

# Personnel Policy

2/21/2022 | Revision 08

Dear Employee,

Welcome to the Library. We are delighted that you have made the decision to join our staff. It is our sincere hope that you find this to be a challenging and yet rewarding place to work.

At the Library we value:

*The Maroa Public Library mission commits to providing current educational, cultural, historical and recreational information to assist the needs of the patrons in the Maroa Public Library District.*

*The Library will accomplish the mission by continuously upgrading and increasing its services through dedicated management and collaborative efforts within the community, such as working with the local government, educational leaders, agencies and their partners.*

All staff members are considered ambassadors of the Library and as such are expected to adhere to the highest standards of professionalism, respect, and excellence in providing services to our Library patrons and the community we serve.

All employees of the Library are "at will employees;" therefore the contents of this Handbook do not constitute an expression of or an implied employment contract between the Library and any of its employees. Also, it is not a guarantee of any fixed terms and conditions of employments. **We have written it to help you understand our employment practices and to help ensure equity in the treatment and expectations of our employees.** Regular changes, modifications, additions and/or deletions will periodically be made to meet the changing needs and demands of our organization.

Once again, welcome. If you have any questions or need clarification on any issues, feel free to contact the Board or the Director.

Sincerely,

The Board of Trustees  
Maroa Public Library District

---

## Maroa Public Library District

305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



## Table of Contents

1.0	<u>Introduction</u>	Pg. 4
1.1	<u>Library Governance and History</u>	Pg. 4
1.2	<u>Library Organization</u>	
1.2.1	<u>Director</u>	Pg. 4
1.2.2	<u>Librarian Assistant</u>	Pg. 7
1.2.3	<u>Programming &amp; Outreach Director</u>	Pg. 9
1.2.4	<u>Student Aid</u>	Pg. 11
2.0	<u>Employee Relations</u>	Pg. 13
2.1	<u>Equal Employment Opportunity &amp; Discrimination</u>	Pg. 13
2.1.1	<u>Prohibited Harassment, including Sexual Harassment</u>	Pg. 13
2.1.2	<u>Complaint Procedure for Filing Charges of Discrimination or Unlawful Harassment</u>	Pg. 13
2.2	<u>Retirement Age</u>	Pg. 16
2.3	<u>Safety and Health</u>	Pg. 16
2.3.1	<u>Emergency Procedure Plan</u>	Pg. 16
2.3.2	<u>Communicable/Terminal Illness</u>	Pg. 17
2.3.3	<u>Blood Borne Pathogens</u>	Pg. 17
2.3.4	<u>Drug-Free Workplace</u>	Pg. 18
2.3.5	<u>Civility</u>	Pg. 18
2.3.6	<u>Smoke-Free Workplace</u>	Pg. 19
2.3.7	<u>Roadway Safety</u>	Pg. 20
2.4	<u>Business Ethics</u>	Pg. 20
2.4.1	<u>Outside Employment</u>	Pg. 20
2.4.2	<u>Gifts, Loans and Entertainment</u>	Pg. 20
2.4.3	<u>Political Activities</u>	Pg. 21
2.5	<u>Personal Appearance</u>	Pg. 22
2.6	<u>Use of Library Material</u>	Pg. 22
2.7	<u>Recruitment</u>	Pg. 23
2.8	<u>Appointment</u>	Pg. 23
2.9	<u>New Employee Probation</u>	Pg. 24
2.10	<u>Workweek and Schedules</u>	Pg. 24
2.10.1	<u>Work Schedules</u>	Pg. 24
2.10.2	<u>Lunch Hours and Work Breaks</u>	Pg. 24
2.10.3	<u>Adverse Weather Policy</u>	Pg. 24
2.11	<u>Travel Policy</u>	Pg. 25
2.12	<u>Evaluation Procedures</u>	Pg. 25
2.13	<u>Discipline</u>	Pg. 25
2.14	<u>Separation from Employment</u>	Pg. 25
2.14.1	<u>Resignation</u>	Pg. 25
2.14.2	<u>Termination Without Prejudice</u>	Pg. 25
2.14.3	<u>Termination for Cause</u>	Pg. 25
2.15	<u>Grievance Procedure</u>	Pg. 26

3.0	<u>COMPENSATION</u>	Pg. 27
3.1	<u>Compensation Plan</u>	Pg. 27
3.2	<u>Overtime</u>	Pg. 27
3.3	<u>Grant Funded Employees</u>	Pg. 27
4.0	<u>BENEFITS – TIME OFF</u>	Pg. 27
4.1	<u>Holidays</u>	Pg. 27
4.2	<u>Personal Time Off (PTO)</u>	Pg. 27
4.3	<u>Bereavement Leave</u>	Pg. 27
4.4	<u>Family and Medical Leave</u>	Pg. 28
	4.4.a <u>Military Family FMLA</u>	Pg. 28
4.5	<u>Leave for Victims of Domestic or Sexual Violence</u>	Pg. 29
4.6	<u>Jury Duty</u>	Pg. 30
4.7	<u>Military Leave</u>	Pg. 30
4.8	<u>Voting Leave</u>	Pg. 30
4.9	<u>Blood Donation Leave</u>	Pg. 30
5.0	<u>BENEFITS – OTHER</u>	Pg. 30
5.1	<u>Insurance</u>	Pg. 30
	5.1.a. <u>Social Security and Medicare</u>	Pg. 30
	5.1.b. <u>Workers’ Compensation &amp; Unemployment Insurance</u>	Pg. 30
6.0	<u>STAFF DEVELOPMENT</u>	Pg. 30
6.1	<u>Tuition Reimbursement Policy</u>	Pg. 31
6.2	<u>In-Service Training</u>	Pg. 31
6.3	<u>Professional Affiliations and Activities</u>	Pg. 31
7.0	<u>AMERICAN LIBRARY ASSOCIATION</u>	Pg. 32

## 1.0 INTRODUCTION

### 1.1 Library Governance & History

For information regarding the board of trustees' organization and responsibilities, refer to the MPLD By-Laws.

