave. The Library also provides additional unpaid time off for employees with religious observations who celebrate holidays that are not listed above provided it does not present an undue hardship to the Library. Please make prior arrangements with your manager if you have a need for such an accommodation.

If you are not on approved paid leave and fail to report on a scheduled workday before or after a holiday, you will not be paid for the holiday.

#### Floating Holidays

The Library will remain open on the following days, but you may take a day off within thirty (30) days following the holiday. Adequate staffing of the Library will take precedence in scheduling days off. Time off will not be granted before the date of the holiday.

Martin Luther King, Jr. Day	Observed the third Monday in January
President's Day	Observed the third Monday in February
Veteran's Day	November 11

#### Easter Sunday

The Library is closed on Easter Sunday but this is not a paid holiday for staff.

#### **10.5 Bereavement Leave**

An employee who has a member of his/her immediate family pass away shall receive up to five (5) consecutive days off with pay as bereavement leave to arrange and/or attend funeral activities. "Immediate Family" shall be defined as a spouse, civil union partner, mother, father, mother-in-law, father-in-law, children, sister, brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-

parents, step-children, foster child, or foster parent, or any relative living in the same household with the employee.

In the event of the death of an extended family member, an employee may be permitted to be absent from his/her job for one (1) workday with Department Manager approval. For purposes of this section, 'extended family" shall include aunts, uncles, and cousins.

Time off for attendance at a funeral for non-immediate family members and others or if additional time is needed may be granted utilizing paid time off or unpaid leave.

### **10.6 Jury & Court Leave**

An employee who is required to serve on a jury or as a result of official duties is required to appear before a court, legislative committee, or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay. You will be entitled to retain the allowance received from the court for such service. A probationary employee called will have his/her probationary period extended by the same amount of time as required for serving on jury duty.

An employee who receives notice of jury duty or witness service must notify his/her manager immediately in order for arrangements to be made to cover the position. The Library reserves the right to request that an employee who is called for jury duty to be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

All employees must provide written notice and a copy of a jury summons to his/her manager as promptly as possible before reporting for jury duty. Following jury duty, all employees must provide the Library with appropriate documentation evidencing the length of jury duty. Time away will not affect accrued time off. Jurors Protection Act – 28USC. Section 1363, 1875.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work unless paid time off is utilized.

### **10.7 Leave of Absence without Pay**

The following guidelines provide an outline for requesting a leave of absence without pay:

- A. A non-probationary employee may request a leave of absence for good cause by completing a Leave of Absence form (see Appendix G of this Handbook) at least two (2) weeks before such leave is to begin. Good cause includes, but is not limited to, injuries which render the employee temporarily unable to perform his or her job, or other personal reasons. The request must be made in writing to the employee's manager or Library Director stating the reason(s) for the request,



why the request should be granted, and the date when the leave is to commence and terminate. The determination of whether the reason for the request does in fact constitute good cause is solely at the determination of the Library Director.

- B. An initial request for a leave of absence must be for a period not to exceed ninety (90) working days.
- C. Leaves of absence without pay shall not be granted until all accrued and unused vacation and personal days have been exhausted and are specifically subject to scheduling priorities as circumstances allow.
- D. All requests, accompanied by recommendations of the Library Director, must be submitted for approval to the Library Board of Trustees. The Board reserves the right to stipulate any other conditions for such leave.
- E. Employees applying for a leave of absence must be aware that any position in the Library is subject to elimination. Absolute assurance of reinstatement, therefore, cannot be given. Reinstatement shall always depend upon the needs of the Library as determined by the manager in conjunction with the Library Director.
- F. An employee, once granted a leave of absence, shall not be entitled to the accrual of benefits for the duration of the leave. An employee may choose to continue participation in the group health and/or life insurance plans at the expense of the employee. This payment shall be made in full prior to the leave.
- G. A regular employee returning from a leave of absence without pay will have his/her anniversary date extended by the same length of time the employee was on leave without pay.
- H. In the event you fail to return to work upon the expiration of your leave, you will be considered to have terminated your employment as of the expiration date of the leave of absence.

