



# Personnel Policy 2024

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## PERSONNEL POLICY

### 100 GUIDELINES

Updated March 14, 2022

#### **101 EMPLOYMENT AT WILL**

This handbook is designed to acquaint staff with the Library and provide information about working conditions, staff benefits and some of the policies affecting employment. All staff are responsible for reading, understanding and complying with all provisions of the handbook. It describes many of the staff responsibilities of being employed by the Library and outlines the programs developed by the Library to benefit staff members. One of the objectives is to provide a work environment that is conducive to both personal and professional growth.

The handbook cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not addressed in the handbook, the need may arise to change policies described in the handbook. The Library therefore reserves the right to revise, supplement, deviate from or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion. The Library shall make an effort to notify staff of such changes as they occur.

The handbook is not intended to create a contract of employment. Rather, it is simply intended to describe the Library's present policies and procedures, staff benefits, and general guidelines. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Library. No representative of the Library, other than the Library Board of Trustees has the authority to enter into any agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be by individual agreement, in writing and signed by the individual and the Library Board of Trustees. No one has the authority to make any verbal statements of any kind at any time, which are legally binding on the Library.

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

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

## New Lenox Public Library District Personnel Policy

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Some of the subjects described here are covered in detail in official policy documents, i.e., benefit plans. Staff members should refer to these documents for specific information, since the handbook only briefly summarizes the Library's policies, procedures and benefits.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook; the final explanation and resolution will be at the sole and absolute discretion of the Library, subject to federal, state and local laws.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated September 11, 2017*

## 102 SELECTION OF PERSONNEL & EEO

### A. Selection of Personnel

The selection of staff shall be on the basis of qualifications only. All positions will normally be posted in the Library and on the Library website. Advertising of positions may also take place in professional journals, area newspapers and any other methods deemed appropriate by the Executive Director.

Current staff who express interest will be considered for vacancies as they become available. In order to be considered, individual qualifications must be consistent with those listed in the position as posted. The Library reserves the right to hire the best candidate, whether internal or external, in its sole discretion.

Members of a staff member's immediate family may be considered for employment on the basis of their qualifications. Immediate family will not be hired, however, if employment would create actual or substantial interference with the business operations of the Library or would violate Illinois law or applicable conflict of interest laws.

This policy must also be considered when assigning, transferring, or promoting staff. For the purposes of this policy, immediate family includes: mother, father, husband, wife, son, daughter, sister, brother, the above in-law relationships and step-children. Close personal friends and members of a staff member's household may also be included under this policy.

Staff who marry or establish close personal relationships may continue employment as long as it does not result in the above. If the conditions outlined above should occur, attempts may be made to find a suitable position within the Library to which one of the individuals can transfer. If accommodations of this nature are not feasible, the staff members will be permitted to determine which of them will resign.

## **B. Equal Employment Opportunity**

The Library fully supports the ALA policy of equality of opportunity for all staff members and applicants for employment regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, housing status, credit history, lawful sources of income, existence of an arrest record, age, physical or mental disability, ancestry, genetic information, political affiliation, unfavorable discharge from the military, order of protection, or of pregnancy, parental, citizenship, or military status, all in accordance with applicable law. Expunged or sealed court records will not be used in hiring decisions; nor shall any applicant or staff member be required to take a polygraph exam or be subject to any genetic test. The Library recognizes its responsibility to establish and maintain a productive and cooperative work environment free of discriminatory policies and practices and to seek full compliance with state, federal, and local laws prohibiting employment discrimination. It is the policy and practice of the Library to abide by this policy in all employment practices.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated April 10, 2017; Updated September 11, 2017*

**103 WORK WEEK**

A full-time workweek is considered to be 37.5 hours, and all staff members who are scheduled as such are defined as full-time staff. Staff members scheduled between 12-29 hours per week are defined as part-time. Both full-time and part-time staff are entitled to the benefits granted to their status in Section 200 of this policy. Staff shall not have their time status changed without the approval of the Executive Director or Board. A staff member’s status as full-time or part-time is an internal designation for the purposes of pay and benefits. It does not affect the individual's status as an at-will staff member.

For the purposes of compliance with the Fair Labor Standards Act the Library’s workweek is defined as running Sunday through Saturday. Any hours above 37.5 worked by a non-exempt staff member must be pre-approved by the Executive Director. Full-time exempt staff members are not eligible for overtime and will be paid as described in Section 113.

Non-exempt staff is entitled to breaks as defined in the chart below:

If you are scheduled for:	15 minute break (paid)	30 minute break (unpaid)	Recorded on Time Sheet
4 hours	1	None	4 hours
4.5 hours	1	None	4.5 hours
5 hours	1	Optional	4.5 or 5 hours
5.5 hours	1	Optional	5 or 5.5 hours
6 hours	1	Optional	5.5 or 6 hours
6.5 hours	1	Optional	6 or 6.5 hours
7 hours	1	Optional	6.5 or 7 hours
7.5 hours	1	Mandatory	7 hours
8 hours	2	Mandatory	7.5 hours

Break periods may not be combined with meal periods nor be used at the end of the work day to leave early unless approved by a manager. Staff must take breaks at times that accommodate the departmental staffing needs and should notify a supervisor or colleague when going on break. If a break is not taken during a shift, the Library will not reimburse staff for the unpaid break monetarily. Staff scheduled for 7.5 hours or more are required by law to take their 30-minute break no later than 5 hours into their shift. It is the responsibility of the Executive Director to insure adequate staffing is maintained at all times.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated March 18, 2013; Updated April 10, 2017; Updated September 11, 2017; Updated June 14, 2021; Updated January 8, 2024*

## 104 ATTENDANCE & COMPENSATION

### A. Attendance

Consistent attendance and punctuality contribute to the success of the Library. Attendance problems disrupt library operations, lower productivity and create a burden for other staff and patrons. All staff members of the Library are expected to assume responsibility for their attendance and promptness. Poor attendance will be reflected in their evaluation, and is subject to disciplinary action up to and including termination.

Staff members who are unable to report to work as scheduled must contact their immediate supervisor or, in the event their immediate supervisor is unavailable, the Executive Director as soon as possible before the shift start time, providing the reason for the absence and the estimated time of return. Staff members who are absent for three or more days without calling are considered as having voluntarily quit.

Staff are responsible for clocking in and out using the automated time clock. Staff members who clock in or out from 1 to 7 minutes prior to the next quarter hour will be rolled back to the previous quarter hour. Staff members who clock in or out from 8 to 14 minutes prior to the next quarter hour will be rolled up to the next quarter hour. All time clock adjustments will be reviewed and adjusted as necessary by management.

### B. Compensation

Compensation for all staff is paid every other Wednesday. If these dates fall on a day the Library is closed, checks will be issued on the previous working day. No advance loan on any individual's salary before any regular payday is permitted.

Pay scales for all staff shall be established by the Board of Trustees and shall be subject to review on an annual basis.

It is the policy of the Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Staff who believe their pay has been improperly deducted should report such improper deduction immediately to the Business Office. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining individual. If the staff member is unsatisfied with the findings of the investigation, they may appeal the decision to the Executive Director.



Any staff whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to management.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated March 18, 2013; Updated March 17, 2014; Updated March 24, 2015; Updated April 10, 2017; Updated September 11, 2017*

## 105 REASONABLE ACCOMMODATIONS

The Library supports the Americans with Disabilities Act and the Illinois Human Rights Act and will attempt to provide reasonable accommodations for people with disabilities and women with pregnancy, childbirth, or related conditions in the workplace unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all staff and include hiring practices, job placement, training, pay practices, promotion and demotion policies and layoff and termination procedures.

A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of themselves or other individuals in the workplace. A qualified person eligible for an accommodation may also include a woman who is affected by pregnancy, childbirth, or related conditions.

Contact the Executive Director for further clarification regarding the Library's policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

## 106 OVERTIME

All non-exempt staff that work hours in excess of 40 hours in a given work week shall receive compensation on the basis of one and one-half for all hours worked in excess of 40 in a given week. Staff are given as much notice as possible when asked to work overtime. The Executive Director must approve the earning of any time over 37.5 hours in a given week. Time worked between 37.5 and 40 hours by non-exempt staff will be compensated at the individual's regular rate of pay. When scheduling time, an attempt is made to meet both the Library's and the staff member's needs.

For purposes of overtime compensation, the Fair Labor Standards Act has established the following classifications:

**Exempt:** Staff members not eligible for overtime compensation, generally positions which are supervisory or professional in nature.

**Non-Exempt:** Staff members entitled to overtime compensation.

### Procedures for Accrual of Overtime

#### I. Determination of Overtime

Overtime hours are any hours worked in a given work week in excess of forty hours. The beginning day of the work week for each eligible staff shall commence at 12:01 a.m. each Sunday.

#### II. Accrual of Overtime

Overtime is earned at a one and one-half hours per hour over 40 worked in one week. Only worked hours contribute to the 40 hour threshold. Holiday or other personal hours do not count towards the 40 hours worked.

#### III. Records

Records shall be maintained to evidence the overtime hours worked by each eligible staff member in a given work week, if any.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 13, 2009; Updated April 11, 2011; Updated March 18, 2013; Updated April 12, 2016; Updated April 10, 2017; Updates September 11, 2017; Updated December 11, 2017; Updated March 12, 2018; Updated June 14, 2021; Updated January 8, 2024*

## 107 STAFF EVALUATIONS

Each staff member will receive evaluations from their immediate supervisor. The process is designed to enhance communication, support job satisfaction and personal growth and ensure that job responsibilities and duties are understood. The process is a way for the Library to document, acknowledge and strengthen job performance.

Staff shall normally be evaluated a minimum of once a year.

Evaluations will be discussed with the staff member and the written document placed in the individual's file. Special performance reviews may also be conducted as management deems appropriate to address discipline or performance issues.

Merit increases may be granted based on the staff member's annual performance, by the recommendation of their manager to the Executive Director, and by the availability of funds. Salary adjustments may be granted based on changes to the salary schedule.

The Executive Director will be evaluated annually by the Board of Trustees in conjunction with the end of the fiscal year. They will meet with the Executive Director to review the evaluation, discuss accomplishments and future goals. Merit increases may be granted at this time.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated March 17, 2014; Updated April 10, 2017; Updated September 11, 2017*

## 108 TERMINATION OF EMPLOYMENT

### I. Resignation:

- a. A signed and dated notice of resignation from the library staff should be given in writing. Managers are requested to provide 30 days notice; all other staff are requested to provide 14 days notice.
- b. Upon resignation, the staff member shall be entitled to vacation time, compensatory time, and personal time earned. Any unused amount shall be paid out on the individual's last paycheck. No payment shall be made for unused accumulated sick leave.