### 1.2 Library Organization

The Library staff is generally composed of the following positions:

- ❖ Library Director
- ❖ Librarian Assistant(s)
- ❖ Programming and Outreach Director
- ❖ Student Aide

The responsibility for the organization of Library and the administration and classification of positions is vested with the Library Director. The Library Director is also responsible for the Library workplace. The term *workplace* includes any Library premises, any Library owned vehicle, or any Library sponsored activity where Library members, vendors, visitors, or employees are engaged in activities under the jurisdiction of the Library.

#### 1.2.1 DIRECTOR

##### Purpose:

Provide effective and efficient operation of the Maroa Public Library, develop and interpret policy, prepare and implement various programs for the public, and maintain the Library collection.

##### Major Duties and Responsibilities:

1. Write grant requests as needed or required.
  - Complete proper forms on an annual or other basis
  - Assure that grant requirements are being met in order to maintain funding
  - Research sources for other available grants and funding
2. Maintain the Library Collection.
  - Purge damaged or inappropriate materials on a regular basis, using the crew or other acceptable American Library Association method, with Trustees having final decision.
  - Repair materials that are salvageable.
  - Add appropriate materials to the collection in a variety of formats, including books, magazines, audiocassettes, videotapes, etc.
  - Maintain the integrity of the collection, using Illinois Library Association or American Library Association standards
- Maintain the Polaris Library cataloging system.
4. Develop, interpret and enforce Library Policies.
  - Review Library policies on an annual basis
  - Revise policies as needed or recommended; submit changes to Library Board
  - Assure that staff and patrons are following established policies
5. Maintain and develop public relations program for the Library.
  - Revise and maintain the Library website with current, relevant Library information.
  - Manage social media accounts as a means to engage regularly with the community.
  - Prepare and submit articles for the City Newsletter
  - Accept public speaking engagements as requested
  - Submit articles to local media concerning Library issues or programs
6. Prepare reports as required and requested.
  - Submit list of bills to be paid by the Treasurer and Accountant.

- Prepare monthly reports for Library Board, including Librarian's Report, circulation, financial and patron statistics, and materials inventory
  - Complete annual report for State Library, including information on circulation, finances, patrons, staff and community statistics
7. Supervise the Library Staff.
    - Complete performance reviews on an annual basis
    - Develop and maintain the staff-training manual
    - Complete new staff orientation and oversee training of new staff
  8. Submit timesheets to Board Treasurer on a semi-monthly basis.
    - Manage the staff work calendar
    - Collect timesheet data
    - Have employees complete vacation or absence forms when needed
    - Total number of hours worked by each employee
    - Complete timesheet form and sign each one
    - Submit timesheet records to the accountant and board treasurer
  9. Maintain Library property and its contents.
    - Ensure outdoor lighting, walkways, building exterior, landscaping, and lawn remain safe and inviting
    - Encourage staff to keep all indoor spaces, including closets and conference rooms, organized and decluttered
    - Communicate regularly with the Library cleaning services to maintain safe, tidy spaces
    - Oversee the weeding of circulation, sale materials, and files using state record retention policies
    - Assess damage or problem with equipment
    - Repair equipment via telephone service call when possible
    - Arrange for service when problem cannot be solved in-house, taking equipment to service location if needed
  10. Maintain stocks of necessary supplies for efficient Library operations.
    - Make list of needed supplies
    - Check catalogs for best prices and order from most cost-efficient source
    - Place a copy of order in the proper file
    - Pull copy of order and verify contents upon arrival
  11. Represent the Library at professional meetings and conferences.
    - Attend all Library Board meetings
    - Attend conferences, such as the Illinois Library or American Library Association, as time permits
    - Participate in continuing education opportunities as they become available, with approval and finance support from the Board
  12. Assist with other day-to-day operations as needed.
    - Open and Close Library
    - Input new materials into computer system
    - Answer telephone in a courteous manner
    - Check materials in and out for patrons
    - Provide reference service when requested
    - Know function of circulation desk and perform all tasks when needed
    - Keep up to date files and records of all pertinent and day-to-day operations
    - Notify patrons on overdue fines by phone or letter
    - Call peace officers, if necessary, to maintain orderly control of the Library

## Job Context

The Director is a full-time, permanent position in the Library department. The immediate supervisor for this position is the Board of Trustees. The position is supervised on a weekly basis.

There is a great deal of autonomy in this position and requires the ability to make independent decisions. This position oversees and directs up to four full and part-time employees, and exercises supervisory authority for those employees.

The Director works regularly scheduled hours, with extra hours frequently required as the workload dictates. There is night work required with this position.

There is monetary, fiscal and legal accountability involved with this position, in addition to accountability in terms of public relations for the Library. There is considerable contact with the general public, in person, in writing, and on the telephone.

The Director works primarily indoors in the Library itself; there may be some heavy lifting and pushing of materials on wheeled carts. There are no physical hazards associated with this position, but climbing on ladders can be expected on occasion.

## Knowledge Skills and Abilities

### Knowledge:

- Basic management practices
- Basic psychological principles
- Basic child development
- Available community resources for programs
- Quality adult and child materials
- Current trends in Library management
- Successful grant writing
- Proper methods for repairing books and other materials
- The layout of the Library
- Polaris and OCLC
- The proper filing procedures
- The Dewey Decimal System
- Inter-library loan process
- Computer systems, including Microsoft compatible computer software packages (Windows, Word, Excel, Publisher, Adobe Acrobat)
- Social media platforms, including Facebook, Twitter, Instagram, etc.
- Website development platforms
- Available reference materials for specific subjects
- Proper grammar and proper use of English in speaking and writing
- Departmental procedures and policies
- Mathematics, including addition, subtraction, multiplication and division
- Basic accounting principles and practices

### Skills and Abilities:

- Develop and implement departmental policies and procedures
- Excellent organizational skills
- Effective leadership skills
- Successful conflict resolution and problem solving
- Public speaking skills
- Complete assignments
- Maintain confidentiality when required

- Train other employees in day-to-day operations of the Library
- Find requested information using department specific computer software
- Place materials in the proper places on the shelves
- File paperwork and other materials in proper places
- Answer questions in a clear and concise manner
- Accurate data entry into computerized systems
- Use various pieces of office equipment, including, computer, copier, and facsimile machine
- Communicate effectively with residents and other Library visitors
- Design attractive, easily understood graphics for internet and paper advertising
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Deal with angry patrons in a positive and constructive manner
- Follow departmental procedures
- Meet specified or required deadlines

Approved and dated this 24th day of September, 2016

Revised 10/16/2017

2/21/2022

### 1.2.2 LIBRARIAN ASSISTANT

Purpose:

Assist in making Library resources available to the public and oversee general functions of the Library.