### **10.8 Military Leave**

It is the intention of the Library to follow all applicable Federal and State employment laws related to military leave.

Any regular employee who presents official orders requiring attendance for a period of training or other active duty as a reserve member of the United States Armed Forces, including the Illinois National Guard, shall be given a leave of absence without pay, for the period required for such training or other active duty in accordance with Federal Law. Employees on military leave may substitute their accrued pay for any unpaid leave and adhere to the following guidelines:

- A. Employees must provide the Library with at least 30 days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of the employee's orders. Upon return to the Library from military service, employees must submit a statement signed by an appropriate military official indicating the time spent in military training and/or service.
- B. Employees who are members of the National Guard or the US Armed Services Reserves may be entitled to leave with pay when called into service by the President of the United States as provided by law.
- C. During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage, under the same conditions as if the employee had continued to work. For military leaves of more than 31 days, an employee may elect to continue his/her health coverage for up to 24 months of uniformed service, but may be required to pay all or part of the premium for the continuation of coverage.
- D. Under a Family Medical Leave of Absence (FMLA), an eligible employee is able to take up to 26 workweeks of FML in a specifically designated 12 month FML year measured forward from the first time an employee takes FML for this purpose in order to care for a covered service member with a serious illness or injury, where the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

The Library recognizes the importance of military service and specifically the commitment of the National Guard members and reservists employed by the Library and shall be granted military leave in accordance with State and Federal law. Members of the National Guard or Reservists who have an advance schedule of monthly drills will provide that to their manager along with any other information which would prove helpful in scheduling for the employee's absence. The manager will forward the information to the Department Head.

Due to the critical nature of the employee's position with the Library and the possible necessity of reaching an employee while on military leave, the employee must provide certain information to his/her manager: (a) the name of the employee's reserve unit; (b) the phone number where the employee can be reached.

Employees who are called to active duty are required to give immediate written notice and a copy of their orders with a projected release date from activity duty to their manager.

Future Scheduling: Weekend drill and annual training exercises will qualify for Military Leave with Pay. While an employee is on military leave with pay, all benefits to the employee remain the same. The employee continues to accrue sick and annual leave and will continue to be enrolled in the Library's health plan.

Employees will not be asked or required to find a replacement for their scheduled shifts when taking leave for military purposes.

### ***10.9 Family Medical Leave of Absence (FMLA) Policy***

This section briefly summarizes employee rights and regulations under the Family and Medical Leave Act.

#### **Basic Leave Entitlement**

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months and worked at least 1250 hours in the last 12 months.

#### **A. Reasons for Leave**

1. the birth of a child and in order to care for such child;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, son, daughter, or parent (“covered” family member) with a serious health condition; or
4. because of the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

#### **B. Military Family Leave Entitlement**

If an employee is eligible, the employee may use the 12-week Family Medical Leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves. It may also be used when a member of the regular or reserve components of the Armed Forces is deployed to any foreign country. This leave applies to a spouse, son, daughter, or parent or if the spouse, son, daughter, or parent, or “next of kin,” is a member of a regular component of the Armed Forces. Qualifying exigencies may include:

1. attending certain military events;
2. arranging for alternative childcare;
3. addressing certain financial and legal arrangements;
4. attending certain counseling sessions;
5. addressing issues related to short-notice deployment;

6. spending time with a covered family member who is resting and recuperating; and
7. attending post-deployment briefings.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period. This single 12-month period begins with the first day the employee takes the leave. A covered service member includes: a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or is on the temporary disability retired list.

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

C. Notice of Leave

If the family medical leave is foreseeable, the employee must give the Library at least 30 days notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable, and absent unusual circumstances, in accordance with the Library's normal leave procedures.

D. Medical Certification-Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. Any fees associated with the initial certification, are the responsibility of the employee. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

E. Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty status, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military members is on active duty or call to active duty status in support of a contingency operation or when the covered family member of the regular or reserve components of the Armed Forces is deployed to any foreign country (documentation should include the dates of the active duty service). The Library may also request additional information pertaining to the leave.