### II. Retirement:

- a. Upon retirement, the staff member shall be entitled to vacation time, compensatory time, and personal time earned. Any unused amount shall be paid out on the individual's last paycheck.
- b. At retirement, unused accumulated sick leave will qualify for additional pension service credit with IMRF up to the IMRF maximum limit for any employee hired prior to June 1, 2014. Any employees hired after June 1, 2014 will not be qualified to use unused sick time towards their retirement credit.

### III. Dismissal:

- a. Dismissal or suspension may be necessary due to financial retrenchment, or for any of the following reasons: criminal acts, dishonesty, insubordination, harassment, Drug Free Workplace Violations, and unexcused absences. This is not a complete list but is designed to illustrate the kinds of actions that are considered inappropriate and detrimental to library operations.
- b. Upon dismissal, the staff member shall be entitled to vacation time, compensatory time, and personal time earned. Any unused amount shall be paid out on the individual's last paycheck. No payment shall be made for unused accumulated sick leave.
- c. Persons terminated for cause may be required to leave the Library premises immediately.
- d. Staff serve at the will of the Library.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated June 11, 2007; Updated April 11, 2011; Updated March 17, 2014; Updated April 10, 2017; Updated July 25, 2022*

## 109 PERSONNEL RECORDS

The Library maintains a separate confidential file in the Business Office, which generally contains, for example, each staff member's job application and related materials, performance appraisals, promotions and salary history and other materials applicable to the individual's employment with the Library. Staff have a right to review their personnel files in the presence of the Executive Director or Assistant Director at a mutually convenient time, and to make copies of all documentation contained therein. Supervisors have access to their staff's personnel file only with the consent of the Executive Director and in the presence of the Executive Director or Assistant Director.

Each staff member is responsible for notifying the Assistant Director of any changes in personal data such as a change of address, telephone number, emergency contact, direct deposit status, number of dependents and insurance beneficiary or any other information that may be required.

## 110 DISCIPLINARY STEPS

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

- First Offense                      First Warning
- Second Offense                  Second Warning\*  
    \*(May initiate a Performance Improvement Plan)
- Third Offense                     Disciplinary Suspension
- Fourth Offense                  Discharge

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

Sometimes the Library will find it necessary to investigate the infraction for which a staff member may face discharge. In this case, the Library may suspend the individual, with or without pay, pending the outcome of the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if the Library decides not to discharge the staff member, the individual will be reinstated with or without back pay at the discretion of the Library, depending on the circumstances.

A Performance Improvement Plan is a tool that Managers can use to provide a formal opportunity for an underperforming staff member to receive additional training and re-establish clear expectations during a specific timeframe to bring them up to a satisfactory performance level.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated April 10, 2017, Updated May 9, 2022*

## 111 OPEN DOOR COMMUNICATIONS & PROBLEM SOLVING POLICY

The problem solving policy should be used to address problems that typically occur in the workplace. If a staff member has a complaint, problem or situation that needs to be addressed, the following procedure should be utilized:

Step One: The individual should informally discuss the situation with their supervisor as soon as possible. The staff member should give the supervisor an opportunity to investigate and then get back to the individual.

Step Two: If the staff member is not satisfied with the supervisor's response or feels the problem is not resolved, the individual can present the problem in writing or in person to the Executive Director. If the staff member desires to present the problem in person, they must set up an appointment to meet with the Executive Director. The staff member should give the Executive Director an opportunity to reconsider the situation and get back to the individual in writing.

Step Three: If the staff member is still not satisfied that the problem is resolved; the staff member can present the problem to the Board of Trustees. As before, this should be done in writing as soon as possible to the Board President. The Board President will present the letter at the next board meeting. The Board may choose to invite the staff member to attend the meeting and present the problem in a closed Executive Session. The Board of Trustees will consider the situation and then make a decision that will be final.



## 112 REMOTE WORK POLICY

### A. Purpose

Remote work allows staff members to work assigned hours in another location to work in the most productive manner and environment for the benefit of the Library and the staff member. Remote work may be given on a temporary or permanent basis and will be reviewed routinely.

New Lenox Public Library District recognizes five types of remote work; refer to the corresponding section for more details regarding each type.

1. When determined by ADA regulations to be reasonable accommodation
2. During a system emergency or unexpected building closure
3. Upon request of a staff member due to an emergency situation
4. When attending a continuing education event, meeting or program
5. As part of a routine remote work agreement

### B. Eligibility

Eligibility for a remote work is based primarily on the responsibilities and autonomy of the actual job. Full- or part-time staff members in good standing, with positive staff member evaluations on file, may be considered. Some jobs more readily accommodate remote work, while others do not. Positions that might generally lend themselves to this situation (1) utilize discretionary authority and independent action; and (2) maintain a low percentage of time spent performing routine, manual or clerical work; and (3) do not require use of fixed library assets, equipment or material that cannot leave the premises.

Some departments can more readily accommodate remote work, while others cannot. The Executive Director and/or their manager will review guidelines and expectations with the staff member when they request the opportunity to work off premises and then decide whether remote work is recommended for this staff member. The recommendation will be based in part on business need of the job, overall impact to the department or Library, and the individual's evaluations. The quantity, quality, and timeliness of staff member work must be enhanced or maintained. Remote work must not cause or contribute to the need for additional staff or for existing staff to work additional hours.

In approving remote work, the Executive Director and/or their manager will determine that the proposed work schedule does not adversely affect the services provided to the Library's patrons, a staff member's department, or other departments within the Library.

Due to the nature of the job requirements, exempt staff are not required to fill out a Remote Work Agreement to work remotely as needed.

## C. Requirements

Staff members working off premises are expected to be accessible to their manager and coworkers at all times during their scheduled shift. The staff member and their manager will determine which methods of communication are acceptable and how consistent progress reporting will be done. Adequate manager contact and/or staff member accountability must be maintained.

## D. Types of Remote Work

### Remote Work Option 1 - ADA Reasonable Accommodation

- a. Remote work as reasonable accommodation is governed by Americans with Disabilities Act (ADA) and the State Laws of Illinois.
- b. The staff member will initiate the request.

### Remote Work Option 2 – System Emergency or Unexpected Building Closure

- a. Remote work during an emergency is a temporary way to continue essential library operations and sustain service.
- b. The Library may require staff members to work remotely during an emergency.
- c. To the greatest extent possible during an emergency, the Library will arrange remote work accommodations for staff members including equipment like laptops, headsets, cameras, and software for remote work.
- d. Staff members are expected to immediately report technical issues and concerns that may prohibit remote work during an emergency to their manager.
- e. For the purposes of this policy, an “emergency” is determined by the Library Board, the Executive Director, or others following the chain of command.
- f. Unexpected closures can occur due to situations such as library building power outages and inclement weather.

### Remote Work Option 3 – Staff Request due to Personal Emergency Situation

- a. Must be approved by the manager.
- b. A staff member may contact their manager to request remote work in the event of temporary circumstances that prevent the staff member from being physically in the building.

### Remote Work Option 4 – Work Related Temporary Situations

- a. Must be approved by the manager.
- b. Examples include, but are not limited to:
  - i. Continuing education events – When a staff member attends a continuing education event, they may request to complete the remainder of their regularly scheduled shift remotely if the remaining hours are less than 50% of the scheduled shift.
  - ii. Offsite programming and outreach – A staff member may request to complete the remainder of their shift remotely if the remaining hours

are less than 50% of the scheduled shift after completing programming work for the Library.

iii. Attending a meeting offsite or remotely - A staff member may request to complete the remainder of their shift remotely if the remaining hours are less than 50% of the scheduled shift after attending a remote or offsite meeting.

**Remote Work Option 5 - Remote Work Agreement**

a. All routine remote work schedules and hours must be approved by the Executive Director.

b. The Library reserves the right to amend, terminate, or suspend any and all of the provisions of the remote work agreement at any time.

c. Staff whose work may reasonably be completed from home or another location may request to work off premises. A schedule for progress checks and review of work will be planned before the staff member begins the new schedule. A list of responsibilities to be worked on at home, which includes goals for completion, along with the adapted schedule will be placed in the staff member's personnel file.

d. If at any time the Executive Director or a manager deems that the Remote Work Agreement is no longer beneficial to the Library, the staff member will be given the opportunity to return to a traditional work schedule. If terms cannot be agreed upon, the Library-staff member relationship will be terminated.

e. A Remote Work Agreement must be completed and signed by staff member, manager and Executive Director.

## Remote Work Agreement

This agreement establishes the terms and conditions of recurring remote work agreement. The staff member below requests to participate in the remote work program and to follow the applicable guidelines and policies.

### General Information

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Staff Member Name:

Date:

Position:

Department:

Duration:

### Details

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**Duration:** This agreement will be valid and cover the stated period unless canceled by either party.

**Work Hours:** Work hours are specified as part of this agreement.

**Pay and Attendance:** The official work location is the New Lenox Public Library District. All pay, leave and travel entitlement will be based on the staff member's official work location. The staff member's time and attendance will be recorded as if performing official duties at the official work location.

**Leave:** The staff member agrees to follow established procedures for requesting and obtaining approval of leave including vacation and sick leave in accordance with established procedures.

**Overtime:** Any staff member working overtime is required to obtain a manager's approval in advance. Any overtime hours worked will be compensated in accordance with applicable federal and state laws as per the Library policy. The staff member agrees that failing to obtain proper approval for overtime work may result in removal from the remote work program and/or other appropriate action.

**Equipment:** The manager and the staff member must agree upon the equipment to be used in remote work. The Library is not required to provide equipment for the home office. Equipment provided by the staff member will be maintained by the staff member at no cost to the Library.

**Cost:** The Library will not be responsible for operating costs, home maintenance, or any other incidental costs associated with the use of the staff member's residence. The staff member will receive reimbursement for all prior-authorized expenses incurred while conducting official business for the Library.

**Liability:** The Library will not be liable for damages to the staff member's property resulting from participation in the remote work program. The staff member agrees to hold the Library harmless against any and all claims, excluding workers' compensation claims.