Major Duties and Responsibilities:

1. Answer telephone courteously.  
Answer questions when possible, or transfer calls to appropriate individual.  
Process renewal requests when requested.
2. Assist patrons in finding Library materials.  
Point out various divisions of the Library when asked  
Search the Polaris and OCLC for requested materials  
Assist patrons in operating the patron-access computers and online e-Resources
3. Check in and check out materials.
4. Shelve returned/misplaced materials.
5. Fill Polaris and OCLC requests (Send Item List).
6. Select and purchase new materials.
7. Process new materials as they arrive.
8. Prepare new patron cards, using the appropriate record filing process.
9. Train new staff and oversee staff activities during the absence of the Director.
10. Manage incoming and outgoing facsimile transmissions.
11. Open Library when scheduled.
12. Proceed with other duties as needed (refer to the included Librarian Assistant List of Activities).
13. Close Library when scheduled.
14. Design and maintain highlighted authors, seasonal, special topic displays to draw patron attention.
15. Post displays and new materials on social media.

Librarian Assistant List of Activities:

- Open when needed
- Assist patrons
- Work circulation desk
- Answer telephone

- Catalog materials
- Repair materials
- Perform reference service
- Inter-library loan books through Polaris and OCLC and other available sources
- Shelf read
- Shelve books
- Weed books
- Issue Library cards
- Help patrons access online e-Resources and apps
- Assist with programs when needed
- Attend workshops
- Pursue further education when possible.

Job Context:

The Librarian Assistant is an hourly position in the Library. The immediate supervisor for this position is the Director, and the position is supervised on a daily basis. There is a great deal of autonomy in this position during the workday. This position manages and oversees all Library activity in absence of the Director, including student aide work, but does not exercise any supervisory authority.

The Librarian Assistant works regularly scheduled hours, with no hours worked other than those regularly scheduled. There is some occasional night work required with this position.

There is some monetary accountability involved with this position, in addition to accountability in terms of public relations for the Library. There is considerable contact with the general public, primarily in person and on the telephone.

The Librarian Assistant works mostly indoors in the Library itself; there may be some heavy lifting and pushing of materials on wheeled carts. Outdoor tasks such as sweeping, weeding, picking up trash, etc., may be required occasionally. There are limited physical hazards associated with this position.

Knowledge:

- Available reference materials for specific subjects
- Departmental policies and procedures
- Layout of the Library
- Polaris and OCLC
- Proper filing procedures
- Dewey Decimal System
- Inter-library loan process
- Computer systems, including Microsoft compatible computer software packages (Windows, Word, Excel, Publisher, Adobe Acrobat)
- E-Reader devices and Applications
- Social media
- Proper grammar and proper use of English in speaking and writing
- Mathematics, including addition, subtraction, multiplication and division
- Proper procedures for handling cash

Skills and abilities:

- Find requested materials within the Library
- Look up requested information using department-specific computer software
- Place materials in the proper places on the shelves
- Interpret policy when required
- File paperwork and other materials in their places
- Create attractive displays which maintain a designated theme



- Answer questions in a clear and concise manner
- Train other employees in the day-to-day procedures on the Library
- Maintain confidentiality when required
- Accurate data entry into computerized systems
- Use various pieces of office equipment, including computer, copier and facsimile machine
- Communicate effectively with residents and other Library visitors
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Follow departmental procedures
- Meet specified or required deadlines

Approved and dated this 2nd day of June, 1997

Revised 9/14/98

Revised 9/27/01

Revised 8/22/2016

Revised 9/24/2016

Revised 10/16/2017

Revised 8/19/2019

Revised 2/21/2022

### 1.2.3 Programming and Outreach Director

Purpose:

Assist in making Library resources available to the public and providing exciting programs for all ages in our community.

Major Duties and Responsibilities:

1. Plan and prepare programs for senior citizens, adults and children.
  - Develop age-appropriate themes and activities
  - Work with other libraries in the Illinois Heartland Library Association
  - Reserve the Community Room when needed for Library programs
  - Publicize activities through social media, the Library website, publicity and/or press releases
  - Gather and/or develop the materials needed for programs
2. Answer Telephone
  - Answer Telephone courteously, answer questions when possible, or transfer calls to appropriate individual.
  - Process renewal requests when requested
3. Assist patrons in finding Library materials.
  - Point out various divisions of the Library when asked.
  - Search Polaris and OCLC system to see if materials are available at area system libraries.
  - Assist patrons in operating the patron-access computers, personal reading devices, and online Library applications.
4. Check in and check out materials.
5. Shelve return/misplaced materials
6. Process inter-library bin - As Needed
7. Process "Send Item" list - As Needed
8. Prepare new patron cards, using the appropriate record filing process.
9. Open Library when scheduled
10. Close Library when scheduled
11. Assist with Library programs and displays

- Assist with development of materials for bulletin board and displays
- Help to supervise patrons during programs
- Assist in preparing for the various programs the Library offers.