F. Certification for Service member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the Library may also request additional information pertaining to the leave.

G. Substitution of Paid Leave

Family medical leave is unpaid leave. If you request leave for any covered reason, you may be required to exhaust all but 40 hours of any remaining paid time off. The use of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with family medical leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with family medical leave, employees must comply with the requirements of the applicable paid leave policy.

H. Benefits during Leave

During an approved family medical leave of absence, the Library may maintain the employee's health benefits as if the employee continued to remain actively employed. If the leave is unpaid leave, the employee will be required to reimburse the Library for their portion of the premium expenses.

I. Intermittent Leave

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be

required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

J. Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

**10.10 School Conference and Activity Leave**

Pursuant to 820 ILCS 147, School Conference and Activity Leave Act, all regular, full and part-time employees, who are parents of school children from kindergarten through twelfth grade, are eligible to use up to eight (8) hours of unpaid time off per school year, per child, to attend necessary educational conferences or activities at their children's school, if the employee is unable to meet with educators because of a work conflict; or, if the activity cannot be scheduled during non-work hours. No more than four (4) hours of school visit leave may be taken on the same day.

No school visitation leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee except sick leave and disability leave.

Before attending a school conference or activity, the employee must provide a written request for leave at least seven days in advance. In emergency situations, no more than 24 hours is required.

An employee who utilizes this leave may choose the opportunity to make up the time on a different day. An employee is not required to make up the time taken; but, if an employee does not make up the time, the employee will not be compensated for the leave. An employee who does make up the time will be paid the same rate as paid for normal working time. The Library will make a good faith effort to permit an employee to make up the time; but, if no reasonable opportunity exists, the employee will not be paid for the time.

The employee must submit a completed Illinois Department of Labor School Visitation Form, with the required school administrator's signature, to the Library Director following the school visit. Failure to submit the verification document within two days of the visit may subject the employee to discipline for an unexcused absence from work.

### **10.11 Employee Blood Donation Leave**

Pursuant to 820 ILCS 149, Employee Blood Donation Leave Act, all regular, full-time employees who have been employed for a period of 6 months or more may be granted up to one hour or more (if authorized by the Library Director) of paid leave time every 56 days or more for the purpose of donating blood in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other national recognized standards.

Employees must submit a written request for leave with their manager in advance. Documentation of the proposed blood donation is required for approval. Documentation should be submitted by the employee to his/her manager with as much advance notification as possible. The medical documentation may consist of a written statement from the blood bank indicating that the employee has an appointment to donate blood.

An employee will not be required to use accumulated sick or vacation benefit time for the period used to donate or attempt to donate blood.

The employee must submit a written statement from the blood bank confirming that the employee kept their appointment and attempted to donate blood in order to be eligible for paid leave.

If the employee does not keep his or her appointment with the blood bank, the employee will not be compensated for the leave. Failure to submit confirmation that the employee kept his or her appointment to donate blood, within two days of the appointment date, may subject the employee to discipline for an unexcused absence from work.

The one-hour period may be retained by the employee if the attempt to donate blood is unsuccessful, as determined by the blood bank.

Employees who feel they have been denied leave to donate blood in accordance with this policy may seek to remediate the dispute through the Library Director's office. For further information or clarification regarding Illinois' Employee Blood Donation Leave Act, contact the Library Director.

### **10.12 Victim's Economic Security and Safety Act ("VESSA")**

The purpose of this policy is to inform employees of their rights under the Victims' Economic Security and Safety Act (the "Act"), 820 ILCS 180/1. Subject to certification requirements outlined below, an employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period if that employee is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence.

A. Eligibility for Leave

- seek medical attention for or recovering from physical or psychological injuries;
- obtain services from a victim services organization;
- obtain psychological or other counseling;
- participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or insure economic security; and/or
- seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding related to or derived from domestic or sexual violence.