**Verification of Safety:** In signing this agreement, the staff member verifies that the remote work location provides workspace that is free of safety and fire hazards.

**Work Assignments:** The staff member will be in regular communication with the manager to receive assignments and to review completed work. The staff member will complete all assigned work according to procedures mutually agreed upon with the manager.

**Evaluation:** The evaluation of the staff member's job performance will be based on established standards. The staff member's performance must remain satisfactory to retain the Remote Work Agreement.

**Records:** All records, papers, design work, files and correspondence produced by the staff member remain the property of the Library and must be safeguarded from unauthorized disclosure or damage. All records, papers, design work, files and correspondence must be returned to the official work location.

**Curtailment of the Agreement:** The staff member may stop participating in this program at any time. The Library reserves the right to remove the staff member from the program or to terminate the program at any time.

**Scheduling:** The Library reserves the right to make temporary modifications to the staff member's schedule in order to meet the Library needs for the efficient operation of the Library. The staff member will be required to attend department meetings, staff meetings, any such mandatory meetings and training as may be required by the Library even if these meetings or trainings are scheduled during the staff member's normal remote work hours.

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### **Remote Work Plan**

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**General Description:** Attach a description of the staff member's duties, a description of how remote work will assist the staff member in meeting the goals and needs of the department, an explanation of how work output will be reviewed and monitored, and an explanation of how supervision will be provided.

**Work Hours:** The following are the working hours which are agreed to as part of the Remote work Agreement. The work hours can be in the form of two options:

Allotment

Up to \_\_\_\_\_ *Hours per pay period*

**OR**

Regular Schedule

*Please include agreed upon schedule.*

### **Fine Print**

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This Agreement is not a contract for or an offer of employment or continued employment. The Library reserves the right to modify the terms, conditions or policies set forth herein at any time, or to cancel staff member's participation in the program, or to terminate the remote work program at any time.

We agree to abide by the terms and conditions of this agreement.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Staff Member Signature)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Manager Signature)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Executive Director Signature)

## 113 EXEMPT STAFF MEMBERS

### *I. Purpose*

All positions at the New Lenox Public Library District are governed by the Fair Labor Standards Act and State of Illinois law to ensure that staff members in exempt and nonexempt positions are classified correctly and paid appropriately. Administration is responsible for determining the classification of positions as exempt or nonexempt based on FLSA criteria.

This policy provides expectations for exempt staff members regarding pay practices, leave usage, and performance of duties based on outcomes and meeting Library needs.

### *II. Policy*

#### *Pay for Staff members in Exempt Positions*

Exempt staff members are paid an established annual salary and are expected to fulfill the duties of their position regardless of the number of hours worked. Full-time exempt staff members are typically expected to be at work Monday through Friday unless scheduled for a weekend shift. The number of hours worked each week may vary to meet the responsibilities assigned to the position.

Exempt staff members have the flexibility to work more or less than 37.5 hours per week, with an emphasis on results and meeting Library needs. Exempt staff are expected to communicate proactively with their supervisors regarding any variances in their schedule.

Exempt staff members routinely receive their full salary for any week in which they perform work without regard to the number of days or hours worked. Exempt staff members use leave and report leave time used in whole or half-day increments.

#### *Professional Scheduling*

The Library seeks to provide the opportunity for exempt staff members to balance their professional and personal commitments. It is understood that a full-time exempt staff member will generally work a minimum of 37.5 hours per week; however, in the scope of an exempt staff member's normal job, work outside the usual schedule is often required.

In using professional scheduling, exempt staff members may (with supervisory approval) come in later than usual, take additional lunch time, or leave work early to provide some balance to work time and personal time without having to take vacation or sick leave. While all staff members who earn leave must keep records of when they use part of their leave balances, professional scheduling does not require extra record keeping for exempt staff.

*Adopted by the Board of Trustees January 8, 2024*

### **114 OUTREACH AND LIBRARYWIDE EVENTS**

New Lenox Public Library is an integral part of the New Lenox community. Outreach and librarywide events allow the Library to continue to develop relationships with our community and provide exceptional programs and services.

The Library offers a variety of outreach and librarywide events throughout the year. To make these programs successful, employee participation is needed. Non-exempt employees will be paid their regular hourly rate for the time spent at these events.

- Full-time staff – participate in a minimum of two outreach or librarywide events per year
- Part-time staff – participate in a minimum of one outreach or librarywide event per year

Please notify your Manager of the events you plan to attend.



## **200 BENEFITS**

### **201 INSURANCE**

#### **A. Health**

Any full-time staff member is eligible to receive medical and dental health insurance coverage as specified in the Library Insurance Management and Risk Control Combination (LIMRiCC) Benefit Plan. The premium for this insurance is immediately paid in full as per restriction of the insuring body. The Board of Trustees will determine the staff contribution on an annual basis.

Part-time staff members working 20 hours or more per week for at least one year is entitled to dental, vision, and life insurance coverage at their own expense. Health insurance is only available to full-time staff. Premiums for enrolled staff are deducted from each paycheck, unless a staff member elects in writing to pay for coverage to the Library by check or cash in lieu of payroll deductions.

All staff are entitled to dependent coverage at their own expense. Staff may elect to make changes to their plans during open enrollment, which is typically held in October through November. Staff or dependent enrollment or change in coverage, excluding dropping coverage, can be done outside of open enrollment if due to a qualifying event as approved by LIMRiCC. Staff are free to cancel coverage, in part or total, at any time. All enrollment changes will take effect on the next first of the month.

Federal and Illinois law provide that terminating employees may continue certain group insurance benefits for a specified period of time by paying up to 102% of the full premium cost. Staff dependents are also eligible for continued insurance benefits, if they were covered on the day before the individual's termination. Staff may contact the Business Office for more information.

#### **B. Workers Compensation**

Workers Compensation Insurance covers all library staff regardless of active employment type. The Library pays the total cost for this coverage. Any staff injured from a cause arising out of and in the course of employment may be eligible for benefits. A staff member who is injured at work is required to report the injury to the Executive Director within 24 hours of the injury and complete an incident report of same.

### **C. Life Insurance**

The Library will provide a \$50,000 life insurance policy to any full-time staff, which shall be paid in full by the Library. Staff may choose to increase the life insurance policy for themselves, their spouses, or children. The cost for the additional life insurance is the responsibility of the individual and will be deducted from each paycheck. Life Insurance coverage is not available through the Library to part-time staff.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated March 18, 2013; Updated March 17, 2014; Updated December 12, 2016; Updated April 10, 2017; Updated February 12, 2018*

## 202 HOLIDAYS & LIBRARY CLOSINGS

The Library will be closed and eligible staff will be paid on the following holidays:

- New Year's Day (January 1)
- Presidents' Day
- Easter Sunday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veterans Day (November 11)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day (December 24)
- Christmas Day (December 25)
- New Year's Eve Day (December 31)

The Library will be closed and staff will not be paid on the following holidays:

- Sunday before Memorial Day
- Sunday before Labor Day

The Board of Trustees reserves the right to adjust from the above schedule as to when the Library closes for holidays based on generally observed dates and needs of the Library without necessarily regarding the calendar date or closures of other organizations.

For the holidays listed above, staff will be paid for a full work day defined as 7.5 hours for full-time staff members, and a regularly scheduled shift for part-time staff members. Department managers will be responsible for any necessary rescheduling of staff to ensure all non-exempt full-time staff can earn 37.5 hours for the week and all part time staff remain at their budgeted hours, including holiday hours.

When the Library is closed, fully or partially, due to weather or other unforeseen occurrences, all staff will be paid for their regularly scheduled hours for the day.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 9, 2007; Updated March 8, 2010; Updated April 11, 2011; Updated June 1, 2012; Updated March 18, 2013; Updated March 17, 2014; Updated April 12, 2016; Updated April 10, 2017; Updated September 11, 2017; Updated December 11, 2017; Updated December 14, 2020; Updated June 14, 2021, Updated September 11, 2023*

## 203 LEAVES OF ABSENCE

### A. Personal Hours

Full-time staff will be awarded 22.5 personal hours per year on July 1. Newly hired full-time staff will receive prorated hours based on the number of months left until July 1. Part-time staff do not receive personal leave days. Personal hours may not be carried over from fiscal year to fiscal year. If personal hours are not used by the end of the fiscal year, they will be converted to sick hours. Personal hours are to be used for personal business that cannot be accomplished during the individual's normal time off, including but not limited to appointments with attorneys/financial advisors, home repair service, etc. Personal hours should not be used to extend vacation hours.

Occasionally, for personal or other reasons, staff may need to apply for a personal leave of absence when they do not qualify for a leave under another of the Library's policies. Under these circumstances, they may request a leave of absence. This leave of absence may be granted up to a maximum of 6 months. Staff who take a leave of absence exceeding four weeks in length will stop accruing vacation hours until they return from the leave.

Staff must apply in writing for this leave of absence and submit the request to the Executive Director. The request should set forth the reason for the leave, the requested date on which the leave may begin and the date on which the individual expects to return to active employment with the Library. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library makes every effort to reinstate the individual to their previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed will normally result in immediate termination of employment. Requests for an extension of a personal leave should be submitted to the Executive Director and will be considered in accordance with applicable law. The Personal Hours benefit will expire on July 1, 2024, and be replaced by Paid Leave for All Workers Act time.

### B. Sick Hours

Sick hours can be taken because of illness, injury, medical appointment or death in the immediate family. A member of the immediate family is defined as: spouse, domestic partner, parent, children, sibling, in-laws, grandparents, step-parents, stepchildren, grandchildren or any permanent member of the household. Staff should make an effort to schedule doctor's visits during non-work times and are encouraged to consider staffing and scheduling when making appointments.

Vacation and personal hours may not be used in place of sick hours unless all sick hours have been exhausted. Vacation and personal hours must be used for time off in the case of sickness if no sick hours are available. Only when all paid time off is

exhausted may the staff member take time off without pay as approved by the Board of Trustees.

Sick hours will be earned by full-time staff at the rate of one day (7.5 hours) per month and part-time staff at the rate of one half day (3.75 hours) per month, and shall accumulate up to 1,800 hours. Unused sick hours above the cap are forfeited, but otherwise do not expire for length of disuse.

If a staff member is absent because of illness for more than three consecutive days a doctor's report may be required explaining the condition and the doctor's restriction that the individual not work. Where deemed appropriate, the Library may delay its decision as to the individual's physical fitness to return to work until a doctor's report is submitted to the Library stating the staff member may resume work without restrictions. A doctor's report may also be required when the staff member is suspected of abuse of sick hours.