#### Programming and Outreach Director List of Activities

- Develop engaging and interactive programs for patrons of all ages.
- Organize and execute large public events and parties under the direction of the Director
- Design, schedule, and implement the Library's annual summer reading program
- Interact with community partners to build relevant Library programming
- Open Library when scheduled
- Answer telephone
- Assist patrons
- Work circulation desk
- Shelve books
- Read shelves and keep in order
- Prepare send item list
- Route inter-library books in and call patrons informing them their books are in – as needed
- Process new patron cards, using the appropriate record filing process.
- Organize, advertise, and execute Library programs
- Keep Library neat and in order
- Attend job related workshops
- Close when scheduled

#### Job Context:

The Programming and Outreach Director position is a part-time position and is an hourly position in the Library. The immediate supervisor for this position is the Director and this position is supervised on a daily basis. Work necessarily completed outside the Library must be clearly documented (i.e. hours needed and tasks to be completed) and preapproved by the Director. There is a great deal of independence in this position during the workday. This position does not exercise any supervisory authority but can call upon assistance from other Library personnel.

This position includes regularly scheduled hours, with some extra hours worked when the workload warrants. There is frequent night and weekend work required with this position, as the Library is open some evenings and every Saturday.

There is some monetary accountability involved with this position, in addition to accountability in terms of public relations for the Library and the district. There is considerable contact with the general public, primarily in person and on the telephone.

The Programming and Outreach Director is required to do some heavy lifting and pushing of materials on wheeled carts. Outdoor tasks such as sweeping, weeding, gardening, picking up trash, etc., may be required occasionally. There are limited physical hazards associated with this position.

#### Knowledge:

- Layout of Library
- Polaris and OCLC
- Dewey Decimal System
- E-Resource devices and apps
- Computer systems, including computer software packages
- Graphic design programs
- Social media platforms
- Proper grammar and proper use of English in speaking and writing

- Mathematics, including addition, subtraction, multiplication and division
- Proper procedures of handling cash

Skills and abilities:

- Artistic knowledge and creativity
- Outgoing and enjoys people
- Organize and oversee multiple projects at one time
- Keep supplies orderly and decluttered
- Find requested materials within the Library
- Look up requested information using department-specified computer software
- Place materials in the proper places on shelves
- Maintain confidentiality when required
- Accurate data entry into computerized systems
- Use various pieces of office equipment, including computer, copier, facsimile machine, and printer.
- Communicate effectively with community members, residents and other Library visitors, and other staff
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Deal with angry patrons in a positive and constructive manner
- Follow departmental procedures
- Meet specified or required deadlines.
- Pinpoint problem areas within the Library and notify Director of hazardous areas
- Have extensive knowledge of the children’s literature in order to better fulfill the requirements of this position

**1.2.4 STUDENT AIDE**

Purpose:

Assist in making Library resources available to the public.

Major Duties and Responsibilities:

1. Answer telephone
  - ◆ Answer telephone courteously, answer questions when possible or transfer calls to appropriate individuals.
  - ◆ Process renewal requests when requested.
2. Assist Patrons in finding Library materials
  - ◆ Point out various divisions of the Library when asked.
  - ◆ Search Library databases to see if materials are available at other libraries for inter-library loans.
  - ◆ Assist patrons in operating the patron-access computers, personal reading devices, and online Library applications.
3. Check in and check out materials
4. Shelve return/misplaced materials
  - ◆ Browse shelves for misplaced items
5. Process “Send Item” list
  - ◆ Print out send item list from Library database
  - ◆ Process books to be routed to other libraries
6. Prepare new patron cards
7. Assist with Library programs and displays

- ◆ Assist with development of materials for bulletin board and displays
- ◆ Help to supervise patrons during programs
- ◆ Assist in preparing for the various programs the Library offers.

Student Aid List of Activities:

- ◆ Answer telephones
- ◆ Assist patrons
- ◆ Work circulation desk
- ◆ Shelve books
- ◆ Read shelves and keep in order
- ◆ Prepare send item list
- ◆ Route inter-library books in and call patrons informing them their books are ready to be picked up.
- ◆ Process new patron cards
- ◆ Scan, make copies and fax
- ◆ Assist with Library programs
- ◆ Keep Library neat and orderly

Job Context:

The Student Aide position is a part-time position in the Library. The immediate supervisor for this position is the Director, and this position is supervised on a daily basis. The Librarian Assistant and Programming and Outreach Director direct daily activities. There is a great deal of independence in this position during the workday. This position does not exercise any supervisory authority.

There is some monetary accountability involved with this position, in addition to accountability in terms of public relations for the Library and the district. There is considerable contact with the general public, primarily in person and on the telephone.

The Student Aide is required to do some heavy lifting and pushing of materials on wheeled carts. There are limited physical hazards associated with this position.

Knowledge:

- ◆ Layout of the Library
- ◆ Computer systems, including computer software packages
- ◆ Proper grammar and proper use of English in speaking and writing
- ◆ Proper procedure of handling cash

Skills and abilities:

- ◆ Find requested materials within the Library
- ◆ Look up requested information using department-specified computer software
- ◆ Place materials in the proper places on shelves
- ◆ Maintain confidentiality when required
- ◆ Accurate data entry into computerized systems
- ◆ Communicate effectively with Library visitors
- ◆ Work independently when necessary
- ◆ Handle multiple tasks simultaneously with frequent interruptions
- ◆ Deal with others in a professional manner
- ◆ Maintain professional composure in heated situations
- ◆ Deal with angry patrons in a positive and constructive manner

- ◆ Follow department procedures
- ◆ Meet specified or required deadlines
- ◆ Pinpoint problem areas within the Library and notify Director of hazardous areas.

## 2.0 EMPLOYEE RELATIONS

### 2.1 Equal Employment Opportunity and Discrimination

This company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Library Director.

#### 2.1.1. Prohibited Harassment, including Sexual Harassment

##### I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of Maroa Public Library District to prohibit harassment of any person by any library trustee, library employee, or library patron on the basis of sex or gender. All library trustees, library patrons, and library employees are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

##### II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

### **III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT**

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the city manager or administrator, or the chief executive officer of the municipality.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the library will not be presumed to have knowledge of the harassment.