The leave may be taken intermittently or on a reduced work schedule.

B. Notice

The employee shall provide the Library Director with at least forty-eight (48) hours advance notice of the employee's intention to take the leave, unless such notice is not practicable. The Library will not take any action against the employee if an unscheduled absence occurs provided the employee provides the proper certification set forth below as soon as is practicable.

C. Confidentiality

All information provided to the Library pursuant to this policy shall be retained in the strictest confidence by the Library, except for disclosure requested or consented to in writing by the employee or otherwise required by State or Federal law.

D. Certification

Upon taking leave, the employee shall provide to the Library a sworn statement (Appendix H) and obtain one of the following documents:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, County or Circuit Court, or a medical or other professional from whom assistance has been sought in addressing domestic or sexual violence and the effects of the violence;
- A police or court record; or
- Other corroborating evidence as determined sufficient by the Library.

E. Employee Benefits

Upon returning to work after taking leave enumerated under this policy, the employee shall be restored to the position held prior to taking leave or to an equivalent position. The employee shall retain any employment benefits accrued prior to the date on which leave commenced. However, nothing in this policy shall be construed to entitle any restored employee to have accrued any seniority or employment benefits during any period of leave or any right, benefit, or position of employment that the employee would not have received had they not taken leave. Additionally, the Library shall maintain coverage for the employee



and family or household member under any group plan for the duration of such leave at the leave and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

In the event that the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired and for reasons other than, the continuation, reoccurrence or onset of domestic or sexual violence, the Library may recover from the employee the premium that the Library paid for maintaining the level of coverage for the employee.

According to the provisions of the VESSA Act as amended, employees may use paid time off or unpaid time off for VESSA leave. Any paid time off used for VESSA Leave may not be counted toward the 12 week leave provision.

Nothing in this subsection shall be construed to prohibit the Library from requiring an employee on leave to report periodically to the Library.

#### ***10.13 Time off to Vote (10 ILCS 5/17-15)***

Employees are encouraged to vote in national, State, and local elections. If voting within the time limits of an election is a problem due to working hours, employees are encouraged to consult with their immediate manager to make arrangements according to Illinois law.

## SECTION 11 EMPLOYEE SEPARATION

### 11.1 Types of Separation

Employee separation is an inevitable part of organizational life. The following definitions and procedures are instituted in order to minimize the disruption of turnover on all concerned parties.

Proper notice (as defined below) and return of Library property shall be the responsibility of each employee in order to remain “in good standing” and therefore, eligible for potential re-employment in the future.

- A. Service Retirement: is a voluntary separation after having satisfied the age and length of employment requirements of: IMRF, or another pension system, with the employee applying for retirement.
- B. Disability Retirement: is a voluntary separation necessitated by an injury or illness which renders the employee incapable of performing the essential job duties of their position. A request for disability retirement is initiated by receipt of a written request from the employee to his/her manager indicating the date of separation. Supporting documentation shall include a ruling by the employee’s physician verifying the disability and approving the retirement, and any other documentation required by the Library Director’s Office.
- C. Employee–Initiated Resignation: is a voluntary separation given by the worker for any reason other than retirement. A resignation letter is expected with information that includes the person’s reason for leaving and the proposed last day of employment. Please provide the customary two week notice period before the person’s actual last day of work. Managers are requested to provide four weeks’ notice in order to provide sufficient time to make departmental specific plans during the vacancy and provide for a smooth transition in departmental leadership. The Library Director should provide sixty (60) days notice in advance of the date of resignation. Upon notice, it is understood that the resigning employee will work during this time to aid in the transition of duties to another. If for any reason the Library Director feels the worker is not contributing positively to the workplace, the two (2) week period may be cut short and the person’s resignation will be accepted immediately.

Failure of the resigning employee to comply with this rule will be entered on the service record of the employee and may result in a denial of re-employment rights.

- D. Discharge: is an involuntary termination of an employee which is initiated by the Library.