In cases of extended absences, sick hours, vacation hours, and personal hours will be used to the extent it has been accumulated. The Library will continue to pay for a staff member's health insurance plan only when the individual is on a pay status. After all paid hours are used, staff may request leave without pay, which may be granted by the Board. The staff member paying benefits can keep hospitalization benefits current for up to one month by paying the staff contribution. After one month, coverage benefits may be maintained at their own expense. Staff who take a leave of absence exceeding four weeks in length will stop accruing sick hours until they return from the leave.

### **C. Family Medical Leave**

#### Eligibility

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

- The birth of a child in order to care for such child or the placement of a child with the staff member for adoption or foster care (leave for this reason must be taken within the 12 month period following the child's birth or placement with the staff member)
- In order to care for an immediate family member (spouse, child, sibling or parent/guardian) of the staff member if such immediate family member has a serious health condition
- The staff member's own serious health condition that makes the individual unable to perform the functions of their position

Staff may not be granted family and medical leave to gain employment or work elsewhere, including self-employment. Any staff misrepresenting facts in order to be granted family and medical leave will be subject to immediate termination.

To be eligible for family and medical leave staff must:

- Have worked for the Library for at least 12 months, not necessarily consecutively

- Have worked at least 1250 hours over the previous 12 month period

The 12 month period in which the 12 week leave entitlement occurs shall be a rolling 12 month period measured forward from the date a staff member uses any leave under the Family and Medical Leave Act. Thus, each time a staff member takes family and medical leave, the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the 12 months going forward from the first day the individual took a family and medical leave.

#### Intermittent or Reduced Leave

Family and medical leave may be taken intermittently or on a reduced leave schedule when medically necessary. Medically necessary means there must be a medical need for the leave and that the leave can best be accomplished through intermittent or reduced leave schedule.

Staff may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is foreseeable based on schedule of medical treatment. A staff member may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the Library's consent.

If leave is unpaid, the Library will reduce the individual's salary based on the amount of time actually worked.

#### Use of Paid Vacation & Sick Hours

Family and medical leave is unpaid leave. Staff will be required to substitute accrued paid vacation, personal, and sick hours for unpaid family and medical leave taken for any reason. If a staff member requests family and medical leave because of the individual's own or a covered family member's serious health condition, any accrued paid vacation and sick hours must be substituted for unpaid family and medical leave. In addition, the Library's short-term or long-term disability as well as worker's compensation may apply as part of the 12 week leave period. The substitution of paid leave for unpaid leave does not extend beyond the 12 week leave period.

#### Notice Requirement

Staff are required to give 30 days written notice to the Library in the event of a foreseeable leave. Failure to provide such notice may be grounds for delay of leave. A "Request for Family and Medical Leave" form should be completed by the individual and returned to the Business Office. In unexpected or unforeseeable situations, staff should provide as much notice as practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed form.

#### Medical Certification

For leaves taken because of the individual's or a covered family member's serious health condition, the staff member must submit a completed "Physician or Practitioner

Certification” form and submit it to the Business Office. The form must be submitted within 15 days after requested or as soon as possible. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification initially provided by the staff member. 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 staff may be required to present a fitness for duty verification upon their return to work following a leave for the individual’s own illness.

#### Effect on Benefits

During an approved family and medical leave, the Library will maintain the staff member’s health benefits, as if the staff member continued to be actively employed. Staff members must make timely payments of any staff portion of the medical premium. If a staff member’s premium is more than 30 days late, the Library may terminate the coverage. Staff failing to return to work after expiration of the leave shall be responsible for reimbursement of the Library’s share of the premiums for any period of unpaid leave unless the reason for not returning is due to one of the following:

- The continuation or onset of a serious health condition of the individual or the staff member’s immediate family member which would entitle the staff member to leave under this policy
- Other circumstance beyond the control of the individual

#### Return to Work

If the staff member returns to work within 12 weeks following the leave, the individual will be reinstated to their former position or an equivalent position with equal pay, benefits and other terms and conditions of employment. If the staff member has taken leave because of their own serious health condition, the staff member is required to provide medical certification that they are fit to resume work. Staff failing to provide such medical certification will not be permitted to resume work until it is provided.

#### Forms to be Submitted

- Request for Family and Medical Leave
- Physician or Practitioner Certification
- Fitness for Duty to Return from Leave

### **D. Jury & Witness Duty**

Any staff called for jury or subpoenaed witness duty shall be granted time off with pay for a period up to two weeks for their regularly scheduled hours and unpaid time off for any remaining time. Exempt staff shall not be paid for any jury or witness duty exceeding a full workweek during which no work for the Library is performed. Staff may

choose to use personal or vacation hours instead of taking unpaid leave. During such a period, staff are required to report for work when not actually engaged in jury or witness duty, but shall not work more than their regularly scheduled hours per day combined jury or witness duty and library work. Staff must furnish the Library with a copy of the notice for jury duty or court summons for witness duty.

Staff that are called for jury or witness duty for a period of more than one day must notify their immediate supervisor as soon as possible if they are required for jury or witness duty the following day.

### **E. Military Leave**

Leaves of absence for military or reserve duty are granted to all staff of the Library in accordance with applicable federal and state laws. Staff members called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable. Staff on military leave will have their time served considered evaluated at the rating they received on their last performance review or the average of their last three reviews, whichever is higher. Staff will also receive their full pay for up to 30 days per calendar year and differential pay thereafter unless staff choose to use personal or vacation hours. All such hours will continue to accrue as normal for the full length of military leave. Individuals returning from military leave will be reinstated to their former or equivalent position.

### **F. Family Military Leave**

#### Statement of Policy

Eligible staff may use unpaid family military leave for up to 15 days of time off during the time that a family member's federal or state deployment orders are in effect.

#### Definitions

- "Eligible Staff" means a staff member or independent contractor who has been employed for at least 12 months and who has worked at least 1250 hours during the 12 months preceding the commencement of the leave
- "Family Member" means the staff member's child, grandchild, spouse or parent who has been called to military service lasting longer than 30 days with the state or the United States pursuant to the orders of the Governor of their state or the President of the United States

#### Use of Time Off

Staff must first exhaust any remaining accrued vacation, or personal hours prior to taking a leave under this policy.

#### Notice Requirement



Staff members are required to give 14 days notice to the Library if the request for leave consists of 5 or more consecutive work days. Where possible, the individual should attempt to schedule such a leave so as not to unduly disrupt library operations. If the request for leave consists of less than 5 consecutive work days, the staff member should provide as much notice as is practicable.

#### Verification

For leaves taken pursuant to this policy, staff may be required to submit a verification from the proper military authority demonstrating the individual's eligibility for the leave.

#### Effect on Benefits

During an approved family military leave, staff may maintain health benefits at their own expense. The taking of leave under this policy will not result in the loss of any employment benefit accrued before the date on which leave commenced.

#### Job Protection

Upon returning from an approved family military leave, the staff member is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment unless such restoration is inappropriate for reasons unrelated to the individual's family military leave.

### **G. Victims' Economic Security & Safety Act**

#### Statement of Policy

Eligible staff may use unpaid Victims' Economic Security and Safety Act (VESSA) Leave for up to 8 weeks in a 12 month period for any one or more of the following reasons:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, or gender violence or any other crime of violence to the individual or the staff member's family or household member
- Obtaining services from a victim services organization for the individual or the staff member's family or household member
- Obtaining psychological or other counseling for the individual or the staff member's family or household member
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the individual or the staff member's family or household member from future domestic or sexual violence or ensuring economic security
- Seeking legal assistance or remedies to ensure the health and safety of the individual or the staff member's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence

### Definitions

- "12-Month Period" means a rolling 12 month period measured forward from the date leave is taken and continuous with each additional leave day taken
- "Family or Household Member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household
- "Domestic, Sexual, or Gender Violence" means domestic violence, sexual assault, gender violence, or stalking.
- "Crime of Violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by the Articles of the Criminal Code of 2012. This can include sex offenses, assault, harassment and obscene communications, armed violence, and other crimes.

### Coverage & Eligibility

Full-time and part-time staff are eligible to apply for this leave.

### Intermittent or Reduced Leave

A staff member may take leave intermittently, a few days or a few hours at a time, or on a reduced leave schedule.

### Substitution of Time Off

Staff may elect to substitute accrued paid vacation, sick, or personal hours or any other applicable paid time off for any part of Victims' Economic Security and Safety Leave. Such substitution will not extend the staff member's total allotment of time off under this policy.

### Notice Requirement

Staff are required to give 48 hours notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, a staff member should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

### Certification

For leaves taken pursuant to this policy, the individual may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the staff member as soon as reasonably possible, but in most cases, within 15 days after requested.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects
- A police or court record
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence
- Other corroborating evidence

All documentation related to the staff member's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required and permitted by law.

#### Effect on Benefits

During an approved VESSA leave, the Library will maintain health benefits, as if the staff member continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct the individual's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, staff must pay their portion of the premium during the leave. The group health care coverage may cease if the premium payment is more than 30 days late.

If staff does not return to work at the end of the leave period, they may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during the unpaid leave, unless the individual cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence, any other crime of violence, or other circumstances beyond their control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

When your need for leave also qualifies for bereavement leave under Illinois' Family Bereavement Leave Act (FBLA), FBLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which the staff member will typically be eligible in cases of bereavement is 10 days. However, in such cases, the 10 days of bereavement leave will not be deducted from the employee's total VESSA allotment of 8 weeks.

#### Job Protection

If staff wish to return to work at the expiration of their leave, they are entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If staff takes leave because of their own medical

condition, they are required to provide medical certification that they are fit to resume work. Staff may obtain Return to Work Medical Certification forms from the Business Office. Staff failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

#### Reasonable Accommodations

The Library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library.

Reasonable accommodation applies to applicants and staff and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic sexual, or gender violence, or any other crime of violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic sexual, or gender violence, or any other crime of violence, can perform the essential functions of the employment position that such individual holds or desires.

Staff wishing to request a reasonable accommodation pursuant to this policy should contact the Business Office.

### **H. Parental Leave**

The Library will allow up to 8 unpaid hours per school year for employed parents or guardians to attend necessary conferences & school activities. Such planned leaves should be communicated by staff to their immediate supervisor at the earliest possibility.