- Resolution Outside Municipality. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the library. However, all library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the library. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility

involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### **IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS**

No library trustee or library supervisor shall take any retaliatory action against any library employee due to a library employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any library employee that is taken in retaliation for a library employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any person associated with the library that the library employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any library employee or officer or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

#### **V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT**

In addition to any and all other discipline that may be applicable pursuant to library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the library and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the library shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

## **VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT**

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable municipal policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation. *Revised 12/18/2017*

### **2.2 RETIREMENT AGE**

The Library respects the right of any employee to work as long as they can perform the essential functions of the position. We fully support the Age Discrimination in Employment Act of 1967 and therefore do not recognize any mandatory retirement age.

### **2.3 SAFETY AND HEALTH**

The Library is committed to providing a safe and healthy working environment and to complying with applicable federal and state occupational health and safety laws. To accomplish this, all employees must support and participate in this effort.

It is incumbent upon every employee to keep their work area and the general workplace clean and obstacle-free. Employees should also periodically disinfect their work area, desktop printers, keyboards, telephones, etc. Employees are also encouraged to wash their hands frequently and/or use hand sanitizers.

Any accidents, illnesses, incidents, or other unsafe conditions must be immediately reported to a supervisor (or designee). Incident reports shall be given to the Director. Insurance company shall be notified. Employees are expected to adhere to the policies as outlined in this section of the Employee Handbook as well as other LIBRARY safety policies and procedures.

#### **2.3.1 Emergency Procedure Plan (Effective June 4, 2001)**

In the case of an individual getting hurt and coming to the Maroa Public Library because of the accident, it is our policy to call parents or guardians first. A call will be placed to 911 if parents/guardians are unable to be reached.



If emergency room treatment is necessary and an ambulance is needed, transportation will be provided at the individuals' expense.

Maroa Public Library cannot assume responsibility for accidents which did not occur on their property. We will make every effort to ensure the individual receives treatment.

### **2.3.2 Communicable/Terminal Illness**

The Library recognizes that employees (or persons desiring to become employees of the Library) with life-threatening illnesses, any infectious illness or disease may wish to still be gainfully employed by the Library. Employment may even be therapeutically important to an employee's recovery process. At the same time, the Library also recognizes that it must provide a safe work environment for all employees and visitors and satisfy its legal obligations. As long as employees are able to maintain acceptable performance standards in accordance with established Library's policies and procedures, and medical evidence continues to indicate that such illness will not be transmitted by casual workplace contact, employees with life-threatening illnesses, infectious illnesses or diseases will be permitted to continue to work.

In determining such an employee's ability to continue in employment, the Library will consider making reasonable accommodations for the employee's condition, consistent with applicable federal, state, and local laws. As part of its overall health and safety program, the Library may conduct training sessions for employees.

Any employee who has a communicable disease or any other life-threatening illness and who can no longer perform the essential functions of his/her job, or who feels he/she needs reasonable accommodations or additional support, is encouraged to contact their supervisor or the Library Director. The Library will take reasonable precautions to the maximum extent possible to ensure that the information about an employee's condition remains confidential.

### **2.3.3 Bloodborne Pathogens**

1. While normal Library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Maroa 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 bloodborne pathogens which have been incorporated by administrative actions.

2. 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 employees 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.

3. Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne 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 bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

4. 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 employees 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.

5. Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee 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 employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

#### **2.3.4 Drug Free Workplace**

The Board of Directors of the Library, in compliance with applicable federal and state statutes and laws, has established a Drug Free Workplace Policy. It has been well documented in literature that the use of illegal, controlled substances is hazardous to the health of employees that can destroy the professional atmosphere that is required for the effective administration of the Library. Drug and alcohol abuse may also be a violation of criminal law. Employees are hereby notified that the unlawful manufacture, distribution, sale, possession, or use of a controlled substance, including cannabis, is prohibited in the Library workplace. The manufacture, distribution, sale, possession, or use of illegal look-alike drugs and drug paraphernalia, and the consumption of alcoholic beverages is also not permitted in the Library workplace.

As a condition of employment, employees must abide by the terms of this policy and they shall notify the Library Director of any criminal drug statute conviction for a drug violation. Such notification shall occur no later than five (5) days after such conviction.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment, and notification of the applicable law enforcement agencies. Depending on the circumstances, the Library Director may impose other sanctions and require the satisfactory participation in a drug abuse assistance or rehabilitation program. The Library Director may refer the employee to EAP for assistance in selecting a course of action in the event drug counseling, treatment, and rehabilitation are chosen.

Any employee who suspects that another employee is violating the Drug Free Workplace Policy. Or who desires counseling on coping with potential alcohol or drug abuse, is strongly urged to contact the Library Director. Such consultation will be held in confidence, except as necessary to direct the employee to a proper source for further assistance.

#### **2.3.5 Civility**

The Library is also committed to having a work environment where employees and Library patrons are expected to be courteous and respectful, recognizing that disagreements and informed debates are valuable tools to use in making informed decisions. Every attempt will be made to provide information to staff at the same time, regardless of his or her position. Diverse opinions are valued and ideas and creativity are encouraged. Everyone will have the opportunity to give input and receive feedback on his or her ideas.

The Library is committed to maintaining a work environment free from rudeness, violence, threats, intimidation, and other disruptive behavior. Violence, threats, coercion, harassment or intimidation of others, interference with an individual's legal rights of movement or expression, or disruptions to the workplace will not be tolerated and all reports of incidents will be taken seriously and will be dealt with appropriately. Firearms and other dangerous weapons or materials are not allowed on Library property. Behavior that is considered to be violent, threatening or disruptive includes:

- ◆ Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others or waving arms and fists).
- ◆ Intentional physical contact for the purpose of causing harm such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- ◆ Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interpret such behavior as constituting evidence of intent to cause harm to individuals or property.
- ◆ Possessing firearms, imitation firearms, or other dangerous weapons, instruments or materials on Library property.