- E. Abandonment of Job: If you are absent from work for three (3) consecutive working days without having called in to report the absence you will be considered as having voluntarily abandoned your position.
- F. Reduction in Force (RIF) or Layoff: is the discharge of an employee(s) by the Library for lack of work, lack of funds, other working condition changes or restructuring as determined by the Library. The Library will normally consider departmental service reductions and/or skill and ability when deciding which employees to lay off. The Library shall provide employees with at least two (2) weeks advance notification prior to layoff.

Non-probationary employees who are laid off pursuant to the above paragraph, shall be placed on a recall list for a maximum period of one year following the date of layoff.

- Recall: If an employee is qualified for an open position in another Library department that is not being affected by the downsizing, the employee may be considered for transfer provided the employee possesses the minimum qualifications for the position and maintained a satisfactory performance history prior to the layoff. In applying this provision, if multiple employees are affected, and where qualifications, experience, and performance are equal, longevity shall govern.

Laid off workers must provide the Library their current contact information and inform the Library Director's office of any changes. If the Library is unable to contact a laid off employee within seven (7) calendar days, the Library's obligation to recall the employee shall cease. The Library shall have no obligation to recall an employee after continuous layoff for a period which exceeds one (1) year. Should an employee not return to work when recalled, their employment will be terminated and the Library shall have no further obligation to recall him/her.

- G. Death of an Employee: Upon the death of a full-time employee, the Library shall pay the legal heirs compensation based upon benefits accrued.

## **11.2 Exit Interview**

To the extent possible, the Library Director and/or Human Resources will conduct an exit interview with separated employees on the employee's last day of work. Terminating employees are expected to return specific department issuances such as ID cards, keys, and/or other Library issued property.

## **11.3 Final Pay and Benefit Issues**

An employee shall receive pay for work performed through their separation date reduced by any prior, authorized deductions. Any other payments they have earned in

accordance with these policies and applicable employment laws will be paid in the pay period on which the separation date falls. Benefits accrue through the final pay period.

#### **11.4 Consolidated Omnibus Budget Reconciliation Act (COBRA)**

Employees may elect to continue health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA establishes a maximum period of coverage for continuation of health benefits. Under COBRA, an individual may be entitled to up to 18 months, 29 months, or 36 months of continuation coverage depending upon which qualifying event(s) triggered the COBRA coverage.

The Library adheres to all the requirements of COBRA as they apply to our employees. Should employees lose their health care coverage under the Library's health care plan as a result of a qualifying event, employees and employee's spouses and dependent children will be given the opportunity to continue to purchase coverage as a group member for the legally-specified period of time following the loss of coverage.

Although employees' right to elect continuation coverage begins upon the occurrence of a qualifying event, coverage is not automatic. Employees and employees' spouses and dependents must make an affirmative election of coverage before coverage will begin. An election notice will be sent after the plan administrator receives notice of a qualifying event. An election is considered to have been made on the date employee sends in the election notice or a letter indicating an election is being made.

The Library will notify the plan administrator within 30 days after an employee experiences a qualifying event of termination (for reasons other than gross conduct), a reduction in hours of employment, death, or enrollment in Medicare. Employees that experience a qualifying event of divorce, legal separation, or loss of dependent status must notify the plan administrator within 60 days.

The plan administrator will give the employee notice of his/her right to elect continuation of coverage within 14 days after being notified that the employee has incurred a qualifying event. The employee will have a minimum of 60 days to elect COBRA coverage. The election period will end no sooner than 60 days of the later of: 1) the date coverage is lost or 2) the date that notice to the employee is sent.

The Plan Administrator will mail notice of the right to elect continuation coverage to the employee and qualified beneficiaries by first-class mail to their last known address.

Employees or their beneficiaries electing COBRA coverage are required to pay 102% of the premium (normal plan cost plus a 2% administrative charge). Premiums may be increased once every 12 months if the cost of the plan increases. Premiums may be increased after 18 months to 150% of the plan's total cost of coverage for qualified beneficiaries with disabilities receiving 29 months of coverage.