### **I. Election Judge Duty**

Staff may take as such time is required to perform their functions as an election judge. This is unpaid leave and should be communicated to the staff member's immediate supervisor at the earliest possibility.

### **J. Civil Air Patrol Duty**

Staff are permitted 15 days of unpaid leave when required to report for civil air patrol. Any additional time will be granted in accordance with current federal and Illinois law.

### **K. Blood Donation Leave**

The Library will grant any staff member 1 hour of paid leave for the purposes of donating blood, not to exceed more than one instance every 56 days. Staff should inform their immediate supervisor in advance of their intention to utilize this leave.

#### **L. Volunteer Emergency Leave**

Leave for volunteer emergency duty will be granted in accordance with current federal and Illinois law. Staff shall not be penalized, terminated or otherwise discriminated against for tardiness or absences due to performing volunteer emergency services. Staff may be required to apply vacation, personal, or other hours to compensate for missed work hours.

#### **M. Paid Leave for All Workers**

This Paid Leave Policy is provided pursuant to Illinois' Paid Leave for All Workers Act.

##### Basic Leave Entitlement/Accrual Methods

All staff members are eligible to earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. The 12-month "accrual period" is as follows:

**A standardized period using the accrual method.** The Library will award paid leave time as staff members earn it using the calendar year for the 12-month period. On January 1, staff members start accruing one hour of paid leave time for every 40 hours worked. Once the individual staff member reaches 40 hours of paid leave time, the staff member will stop accruing leave during that calendar year.

##### Notice of Leave

If the use of paid leave is foreseeable, the staff member must give the Library at least seven (7) days' notice of the planned leave in accordance with the Library's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the staff member is expected to notify the Library as soon as practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures.

##### Use of Paid Leave

Paid leave may be used starting on April 1, 2023, or after a staff member has been employed for at least 90 days, whichever is later. Paid leave must be used in increments of at least two (2) hours.

Staff members may use their paid leave for any reason. Staff members are not required to provide their Library with a reason for the leave nor are they required to provide documentation or certification in support of the leave.

However, there may be times when Library is unable to grant a request for time off under this policy, for example, to meet the operational needs of the organization, to maintain required staffing levels, to meet patron or seasonal demands, and/or to ensure that safety objectives are met. In the event a staff member's request is denied for one of these reasons, staff members can: 1) check to see if their request is covered under another Library policy or, 2) re-submit their request for an alternative date.

#### Carryover

Staff members may carryover any accrued but unused paid leave to the following accrual period, but may not use more than 40 hours of paid leave per accrual period (regardless of any carryover). Staff members who have access to 40 hours of leave either through accrual or carryover or both, will not accrue additional time until they fall below the 40-hour mark.

#### Payment of Leave

Paid leave will be paid at the staff member's base pay rate at the time the leave is taken, or the required minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Staff members will not be paid any accrued but unused paid leave upon termination of employment.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated March 18, 2013; Updated March 17, 2014; Updated July 11, 2016; Updated April 10, 2017; Updated September 11, 2017; Updated November 13, 2018; Updated June 14, 2021, Updated September 11, 2023; Updated December 11 2023*

## **204 PENSION**

The Library automatically enrolls all full-time and part-time staff members working 1000+ hours per year in the Illinois Municipal Retirement Fund.

Participation is required of all eligible staff and payroll deductions are automatically made. Both the individual and the Library contribute to this plan. This plan also includes some disability benefits.

Staff drawing upon IMRF benefits who wish to continue active employment with the Library must do so as part-time.

The Library participates in the Federal Insurance Contributions Act, commonly known as Social Security Insurance. Participation is required of all staff and payroll deductions are automatically made in accordance with current FICA provisions. Half of the tax is paid by the Library and the other half by the individual through payroll deductions. Resident alien staff members are subject to the same regulations. Resident alien staff who hold a visa not covered by FICA are required to produce documentary evidence so that this payroll deduction is not made.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated April 11, 2011; Updated June 1, 2012; Updated April 10, 2017*

**205 VACATION**

For each full-time and part-time staff member, vacation hours are earned according to the individual’s anniversary date and is accrued on a monthly basis. Accrued hours are awarded on the first of the month following the initial month worked. Staff vacation hours are capped at the amount accrued without use for a 24 month period.

Staff may not take more vacation hours than they have accrued without approval by the Executive Director. Vacation hours must be approved by the staff member’s manager in advance and be at a time that is convenient to the department. All new staff must complete 90 days of service before any accrued vacation hours can be taken, except when approved by the Executive Director or Board of Trustees.

The vacation schedule for staff is as follows:

**Executive Director and Managers**

Length of Service	Vacation Hours Earned per Month	Yearly Hours
0 - 9 years	12.50 hours	150.0 hours
10 - 14 years	15.63 hours	187.5 hours
15+ years	18.75 hours	225.0 hours

**Full-Time Assistant Managers, Coordinators, and Specialists**

Length of Service	Vacation Hours Earned per Month	Yearly Hours
0 - 1 years	6.25 hours	75.0 hours
2 years	6.88 hours	82.5 hours
3 years	7.50 hours	90.0 hours
4 years	8.13 hours	97.5 hours
5 years	8.75 hours	105.0 hours
6 - 14 years	9.38 hours	112.5 hours
15+ years	12.50 hours	150.0 hours

Part-time staff will accrue annually twice the weekly hours the Library has budgeted for their position.

Earned unused vacation hours will be paid out if a staff member leaves the employment of the Library.

Exempt vacation time may be taken in increments of one half (1/2) day; non-exempt vacation time may be taken in half hour increments.

In honor of their birthday, all staff will also receive 7.5 birthday hours for full-time and 4 birthday hours for part-time to be used during the month of their birthday. These hours are available for use on the first of the month of the individual’s birthday and may not be



carried over or used except during their birthday month. If not used, these hours will be forfeited at the end of the month. Unlike other vacation hours, birthday hours may be used immediately; staff need not complete 6 months of service to utilize this benefit. Earned unused birthday hours will be paid out if a staff member leaves the employment of the Library with unexpired hours remaining. The birthday time benefit will expire on July 1, 2024, and be replaced by Paid Leave for All Workers Act time.

Earned unused birthday hours will be paid out if a staff member leaves the employment of the Library with unexpired hours remaining.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 13, 2009; Updated April 11, 2011; Updated June 1, 2012; Updated March 18, 2013; Updated November 14, 2016; Updated April 10, 2017; Updated June 14, 2021; Updated December 11, 2023; Updated January 8, 2024*

## 206 TRAINING & DEVELOPMENT

### A. Staff Development

All staff are encouraged to attend professional meetings. Work schedules are arranged to permit attendance providing the normal operation of the Library is not disrupted.

### B. Attendance at Workshops & Conferences

Staff are encouraged to attend Library workshops, meetings and other training and development opportunities. The Executive Director authorizes attendance and reimbursement for staff development opportunities as approved by the Library Board of Trustees under the following guidelines:

- Staff vehicle travel costs are compensated at the current rate for mileage as set by the Internal Revenue Service. The IRS rate is intended to cover all costs associated with owning a vehicle, including state vehicle insurance. Tolls and parking fees are also reimbursable.
- Costs associated with travel and lodging for approved overnight stays are reimbursed as outlined in the Travel Policy. Meals are on a per diem basis as outlined in the Travel Policy.
- Receipts shall be submitted with any non-per diem request for reimbursement within 60 days unless a receipt is not issued.
- Staff may occasionally be asked to attend a meeting or conference outside of New Lenox. In these situations, mileage will only be paid from the staff member's residence to the event or from the Library to the event; whichever is shorter.

### C. Educational Reimbursement

The Library believes that a staff member's continuing education and development are beneficial to the individual and the Library. Staff with at least one year of service and who work an average of at least 15 hours per week (750 hours per year) are eligible to apply for reimbursement for job-related courses and programs of study. This reimbursement will be available only if funded by the Board of Trustees in each annual budget.

Staff who are planning to enroll in a degree program must discuss their intentions with the Executive Director well in advance of the Library's fiscal year, so the expense can be budgeted for. Staff must receive the Board's approval before the beginning of each course in order to receive reimbursement upon completion. The Library will reimburse half the cost of the course when the staff member submits a paid tuition receipt and a grade "B" or better or a "pass" grade, where applicable.

Maximum reimbursement per fiscal year is \$1500.00 per staff member. Staff interested in pursuing advanced programs of study will be considered on a case-by-case basis. Upon completion of a degree, the Library will review whether the individual may be eligible for an increase in salary or position.

Staff will not be reimbursed for lab fees, books, parking or other fees and costs associated with continuing education and development.

If employment with the Library is terminated within two years, either voluntarily or involuntarily, after a staff member has received tuition reimbursement, the individual shall be responsible for repaying the Library the full amount. The amount due would be reduced by 1/24 for each month worked after the transcript is submitted to the Executive Director. This re-payment will be discussed in the terminated staff member's exit interview.

#### **D. Library Cards**

Any staff member residing in an area not served by a public library in the PrairieCat consortium may request a New Lenox Library card for the duration of their employment.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated August 11, 2008; Updated April 11, 2011; Updated June 1, 2012; Updated April 10, 2017; Updated October 12, 2020*

## 207 FUNERAL LEAVE POLICY

### **Funeral Leave for an Immediate Family Member:**

When a death occurs in a staff member's immediate family, full-time and part-time staff may take up to three workdays off with pay to attend the funeral or make funeral arrangements. Funeral Leave must be used as a full day off and will be equivalent to the individual's normally scheduled work hours for the day the leave is used. Part-time staff will receive pay based on the hours scheduled to work those days.

Immediate family members are defined as a staff member's spouse, parents/guardians, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or any permanent member of the household. The Library may require verification of the need for the leave.

### **Non-immediate Family Member Funeral Leave:**

Full-time and part-time staff may take up to one workday off with pay to attend the funeral of a non-immediate family member. Staff will receive pay based on the hours scheduled to work that day. The Library may require verification of the need for the leave.

### **Additional Time Off:**

The Library understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted if the individual has exhausted their sick and vacation hours. Staff may make arrangements with their supervisor for an additional 5 days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

### **Child Extended Bereavement Leave:**

Staff who have lost a child are eligible for six weeks of bereavement leave. Three days will be paid as detailed above.

Staff may take leave in one continuous period or intermittently in increments of no less than four hours. Leave must be taken within one year after the Library has been notified of the loss. This six weeks of leave is the maximum amount of leave a staff member may take for the loss of their child.