Every employee's cooperation is needed to maintain a safe working environment. Do not ignore violent, threatening, intimidating, or other disruptive behavior. Any employee experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately and then notify a supervisor as soon as possible.

Any employee observing or experiencing other violent behavior by anyone on Library premises, whether he or she is a Library employee or not, should report it immediately to a supervisor. Supervisors who receive such reports should immediately begin an investigation, take appropriate action and notify the Library Director.

Any employee who commits a serious violent act will be removed from the premises, be subject to immediate dismissal, and may be subject to criminal charges. Anyone who commits other less serious violent acts may still be removed from the premises and may be subject to disciplinary action.

### **2.3.6 Smoke-Free Illinois**

Medical research has documented that tobacco smoke is a harmful and dangerous carcinogen to human beings and a hazard to public health. Even second hand smoke is harmful.

The Library will provide an environment for its employees and members that is smoke free. In accordance with State law, smoking is not permitted in the Library building or within 15 feet of any building entrances, exits, windows that open, or ventilation intakes. Smoking is also not permitted in LIBRARY vehicles.

Employees with complaints about smoking shall direct such complaints to the Library Director. All complaints will be promptly and thoroughly investigated. Complaints can also be filed with the Illinois Department of Public Health, a local State certified public health department, or the local Police Department. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination. Additionally, under State Law, a person who smokes in an area where smoking is prohibited can be fined in an amount that is not less than \$100 and not more than \$250.

No individual may be discriminated against in any manner because of the exercise of any rights afforded by the Smoke Free Illinois Act.

### **2.3.7 Roadway Safety**

Some employees are required to drive in the course of conducting Library business. Such employees must be in possession of an appropriate valid driver's license, are required to obey all traffic laws, and must use a seat belt. Employees who use their own vehicles to conduct Library business must maintain proof of valid vehicle insurance in their vehicle. Proof of such insurance must also be presented periodically to the Library.

The consumption of alcohol or the use of an illegal, controlled substance is prohibited. Any employee who is convicted of driving while under the influence of alcohol or drugs or who receives a driving violation (even if received while driving a personal vehicle) which may affect the Library insurance rates must notify the Library Director within 5 days of such conviction or receipt of the violation.

It is also expected that employees will display courteous driving habits. Failure to exercise roadway safety and courteous driving habits can result in disciplinary action, up to and including termination. Payment for tickets or summons issued to employees as a result of violating the law while on Library business will be the responsibility of the employee.

## **2.4 BUSINESS ETHICS**

The actions of any Library employee affect the image and reputation of the Library as a whole. We ask that all employees strive to conduct themselves in a responsible, professional manner.

### **2.4.1 Outside Employment**

In general, the Library has no interest in what employees lawfully do on their own time. Employees may choose to have a second job, do consulting work, present workshops and seminars, or do voluntary work as long as that job does not interfere with their Library responsibilities. Employees of Library shall not engage in any business or transactions (such as buying, selling or providing services for compensation other than the wages paid by Library) or have financial or personal interest (directly or indirectly) that is a conflict of interest or is incompatible with their responsibilities and duties as employees of Library. The following examples could be considered incompatible or an interference with the Library;

- ◆ Causing unscheduled absences (vacation days are scheduled in advance and are subject to the needs of the Library)
- ◆ Resulting in the employee failing to perform effectively when on duty
- ◆ Using excessive sick leave
- ◆ Working for a vendor or a member Library
- ◆ Bringing the Library into public dispute or legal jeopardy

Any employee, who has or contemplates work in addition to the work required as part of their position with Library, must notify their supervisor. Additionally, when such work occurs during a regular workday, employees are expected to schedule vacation leave, personal time off, or earned compensatory time off when accepting honorariums or fees for doing consulting, external presentations, or workshops.

### **2.4.2 Gifts, Loans, and Entertainment**

Library employees are to deal with suppliers, contractors, members, and others on the sole basis of what is in Library's best interest, accomplishes the Mission of Library, and are in the best interest of its members. In compliance with (5 Illinois Compiled Statutes 430) State Officials and Employees Ethics Act, Article 10 Gift Ban, employees may not accept any gifts, payments, loan, or excessive entertainment from any source or person doing or seeking to do business with Library except as outlined

in the above-described State Statute. This ban applies to and includes the spouse of and any immediate family member living with the employee. Exceptions to the gift ban are as follows:

- ◆ Opportunities, benefits, and services that are available under the same conditions as for the general public.
- ◆ Anything for which the employee pays the market value.
- ◆ Educational materials and missions.
- ◆ Travel expenses for a meeting to discuss Library or State Business.
- ◆ A gift from a relative, meaning those people related to the employee such as father, mother, son, uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, in-laws, step father, step parents or children, half brothers or sisters, parents and grandparents of the employee's spouse or fiancée.
- ◆ Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the position or employment of the employee and not because of the personal friendship.
- ◆ Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are consumed on the premises from which they were purchased or prepared, or catered for the purpose of this section.
- ◆ Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee) of the employee and the employee's spouse if the benefits have not been offered or enhanced because of the position or employment of the employee and are customarily provided to others in similar circumstances.
- ◆ Gifts from other Library employees or employees from other municipal, State, or Federal agencies and entities.
- ◆ Bequests, inheritances, and other transfers at death.
- ◆ Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

An employee does not violate this section if the employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

### **2.4.3 Political Activities**

While we encourage employees to be involved in their communities and to take advantage of their legal rights to vote, Library employees cannot participate in prohibited political activities during working hours. Employees can be involved in political activities during vacation, personal time, or compensatory time off. Also, Library employees cannot use the facilities, equipment or supplies in connection with any election or candidate for an elective or appointed public office (see 5 Illinois Compiled Statutes 430 Article 5).