### **11.5 Unemployment Compensation**

The Library is a covered employer under the Illinois Unemployment Compensation Law. Unemployment compensation benefits are designed to provide a partial replacement of wages to eligible employees during short periods of involuntary unemployment. For further information, contact the local Illinois Department of Employment Securities Office.

### **11.6 Retirement Benefits (see also Section 8-5; Retirement System)**

- A. Pension Application: Eligible Employees are included in the Illinois Municipal Retirement Fund (IMRF). Detailed information concerning pension funds can be obtained from the Administration Department or IMRF representatives. Employees contribute to Social Security and Medicare. The required tax contribution to Social Security is established by the U.S. Congress.
  
- B. Accumulated Benefit Payments: retiring personnel are eligible for payment of accumulated vacation time. Payment for accumulated leave will be based on the amount of benefits accrued at the time of retirement. To be considered as retiring, the employee must apply for a pension. Retiring employees may continue to participate in the Library's medical insurance program, although they will be required to pay the full premium cost.

## APPENDICES

- A. PERSONNEL POLICIES HANDBOOK ACKNOWLEDGEMENT
- B. INTERNET, EMAIL, COMPUTER USE AND TECHNOLOGY ACKNOWLEDGEMENT
- C. CONSENT TO DRUG & ALCOHOL SCREENING
- D. EMPLOYEE REPORTING FORM
- E. REIMBURSEMENT REQUEST FOR EDUCATIONAL EXPENSES
- F. REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY
- G. SWORN STATEMENT FOR TAKING LEAVE UNDER VESSA
- H. SCHOOL VISITATION FORM

## Personnel Policies Handbook Acknowledgement

I hereby acknowledge receipt of the West Chicago Public Library Personnel Policies Handbook. I agree and represent that I have will read this Handbook in its entirety and agree that if there is any policy or provision that I do not understand, I will seek clarification from my manager or the Library Director.

I understand that this Handbook is only a reference guide and is not intended to create nor does create an employment contract, either express or implied, on the part of the Library. I understand that the policies, benefits, and rules contained in this Handbook can be changed or discontinued at any time, with or without advance notice. I understand that my employment with the Library is at-will.

I understand and will comply with all policies within this Handbook and acknowledge that violating any policy within this Handbook or any other Library policy, rule, or guideline will subject me to disciplinary action, up to and including, termination.

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Employee Signature

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Date

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Employee Name (Printed)

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Witness Signature (Manager or Human Resources)

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Date

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Witness Title

## **Internet, Email, Computer Use and Technology Acknowledgement**

I hereby acknowledge that I have received and read the Library's technology policies in the Personnel Policies Handbook (Section 6). I understand that my use of the Library email and internet system constitutes my consent to all the terms and conditions of the policies. I understand that the email system and all information transmitted by, received or stored in the system are the property of the Library and is only to be used for business purposes.

I further acknowledge that I have no expectation of privacy in the connection with the use of the internet and email system or with the transmission, receipt, or storage of information in that system.

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Employee Signature

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Date

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Employee Name (Printed)

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Witness Signature (Manager or Human Resources)

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Date

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Witness Title



## Consent to Drug & Alcohol Screening

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory, or medical facility chosen by the West Chicago Public Library (the "Library") at the Library's expense. I hereby consent to the physician, clinic, laboratory, or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood, and other similar substance. I also authorize the physician, clinic, laboratory, or medical facility to disclose his, her or its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to a Library official or a designated representative.

I hereby further consent to the Library contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the Library's Drug & Alcohol Policy and authorize my physician or pharmacist to provide all information requested by the Library regarding my use of such drugs, including without limitation the possible effects of such use on my performance of job functions.

I also acknowledge receiving, reading, and understanding the Library's Drug & Alcohol policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Library the use of legal drugs as required by this policy, may result in disciplinary action, up to and including, termination.