### **Returning From Leave:**

When returning from bereavement leave, employees are entitled to the position they held when the leave began. If that position has been filled or is no longer available, returning employees are entitled to an equivalent position with equivalent pay, benefits, and responsibilities.

*Adopted by the Board of Trustees April 11, 2011; Revised March 17, 2014; Updated April 10, 2017; Updated November 13, 2023*

## 208 COMPASSIONATE LEAVE POLICY

The Library offers a Compassionate Leave program to provide staff an opportunity to support their co-workers who are facing situations that place primary responsibility for care on those individuals. This program is developed as part of the Library's efforts to create a caring environment. While the program establishes a mechanism for leave donations, participation is entirely voluntary. The Executive Director shall have the authority to issue such rules and regulations necessary to implement and continue this program.

The Compassionate Leave program allows staff to provide assistance in the form of donated vacation or sick hours to coworkers who have exhausted all paid leave due to an emergency situation. Subject to the stated eligibility requirements outlined below and approval of the Executive Director, salary and benefits continuation is achieved through donations of vacation or sick hour credits from the individual's co-workers. Hours may only be donated or used as full days as defined as 7.5 hours, regardless of scheduling.

Leave donors must obtain the approval of the Executive Director before donating leave and may not direct their donation toward a specified staff member. Staff donating leave must reserve a minimum of 5 sick days for their own needs. Further, staff donating vacation leave must reserve enough vacation days to enable them to take a minimum of 5 vacation days off in each calendar year.

Under special circumstances, staff members may be eligible to donate more leave, such as during the final year of employment. Staff are eligible to request donations of leave if they are experiencing a major illness or injury or are caring for a family member, such as a spouse, child or parent, that are experiencing a major illness or injuries. An illness or injury is considered "major" if it poses a threat to life and requires inpatient, hospice, or resident health care. Examples of major illnesses include heart attacks, cancer, and injuries suffered in serious auto accidents.

To be eligible to request donations of leave, a staff member must have:

- worked for the Library for a minimum of 6 months
- been a member of the program for a least 30 days after donating at least one day of leave
- exhausted all earned leave available to them

Any staff may make written application to the Executive Director to become a leave recipient. The individual should state the reason donated leave is needed, a description of the nature, severity and anticipated duration of the medical condition, and if it is a recurring one, the approximate frequency of the occurrence. Supporting documentation from the treating physician will be required. An application must demonstrate that the leave donation is needed because of the staff member's absence from duty, without available paid leave, for a minimum of at least 5 consecutive work days.

Any such donated leave will be paid at the recipient's normal compensation rate. Recipients are not eligible to receive cash compensation in lieu of paid time off. Staff members making applications to the Compassionate Leave program must do so within 30 days of the day the medical emergency occurs or when the recipient's paid time off expires, whichever is first. Should the recipient receive leave time from the program which is not utilized during the recipient's leave, this time will be returned to the program. Recipients will not receive donations from the bank in a manner that would raise their wages above their normal compensation rate.

Recipients are limited to an initial withdrawal from the program of 10 working days upon submission of the appropriate documentation, approval of the Executive Director, and the availability of such time in the program. Should the major illness continue, a recipient may re-apply to the program requesting an additional 10 working days. Under no circumstances shall a recipient be eligible for more than 20 working days from the program for the same or similar major illness or injury.

Information about staff members needing to borrow leave will not be publicized by the Library. The amount of leave time in the program will be publicized on a quarterly basis.

## **209 VOTING TIME**

Staff may be permitted two hours of paid leave for the purpose of voting in a municipal, county, state or national election if the individual's working hours both begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls. If staff need to take time off to vote, they should notify their supervisor of their plans no later than the day before the election. The supervisor will notify the staff member of the two-hour block of time assigned to the individual for voting purposes. Proof of attendance at the polls may be required.

## **300 CONDUCT**

### **301 STANDARDS OF CONDUCT & STAFF CORRECTIVE ACTION**

#### **A. Conduct & Work Rules**

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

This not only involves sincere respect for the rights and feelings of others but also demands that both in a business and personal setting, staff should refrain from any behavior that might be harmful to the individual, coworkers, and/or the Library or that might be viewed unfavorably by patrons or by the public at large.

Staff conduct reflects on the Library not only when a staff member is at work, but also when a staff member is away from the Library, whether representing the Library at an event, or in the New Lenox or general community at large. Staff are consequently encouraged to observe the highest standards of professionalism at all times. The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be “all inclusive,” and that other behaviors may, at the Library’s discretion, also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Staff should seek further clarification from the Executive Director or from the Board of Trustees on issues related to conduct.

#### **B. Breaches of Conduct**

- Falsifying employment application, time sheet, expense report, personnel or other documents or records of the Library
- Unauthorized possession of Library, patron or staff property
- Possession, distribution or use of weapons or explosives, or violating criminal laws on the premises of the Library; firearms are not permitted in the Library even if the individual is authorized to carry, excluding law enforcement
- Fighting and/or other disorderly conduct
- Dishonesty, fraud, theft or sabotage against the Library or its staff
- Using threatening, intimidating, coercing, abusive or vulgar language, or interfering with the performance of other staff members of the Library or its patrons
- Insubordination or failure to perform reasonable duties, which are assigned
- Unauthorized use of material, time, equipment or property of the Library or a patron
- Damaging or destroying Library or patron property through careless or willful acts
- Conduct that the Library feels reflects adversely on the staff member or the Library
- Performance that does not meet the requirements for the position
- Negligence in observing fire prevention and legal or safety rules



- Abuse or negligence of our security or confidential materials
- Installing unauthorized or illegal copies of software on a library-owned computer
- Revealing any confidential information to any person who isn't authorized to receive it
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges
- Violation of the Library's drug/alcohol policy
- Any behavior that results in an individual not performing their job
- Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its staff or patrons

### **C. Dress Code**

Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. The Library recognizes the growing popularity of casual dress and the positive effects of this shift to boost staff morale, improve quality, encourage more open communications, and increase productivity by creating a more comfortable work environment. All staff are expected to dress according to the requirements of their job-

#### Acceptable attire includes:

- Dress slacks
- Khakis or Dockers style slacks
- Jeans that are not torn, frayed or stained
- Skirts, dresses, or tailored walking shorts
- Leggings worn under a long shirt, dress, or tunic of appropriate length
- Blazers or sport coats
- Dress shirt
- Sweaters
- Polo shirts with collars
- Plain tee shirts – not stretched out or faded
- Authorized clothing sporting NLPL branding or Library sponsored events & programs
- Dress shoes, loafers, flats, dress boots, or dress sandals
- Clean athletic shoes or sneakers

Unacceptable attire may include: flip-flops, beachwear, sleep wear, work out or athletic clothes, cutoffs, underwear worn as outerwear, and leggings without cover. Staff are also prohibited from wearing or maintaining in their work space any type of strong-smelling substance, including but not limited to, perfumes, aftershaves, colognes, potpourri, or other such substances. Staff are expected to maintain appropriate hygiene standards while at work or performing library work.

The Executive Director or Board may authorize exceptions or “themed” attire for events or specific days as appropriate on a case-by-case basis.

Staff who have questions about the dress code should speak to their supervisors.

Violation of this policy is grounds for discipline, up to and including termination.

#### **D. State Gift Ban Act**

The solicitation or the acceptance of gifts is prohibited under the act by any elected or appointed official or any staff of the New Lenox Public Library District. For more information, please reference General Policy 501-508 for more detail.

#### **E. Workplace Relationships**

Staff involved in personal romantic relationships with other staff members are expected to ensure that their relationship does not interfere with their ability to perform expected job duties. Displays of physical affection are not acceptable in the workplace.

If a personal romantic relationship between two staff members involves a superior and direct report those individuals are required to report the relationship to their Department Managers or the Executive Director.

#### **F. Solicitation & Distribution Ban**

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, staff members may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Staff who are not on working time (e.g., those on lunch hour or breaks) may not solicit or distribute literature or printed material of any kind to coworkers who are on working time.

Non-staff members are likewise prohibited from distributing material or soliciting staff on the Library’s premises at any time.

#### **G. Workplace Security**

To safeguard the property of our staff, our patrons, and the Library, and to help prevent the possession, sale, and use of illegal drugs on the Library's premises, in keeping with the spirit and intent of the Library's Drug-Free Workplace Policy, and in order to prevent weapons and firearms from being brought into the Library, the Library reserves the right to question staff and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other

possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to search any staff member's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Library and are issued for the use of staff only during their employment with the Library. If necessary the Library may remove, by whatever means required, any non-library locks or security measures used by staff members on Library property. Inspections may be conducted at any time at the sole discretion of the Library.

In conjunction with implementing this policy, the Library has posted notices in conspicuous places throughout our facilities informing all staff, prospective staff members, patrons, visitors, and all other persons of the Library's policy and right to question individuals and conduct inspections.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Staff working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as staff members who after the inspection are believed to be in possession of stolen property, weapons or illegal drugs, will be subject to disciplinary action up to and including discharge if on investigation they are found to be in violation of the Library's security procedures or any other library rule and regulation.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated April 12, 2016; Updated April 10, 2017; Updated September 11, 2017; Updated July 8, 2019; Updated November 9, 2020; Updated November 13, 2023*

### **302 EQUIPMENT, EMAIL & INTERNET USE**

It is the policy of the Library to provide or contract for the communication services and equipment necessary to promote the efficient conduct of library business. All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the Library's information systems are the Library's property and are to be used solely for job-related purposes. To ensure the proper use of communications systems and business equipment, the Library may monitor the use of these systems and equipment. Staff are prohibited from using codes, accessing files, or retrieving any stored communication without prior clearance from an authorized library representative. No staff member may use a password unknown to the Library. All communications, materials, proposals, and reports created by staff on work time shall be considered the property of the Library even in the event the individual leaves the employ of the Library.

If damage or loss of library equipment occurs, the Executive Director and Information Technology Manager will determine equipment replacement costs and the responsible payee on a case-by-case basis. If it is determined that there was negligence in maintaining Library equipment, the library staff member may be responsible for equipment replacement costs.

Staff who violate this policy are subject to disciplinary action, up to and including termination.