Examples of prohibited activities during work time include:

- ◆ Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
- ◆ Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;

- ◆ Soliciting, planning for the solicitation of, or preparing any document of report regarding anything of value intended as a campaign contribution;
- ◆ Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of any political organization for political purposes or for or against any referendum question;
- ◆ Surveying or gathering information from potential or actual voters in an election to determine probably vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- ◆ Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- ◆ Soliciting votes on behalf of a candidate for elective office or a political organization for or against any referendum question or helping in an effort to get voters to the polls;
- ◆ Initiating for circulation, preparing, circulation, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- ◆ Making contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- ◆ Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes;
- ◆ Distributing, preparing for distribution, or mailing campaign literature, campaign signed, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- ◆ Campaigning for any elective office or for or against any referendum question;
- ◆ Managing or working on a campaign for elective office or for or against any referendum question;
- ◆ Serving as a delegate, alternate, or proxy to a political party convention; or
- ◆ Participating in any recount or challenge to the outcome of any election.

## **2.5 PERSONAL APPEARANCE**

Individual personal appearance affects the perception of the professionalism at Library. All employees must dress appropriately and maintain a high standard of personal hygiene. Consistent with other policies, clothing should not contain any advertisements of alcohol or cigarettes and should not have any offensive language or images.

## **2.6 USE OF LIBRARY MATERIAL**

The use of Library facilities, equipment and materials such as vehicles, the electronic mail system, supplies, is the property of Library and is for use to conduct Library business. The facilities and all equipment and supplies may not be used for a commercial venture, religious or political causes, or other solicitations that are not job related. It is understood that some Library equipment may occasionally be used for personal business.

To help balance profession and personal needs, personal telephone calls are allowed. Personal toll and long distance calls should be placed using the employee's personal telephone credit card or on the employee's personal cellular telephone. In consideration of other Library employees, cellular telephones should be placed on vibrate during the workday at the office. Personal correspondence received electronically must be sent to each employee's personal e-mail account. Such correspondence may be viewed on Library equipment. It is understood that any personal business conducted during working hours should be kept to a minimum.

The electronic mail system cannot be used to create any offensive or disruptive messages. For purposes of this policy, offensive or disruptive messages are any messages that contain sexual implications, racial slurs, inappropriate gender-specific comments, or any other comments that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Employees should not assume the confidentiality of any message. Even when a message is erased, it is still possible to monitor that message. If

asked, employees must disclose any passwords. Messages sent electronically to an employee should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail message that is not sent to them, unless authorized by the intended recipient or the Library Director. The Library reserves the right to review, audit, intercept, access, and to disclose all messages created, received, or sent over the electronic mail system.

The workstation/desk assigned to an employee should be recognized as containing his/her personal property, as well as Library materials. Common courtesy should be shown towards another employee and his/her workstation. Employees may choose to designate a drawer or drawers to contain personal items that will be respected as such by other employees.

## **2.7 RECRUITMENT**

The Library is an equal opportunity employer and encourages all qualified individuals to apply for vacant positions. Qualified current Library employees are especially encouraged to apply for any vacant position. To ensure a competitive process, the Library may recruit both internally and externally for vacant positions. Professional journals, local newspapers, Library newsletters and advisories, and other appropriate media may be used to advertise for qualified applicants. Unsolicited applications and supporting documents for employment are accepted at any time and will be retained for one year. Solicited applications and any supporting documents will be retained for two years from the date of the application. Any applicant applying for a position is expected to supply the information requested on the application form furnished by the Library.

All positions will be filled with the best-qualified person. The selection process will be competitive and of such a nature as to fairly determine job related qualifications. Determinants for identifying the best qualified person may include, but not be limited to, education, technical or professional training, level of expertise, experience, interview results, and background checks. A background check may include, but is not limited to, a criminal check, proof of a valid driver's license, and proof of vehicle insurance. A drug test may also be required.

It is the Director's responsibility to interview staff, involving other staff members in the interviewing process will be left to the discretion of the Director.

## **2.8 APPOINTMENT**

### **2.8.1 Library Director**

- The advertisement for a vacant librarian position will be advertised publicly for a minimum of one week. The application for employment must include a resume and three written references. A job description and salary range will be available for those applicants who respond.
- The president of the Library board will appoint a three-member search committee. The purpose of this committee will be to review submitted applications and to contact the most suitable applicants for an oral interview by all of the trustees. Each applicant will be notified in writing when the vacancy is filled.
- Selection for employment will be based solely on merit with consideration given to education, skill, Library experience, and personal attributes.

### **2.8.3 All Other Library Personnel**

- When a position opens, consideration will be given to present employees.

- Advertisement of a vacant or temporary position will then be advertised locally and at the Library. A completed job application and three written work references will be reviewed by the Director. A written job description for the vacant position will be available for all applicants who respond.
- The Director will conduct personal interviews with the most suitable applicants and recommend employment to the board of trustees. Final selection will be made by the Director with the board's approval. Final decision to hire an employee rests with the Library Board.

## **2.9 NEW EMPLOYEE PROBATION**

The first six months of service is critical to the long-term success of an employee. Therefore, this period constitutes a probationary period during which time the individual is oriented, mentored, trained and evaluated to help him/her achieve effective job performance. Periodic conferences may be held between all probationary employees and their immediate supervisor. Upon completion of the probationary period, the employee's status will be changed from probationary to permanent.

Employees who do not satisfactorily complete their probationary period can be terminated.

## **2.10 WORKWEEK AND SCHEDULES**

Regular attendance and punctuality is critical to successfully providing needed services to our members. It is vitally important that each employee begins and ends work according to his/her scheduled hours. Excessive absenteeism or tardiness can result in disciplinary action up to and including dismissal.

Occasionally, circumstances do occur which are beyond an employee's control. When an employee finds that he/she is unable to report to work as scheduled, the employee must notify the Director as far in advance as possible. On occasion, employees may be required to provide written documentation as explaining the cause of their absence or tardiness.

### **2.10.1 Work Schedules**

The calendar week for Library is Tuesday through Saturday. The workweek for full-time employees is a 32-hour workweek. Work schedules for permanent/part-time employees and student aides may vary and are determined by the Director. Any employee who is unable to report to work within one hour of the time scheduled should notify the Director.