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Employee Signature

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Date

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Employee Name (Printed)

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Witness Signature (Manager or Human Resources)

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Date

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Witness Title

## Employee Reporting Form

Please fill out completely and be specific. Use additional pages if necessary. List date(s) of occurrence(s) as well as any witness (es) to the occurrence(s). Turn the completed form into your manager or Library Director as applicable.

Nature of Complaint:

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Employee Signature

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Date

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Employee Name (Printed)

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Witness Signature (Manager or Human Resources)

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Date

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Witness Title

# Reimbursement Request for Educational Expenses

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Educational Institution

\_\_\_\_\_  
Course(s)

Is the course(s) part of a degree/certificate? If so, what is your degree/certificate objective?

\_\_\_\_\_  
No

\_\_\_\_\_  
Yes

\_\_\_\_\_  
Subject/Major

Date you expect to complete this degree/certificate: \_\_\_\_\_(Month/Year)

Tuition cost for listed course(s): \$\_\_\_\_\_ (Budget constraints will dictate approval of educational development and tuition assistance funding)

Please explain how this course(s) relates to your current position and what value it will contribute to the West Chicago Public Library. (attach additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
I understand this request for reimbursement for educational development must be submitted at least four (4) weeks prior to registering for each course, and approval of reimbursement will be dictated by budget constraints for the fiscal year during which reimbursement would be paid. I also understand certification of successful completion of the course(s) with a passing grade of not less than "C", and copies of paid tuition receipts need to be presented to my Department Manager for reimbursement processing. I understand any reimbursement could be considered taxable income, and an IRS 1099 Misc. Form will be issued to me for each taxable year in which tuition reimbursement is paid. I further understand that if I resign or am terminated before the completion of the course I am not eligible for reimbursement and if I resign or am terminated for cause within 12 months after receiving reimbursement, I will reimburse the Library.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (printed)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Employees enrolling in college courses must take advantage of and pursue other financial sources such as grants, scholarships, G.I. benefits, and fellowships.**

## Request for Leave of Absence Without Pay

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Department: \_\_\_\_\_

Period for which the leave is requested (provide actual service dates):

From \_\_\_\_\_ to \_\_\_\_\_

Purpose of leave (be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe how we can contact you during your absence.

\_\_\_\_\_  
\_\_\_\_\_

I understand that all positions in the Library are subject to elimination. Absolute assurance of reinstatement cannot be given by the Library. I understand further that once granted this leave, I am not entitled to accrual of the benefits for the duration of the leave and that continuation of any group health or life insurance plans will be at my expense. I also understand that my anniversary date may be extended at the discretion of the Library Director by the same length of time I am on a leave of absence without pay.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Witness Signature (Manager or Human Resources)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Title

## Sworn Statement for Taking Leave Under VESSA

I, \_\_\_\_\_, swear that I am taking leave under the Victims' Economic Security and Safety Act and that either I am a victim of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Witness Signature (Manager or Human Resources)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Title

# School Visitation Request Form



**IL DEPARTMENT OF LABOR**

Fair Labor Standards Division  
 Compliance Processing Section  
 160 North LaSalle, Suite C-1300  
 Chicago, IL 60601-3150  
 Tel # (312) 793-2804  
 Fax #: (312) 814-1210

**School Visitation Form**

For Office Use Only

Please print or type all information.

<b>Illinois School Visitation Rights Act (820 ILCS 147/30)</b>			
This form is suggested to document and verify leave taken under the above Act. This leave is for an employee to "attend necessary educational or behavioral" conferences at the school attended by his or her child. <sup>1</sup>			
<b>Employer Information</b>			
Name of Employer:			
<b>Employee Information</b>			
Name of Employee:			
<b>School Information</b>			
Date of School Conference:			
Exact Time Conference Began:			
Exact Time Conference Ended:			
Name of School:			
School Address:			
City:		State:	Zip Code:
School Administrator's Name:			
School Telephone Number:		(      )	
School Administrator Signature:			

<sup>1</sup> Under the Act, "child" includes biological, adopted, foster, stepchild of the employee and/or a legal ward of the employee.