#### **Procedure**

1. Electronic systems are owned, leased, and maintained by the Library and are the sole property of the Library. Personal use of electronic systems and the distribution of personal messages by staff are prohibited. Personal software or messages shall not be installed or stored on library electronic equipment unless approved by the Executive Director.
2. The Library will, or reserves the right to, monitor the use of electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
3. The use of personal passwords, assigned to the staff member, is not grounds for an individual to claim privacy rights in the electronic or communications systems. The Library reserves the right to override personal passwords. Staff may be required to disclose passwords or codes to the Library to allow access to the systems.
4. The Library's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic and telecommunications systems. Intimidating, offensive, harassing, vulgar, obscene, or threatening

- communications are strictly prohibited, as are sexually oriented messages or images. Staff who receive emails or other information on their computers which they believe violate this policy should immediately report this activity to their manager.
5. Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly by email, facsimiles, etc.
  6. Staff should respect all copyright and other intellectual property laws. For the Library's protection, as well as staff's, it is critical that all staff members show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Library's own copyrights, trademarks, and brands.
  7. Staff must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an individual or the Library. Therefore, staff should be cautious and use the systems only in the appropriate manner and consult with systems experts to guarantee that information authorized to be deleted is truly eliminated from the system.
  8. Staff should exercise care so that no personal correspondence appears to be an official communication of the Library. Personalized library stationery and business cards may only be issued by the Library. Staff may not use the Library's address for receiving personal mail or utilize library stationery or postage for personal letters; without prior approval from management.
  9. Staff who are permitted to download or install library software on their home computers should only use such software for job-related reasons. Upon request or termination of employment, staff shall immediately remove such software from their home computers. Such software remains at all times library property.
  10. Violation of this policy can result in discipline, up to and including termination of employment.

*Adopted by the Board of Trustees November 13, 2006; Revised April 11, 2011; Updated June 1, 2012; Updated April 10, 2017; Updated September 11, 2017; Updated July 10, 2023*

### 303 SOCIAL MEDIA USE POLICY

Social Media is defined as blogs, other types of self-published online journals, and collaborative web-based discussion forums including, but not limited to: LinkedIn, Facebook, MySpace, Pinterest, Instagram, Snapchat, Google+, YouTube and Twitter.

#### I. General Rules & Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the Library on work time, for personal use during non-work time, outside the workplace or during working time while using library owned equipment. These rules and guidelines apply to all staff.

1. Staff are prohibited from discussing confidential library matters through the use of social media. Staff also have a duty to protect individuals' home addresses and other personal information and the confidentiality of library patron account information.
2. Staff cannot use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against coworkers, managers, patrons, vendors or suppliers, any organizations associated or doing business with the Library, or any members of the public, including website visitors who post comments. The Library's anti-harassment and EEO policies apply to use of social media in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict staff from discussing their wages, hours or working conditions with coworkers.

#### II. Library-Sponsored Social Media

Library-sponsored social media is used to convey information about library products and services, advise patrons about service updates, obtain patron feedback, exchange ideas or trade insights about industry trends, reach out to potential new markets, provide marketing support to raise awareness of the Library's brand, issue or respond to breaking news, or respond to negative publicity, brainstorm with staff and patrons, and discuss Library and department specific activities and events.

All such Library-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only staff designated and authorized by the Library can prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media. Library-sponsored social media accounts are owned by the Library. Any staff who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Staff members who create or are provided access to Library-sponsored social media accounts must provide the Library with all passwords and login information to such accounts immediately upon the Library's request, and must transfer "manager" or "owner" status, as defined by the particular social media site, upon the Library's request.
2. Staff must respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
3. Designated staff are responsible for ensuring that Library-sponsored social media conform to all applicable Library rules and guidelines. These staff members are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and material that violates the Library's EEO or anti-harassment policies.
4. Staff who want to post comments in response to content must identify themselves as library staff members.

### **III. Personal Use of Social Media**

The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to staff use of social media on the individual's personal time.

1. Staff should abide by the Library's Email & Internet Use Policy concerning personal use of the Library's computer and related equipment.
2. Staff who utilize social media and choose to identify themselves as staff members of the Library may not represent themselves as a spokesperson for the Library. Accordingly, staff are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Library or of any person or organization affiliated or doing business with the Library.

3. Staff should respect all copyright and other intellectual property laws. For the Library's protection, as well as staff's, it is critical that staff members show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Library's own copyrights, trademarks, and brands.
4. Staff may not advertise or sell library products or services through social media.

#### **IV. Library Monitoring**

The Library reserves the right to monitor staff member's public use of social media including but not limited to statements and comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Staff should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. The Library reserves the right to monitor, review, and block content that violates the Library's rules and guidelines.

#### **V. Violations**

The Library will investigate and respond to all reports of violations of the Library's rules and guidelines or related library policies or rules. Staff are urged to report any violations of this policy to the Executive Director. A violation of this policy may result in discipline up to and including termination of employment.



### 304 SEXUAL & OTHER FORMS OF HARASSMENT

The Library is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Library will not tolerate harassment of library employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or visitor of the Library.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as sex, color, race, ancestry, national origin, age, disability, sexual orientation or other legally protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

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

"Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any staff member to another staff member where:

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

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

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature
2. Graphic or suggestive comments about an individual's dress or body
3. Displaying sexually explicit objects, photographs or drawings
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body

5. Suggesting or demanding sexual involvement of another staff member whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns

Keep in mind that a staff member may complain about harassment if the individual is subjected to consensual behavior between two or more other staff members.

### **Investigation**

All library staff are responsible to help assure that we avoid harassment. Any individual who believes that they have been subjected to harassment or discrimination as prohibited by this policy or who has witnessed harassment or discrimination should submit a complaint to the Executive Director and ethics officer, or their designee, the complainant's supervisor, or any other manager or supervisor, in accordance with the following complaint procedures. If a manager receives a complaint of harassment or discrimination directly from a staff member, or becomes aware of such conduct, the complaint shall be immediately reported to the Executive Director, or their designee.

1. Any staff wishing to submit a complaint (i.e., the "complainant") should submit a written statement to their manager, or alternatively the Executive Director, or their designee, in the event that the manager is the alleged harasser or discriminator. The written statement should state the specific facts and perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such written statements should be submitted within 30 days after the incident or act which gives rise to the complaint, unless the time for submission is extended by the Executive Director, or their designee, because the complainant has shown good cause for such an extension.
2. The Executive Director or their designee shall promptly investigate the complaint. The Executive Director or their designee shall make all reasonable efforts, including but not limited to convening a conference with the complainant, or the accused harasser or discriminator, to discuss the complaint and the results of the investigation, to resolve the matter informally.
3. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Board of Trustees, who will review the investigation report and make a final decision. The Board of Trustees may conduct further investigation, if necessary.

4. Reporting harassment, discrimination or retaliation or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any staff who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge. Any form of retaliation against any staff member who reports harassment or discrimination, or participates in any way with an investigation, is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy.
5. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
6. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline up to and including discharge.

A substantiated charge against a staff member will subject the individual to disciplinary action, up to and including discharge.

#### **Resolution Outside the Library**

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, a staff member has the right to contact the Illinois Department of Human Rights or the Equal Employment Opportunity Commission about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, after IDHR has completed its investigation of the complaint. Where the Library has an effective sexual harassment policy in place and the complaining individual fails to take advantage of that policy and allow the Library an opportunity to address the problem, such an individual may, in certain cases, lose the right to further pursue the claim against the Library. Staff who are suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

**Administrative Contacts**

Illinois Department of Human Rights

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

Illinois Human Rights Commission

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

United States Equal Employment Opportunity Commission

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

**Dissemination**

The Library shall take reasonable measures to assure that staff are informed of this policy and procedure by inclusion in the Personnel Policy and by posting. A copy is also available in the Business Office.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated September 11, 2017; Updated January 8, 2018*

### 305 DRUG FREE & SMOKE FREE WORKPLACE

The Library has a strong commitment to its staff to provide a safe and healthy work environment. The Library expects all staff to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on staff during working hours or while performing work for the Library are inconsistent with these objectives. The Library's policy with respect to drugs and alcohol is as follows:

1. The illegal use, sale, or possession of narcotics, drugs or controlled substances; including, but not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates while on the job or on the Library's property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The possession, distribution or use of alcoholic beverages by any library employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action up to and including discharge.
2. "Legal drugs" are: (1) drugs that are permitted under state and federal law, (2) obtained by a staff member with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Staff using legal drugs must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. Staff members are responsible for consulting with their doctors about a medications' effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an individual fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Staff should not, however, disclose underlying medical conditions unless specifically directed to do so.
3. "Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained in a lawful manner. Examples include marijuana (including medical marijuana), cocaine, mind-altering chemicals, depressants, stimulants, inhalants, and prescription drugs that were not lawfully obtained. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any staff member is prohibited: (1) on Library premises or (2) where the individual is performing Library business off Library premises.
4. Staff will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty will be relieved from duty and may be requested to take a physical examination at a designated medical facility. Refusal to comply with a physical examination failure or failure to pass the examination may result in disciplinary action, up to and including discharge.

5. Off-the-job illegal drug or alcohol use which could adversely affect a staff member's job performance or which could jeopardize the safety of other staff, the public, or the Library's facilities, or where such usage adversely affects the public trust in the ability of the Library to carry out its responsibilities, is also cause for disciplinary action, up to and including discharge.
6. Staff who are arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, the Library will take into consideration the nature of the charges, the individual's present assignment and record with the Library, and the impact of the staff member's arrest on the conduct of the Library's business.
7. Staff are encouraged to request assistance through reputable sources in the community in dealing with a personal alcohol or drug-related problem before becoming subject to discipline or discharge under this or another library policy. Their employment will not be jeopardized so long as an approved treatment program is successfully completed, and they continue to observe the Library's policy regarding drugs and alcohol.
8. Staff who wish to report drug and alcohol use in violation of this policy should contact the Executive Director or a member of the Board. The Library will make every effort to protect anonymity, and such information will be treated in confidence.
9. Staff are required to notify the Executive Director or the Board of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

### **Smoke-Free Workplace**

Electronic cigarettes, herbal, and tobacco products may not be used in the Library building. No smoking of any kind will be permitted in the Library or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or break room, coffee shop, or cafe or other common area. Smoking is only permitted in designated areas outdoors.

This policy applies equally to all staff, trustees, patrons, and visitors.

## New Lenox Public Library District Personnel Policy

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Managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. The Library encourages staff to report violations of our smoke-free policy to a manager.

Violation of this rule will subject the staff member to immediate disciplinary action, up to and including discharge.

*Adopted by the Board of Trustees May 13, 2002; Revised August 9, 2004; Updated November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated March 24, 2015; Updated April 10, 2017; Updated September 11, 2017*

### 306 TRAVEL POLICY

For approved travel to ALA, ILA, RAILS, State Library, and other approved continuing education events, meetings, and conferences by staff, executive director, or trustees, 100% of reasonable airline or train fares, mileage (at approved IRS rate), tolls, shuttles, and parking may be reimbursed. Mileage shall be issued for the lesser of:

- Miles traveled from the Library to the venue and back
- Miles from the staff member's home to the venue and back

No entertainment expenses of any kind, including but not limited to shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event may be reimbursed.

Accompanying spouses or non-staff members must pay additional expense above the single rate.

For meals while in attendance out of the area, a per diem will be issued in accordance with US General Service Administration Per Diem Rates. If overnight accommodations are deemed necessary by Administration, the US GSA Per Diem Rates will also be utilized. Mileage will be reimbursed at the current IRS mileage rate. All receipts for travel, hotel, and meal expenses in excess of per diem rates must be turned in with the Mileage or Expense Reimbursement Forms to the Library Business Office for consideration and approval by the Executive Director within 60 days. The cost of alcoholic beverages will not be reimbursed to staff participating in continuing education events.

According to the Portal to Portal Act, employers are required to compensate non-exempt employees for time spent traveling to attend local conferences, classes, meetings, or other work-related events that is above and beyond the employee's normal commuting time and takes place in one day. The Library will pay for the additional drive time plus the actual time spent at the conference or other work-related event.

*Adopted by the Board of Trustees August 9, 2004; Revised November 13, 2006; Updated April 11, 2011; Updated June 1, 2012; Updated March 17, 2014; Updated March 24, 2015; Updated April 12, 2016; Updated August 8, 2016; Updated April 10, 2017; Updated September 11, 2017; Updated November 14, 2022; Updated March 13, 2023*



### 307 CREDIT CARD USAGE POLICY

The preferred method of payment to vendors for the Library is through invoice billing whenever possible. However, there are times when credit card charges are the only available or only practical method. The guidelines for credit card use follow:

- 1) As part of the budget process, the Board of Trustees will review the Library personnel who are granted credit card privileges. Credit cards will be issued in the name of the Library with signatures approved by the Board of Trustees.
- 2) The Board of Trustees, with advice from the Executive Director and Assistant Director, will set appropriate monetary limits on the signature accounts in accordance with the anticipated needs for the accounts.
- 3) Personnel granted credit card privileges must submit signed paper receipts or internet printouts of charges to the Assistant Director for accounting purposes as soon as possible.
- 4) Credit card charges will be debited against the appropriate library funds; trustees signing checks for credit card payments will review the charges for accuracy.
- 5) Any inadvertent use of library credit cards by any staff must be reimbursed in full to the Library prior to the next credit card billing statement. Repeated accidental charges may result in loss of credit card privileges or other disciplinary actions as appropriate. Intentional misuse of library credit cards by staff may be disciplined up to and including termination.

*Adopted by the Board of Trustees August 9, 2004; Revised November 13, 2006;  
Updated April 11, 2011; Updated June 1, 2012; Updated April 10, 2017*

### 308 EXPENSE REIMBURSEMENT

Library management and staff should make every reasonable effort to direct vendors to bill the Library directly, preferably by invoice billing or on Library credit card as necessary. However, it is understood occasionally a staff member may make a non-travel related purchase on behalf of the Library utilizing their own finances. The Library will reimburse any approved expenditures under the following conditions:

- The purchase must be for a bona-fide library use and in no way for personal consumption or use
- The purchase could not be made by preferred methods in a reasonable time or effort
- The staff member made the purchase of their own volition
- An Expense Reimbursement Form with receipts is turned in to the Business Office within 30 days of the purchase

As the Library is a tax-exempt organization, it is the policy of the Library to be good stewards of the tax payers' money by not spending on any sales tax it is not required to. Therefore, all staff who may choose to make purchases for the Library are strongly encouraged to retrieve a copy of the tax-exempt form from the Business Office. Any non-travel expense turned in and approved will be reimbursed minus any charged sales tax.

The Library will never require any staff to expend their own money or credit for supplies or other library use expenses. The reimbursement process is for staff who choose to do so on their own for the sake of expediency.

### 309 WHISTLEBLOWER COMPLIANCE

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

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If a staff member has knowledge or concern of an illegal, dishonest, or fraudulent activity, the individual is to contact their immediate supervisor or the Executive Director. Staff must exercise sound judgment to avoid baseless allegations. Any staff who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas - confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed in order to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against should contact a supervisor or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director, or the Board of Trustees in the event the conduct involves the Executive Director, who is responsible for investigating and coordinating corrective action.

*Adopted by the Board of Trustees November 13, 2006; Revised April 11, 2011; Updated September 11, 2017*

### **310 IMMIGRATION COMPLIANCE**

The New Lenox Public Library District complies with the requirements of federal immigration law, and for all staff hired after November 6, 1986 the Library shall have a properly completed Form I-9, which shall be retained by the Library in accordance with applicable law.

*Adopted by the Board of Trustees April 11, 2011; Revised September 11, 2017*

### 311 BLOOD-BORNE PATHOGENS

While normal library operations are not likely to involve circumstances exposing staff or patrons to blood-borne pathogens, the New Lenox Public Library District complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood-borne pathogens, which have been incorporated by administrative actions.

1. **Exposure Determination:** No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library staff in all classifications may be called upon to respond with assistance, or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.
2. **Universal Precautions:** All potential circumstances of exposure must be taken into account by the Library and its staff to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood-borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood-borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize staff exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.
3. **Exposure Control Plan:** At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the staff as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

4. Training and Immunizations: The Library shall provide regularly scheduled educational programs for all affected staff. Any staff member who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed staff member or members a confidential medical evaluation and follow-up as provided in the regulations.

### 312 PERSONAL VEHICLE POLICY

In order to use a personal vehicle for Library business, staff must meet the following criteria:

- Must have a valid and unrestricted U.S. driver's license, not including corrective lens needs
- Must be at least 21 years of age and have at least 3 years of licensed driving experience

Any individual who drives their personal vehicle on library business or to and from a library activity is responsible for their own safety as well as the safety of any passengers. The Library bears no responsibility for the operation or operating condition of personal vehicles and expects drivers of personal vehicles to comply with applicable local, state and federal laws.

The owner of the vehicle must carry at least the minimum automobile liability limits required by state law and must be able to provide the Library with proof of said insurance upon request. The owner's automobile liability coverage shall be the primary insurance coverage. The owner of the vehicle is responsible for any applicable deductible (e.g., liability or collision coverage) and is responsible for any increased personal automobile insurance premiums as a result of any accidents.

Claims arising from use of a personal vehicle are to be reported to the owner's insurance agent. In the event of a serious or potentially serious claim, the Business Office should also be immediately notified.

#### **Safety Criteria and Use Restrictions**

The following applies to all staff driving on library business and non-compliance may be grounds for disciplinary action, up to and including termination:

- Operating a vehicle without a valid driver's license
- Failure of a driver to report suspension or revocation of their driver's license to the Library
- Operating a vehicle in a reckless or unsafe manner
- Operating a vehicle under the influence of alcohol or drugs
- Conveying a number of occupants that exceed the maximum capacity of the vehicle
- Failing to obey the speed limit and all state and federal traffic laws, except as may be permissible for police and emergency vehicles
- The use of illicit drugs by a driver or any other vehicle occupant
- Cell phone use by the driver while the vehicle is in motion, such as in accordance with Illinois State Law, writing, reading or sending text-based communications while operating the vehicle

- Failing to be well rested and focused on driving duties, or permitting loud music or other driver distractions

### **Traffic Violations**

Drivers shall personally assume responsibility for any and all fines, penalties or traffic violations while the driver is conducting library business. The Library will not defend any driver who has operated such a vehicle in violation of traffic laws.

*Adopted by the Board of Trustees June 1, 2012; Revised April 10, 2017*



### 313 ANTI-BULLYING POLICY

The Library prohibits acts of harassment or bullying. The Library has determined that a safe and civil environment is necessary for staff to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an staff member's ability to positively contribute to the Library on a day-to-day basis and the Library's ability to successfully run its operation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of all managers, co-workers, vendors, patrons, contractors, and other regular visitors of the Library.

"Bullying" is conduct that meets all of the following criteria:

- is directed at one or more staff members
- substantially interferes with work or prevents work from being accomplished
- adversely affects the ability of staff to contribute in a positive manner in the workplace by placing the individual in reasonable fear of physical harm and/or by causing emotional distress

Examples of bullying behavior may include but are not limited to:

- spreading malicious rumors, gossip, or innuendo
- excluding or isolating someone socially
- intimidating a person
- undermining or deliberately impeding an individual's work
- physically abusing or threatening abuse
- constantly changing work guidelines
- establishing impossible deadlines that will set up the individual to fail
- withholding necessary information or purposefully giving the wrong information
- making jokes that are obviously offensive by spoken word or e-mail
- intruding on an individual's privacy by pestering, spying or stalking
- assigning unreasonable duties or workload which are unfavorable to one person in a way that creates unnecessary pressure
- underwork or creating a feeling of uselessness
- yelling or using profanity
- criticizing an individual persistently or constantly
- belittling an individual's opinions
- unwarranted or undeserved punishment
- blocking applications for training, leave or promotion
- tampering with an individual's personal belongings or work equipment

The Library expects all staff to conduct themselves in a manner that displays proper regard for the rights and welfare of other staff members, patrons, contractors, vendors and regular visitors of the Library. All staff members have a responsibility to stop bullying in the workplace.

Bystander support of bullying can encourage further bullying. Therefore, the Library prohibits both active and passive support for acts of bullying. Staff are encouraged to report acts of bullying to the appropriate person as described below.

A staff member who believes that they have experienced or witnessed bullying is encouraged to report the incident as soon as possible to their supervisor or, in the alternative, the Executive Director. A manager who receives a report under this policy must immediately inform the Executive Director unless the complaint involves the Executive Director, in which case the supervisor should inform the Library Board President. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Staff are also encouraged to review the Library's policies concerning "Sexual & Other Forms of Harassment" and "Standards of Conduct" for further guidance.

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

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