Occasionally, employees are required to work in the building during non-business hours.

### **2.10.2 Lunch Hours and Work Breaks**

Each employee will be given a half-hour for lunch. Full-time employees are allowed to take two fifteen breaks each day

#### **Paid Breaks**

- Shifts under 4 hours, no paid breaks
- Shifts 4 hours and up to 7 hours, one 15-minute break
- Shifts 7 hours and up to 9 hours, one 30-minute lunch break
- Shifts 9 hours, two fifteen minute and one 30-minute lunch break

Lunch periods and breaks should be coordinated with the Director to ensure adequate coverage and service to our patrons. Lunch hours and breaks may not be deferred to allow for late arrivals or early departures.

### **2.10.3 Adverse Weather Policy**

In the event of extreme adverse weather, the Trustees President and one other member will determine whether the Library will be open and at what time.



If the Library is to be officially closed, the Library Director will notify each employee. If it is necessary to have a late opening, employees will be notified by phone. The Director will also notify local media centers to let the public be aware of the closure.

Each permanent employee will be paid for his or her regularly scheduled shift on days that the Library is closed due to inclement weather.

### **2.11 Travel Policy**

Employees required to travel on Library related business will have authorized expenses paid by Library if prior approval has been obtained from the Library Director. An employee who has to use his/her personal vehicle to travel will be reimbursed at the standard mileage rate in compliance with the the Local Government Travel and Expense Control Act (50 ILSC150).

The Board of Trustees must approve Out-of-Town travel in advance. Employees are required to conduct their travel in the most cost-effective manner. Air travel is paid at coach fare. Taxicab fares, tips, parking fees, bridge, road, and tolls fees, and meals (excluding any alcoholic beverages) are allowed expenses. Expenses for lodging are allowable expenses. Expenses for lodging are allowable at the average single room rate of adequate hotel or motel accommodations nearest the destination.

Upon return from travel, employees are required to submit an expense report. The appropriate receipts must accompany the expense report to justify the reimbursement. Actual travel time to get to and from meetings and conferences can be recorded on time cards. In addition to travel time, no more than eight (8) hours per day may be recorded for actual time spent in meetings, conferences, or other Library business.

### **2.12 EVALUATION PROCEDURES**

The evaluation process should be an ongoing process with regular communications between each employee and his or her supervisor. At least annually, a written evaluation report will be given to each employee by his/her supervisor. The original written copy will be retained in the employee's personnel file.

### **2.13 DISCIPLINE**

Employees, having completed their initial probationary period, may for cause be discharged or otherwise disciplined. Discipline may include, but is not limited to demotion, suspension, or reinstatement of probation for not more than six (6) months. An employee who is disciplined may choose to use the grievance procedures. In the event it is ultimately determined that a suspension without pay was without merit, the remedy available to the employee shall be the reimbursement of lost wages.

### **2.14 SEPARATION FROM EMPLOYMENT**

Separation from employment with Library can be the result of several circumstances, which includes retirement, resignation, or termination. An employee separating service from Library must return all Library property by the last day of employment. The employee's final paycheck may be held until all property is returned.

Separating employees will receive a final check, on the next regular payday, which will include pay for all accrued time calculated at the current salary. All employee benefits, except those benefits which are available to employees under state or federal law at the employee's own expense, are terminated on the last day of employment.

#### **2.14.1 Resignation**

Resignations, in writing, must be submitted, by an employee, to their immediate supervisor.

Professional staff members are requested to give at least four weeks' notice of their intent to resign. All other employees are requested to give at least two weeks' notice.

#### **2.14.2 Termination without Prejudice**

Termination without Prejudice usually occurs because of circumstances such as a general reduction in the workforce, reorganization, or the termination of an activity or program that results in a reduction in the needed workforce.

In the event that a reduction in workforce becomes necessary, consideration will be given to the needs of the Library and its members, the quality of each employee's current and past performance, and the seniority of employees holding positions deemed critical to the Library.

Employees who must be separated from service will be given a minimum one month's notice in writing.

Employees who have been laid off for six months or less may be recalled for any available position for which they can perform the available work in an effective manner. Every attempt will be made to return the employee to a job comparable in salary to the position held prior to layoff. Any and all recall rights will be cancelled should an employee decline any recall to any position for which the employee is qualified and which is comparable in salary to the position held prior to layoff.

### **2.14.3 Termination for Cause**

Termination for cause (or dismissal) refers to the termination of an employee because of misconduct or unsatisfactory performance. Termination for cause requires accurate documentation indicating the specific circumstances leading to the dismissal and any corrective action that was recommended to alleviate the situation. Any recommendations for termination for cause must be reviewed and approved by the Library Director.

## **2.15 GRIEVANCE PROCEDURE POLICY**

Any employee having a complaint is to bring it to the attention of her/his supervisor or the Director. If the problem is not handled to the employee's satisfaction, it may be brought to the attention of the Board of Library Trustees following these procedures:

### **Initial Procedure:**

1. Upon a problem or complaint, the employee should promptly contact the supervisor, who shall confer with the Director.
2. If the problem is not settled or resolved, or if the employee does not have a supervisor other than the Director, the employee shall promptly contact the Director.
3. The Director appeals directly to the Board.

### **Appeal Procedure:**

After the initial channels have been followed without satisfactory results, then a formal written statement may be filed with the Board in the following prescribed form:

1. Statement of problem
2. Reply by the person(s) involved
3. Action taken at the conclusion of each prior step of the procedure
4. Statement of each action signed by the appropriate persons

### **Timetable:**

Each problem should be initiated, heard and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of essential personnel. Most complaints or problems should be settled within 30 working days after initiation. In all matters the decision of the Board of Library Trustees shall be final and non-review-able.

If the matter involved discipline by either suspension or termination and the employee is reinstated by the Board of Library Trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

### 3.0 COMPENSATION

#### 3.1 COMPENSATION PLAN

The goals of the Compensation Plan of the Library are to keep salaries competitive with the marketplace and to be internally equitable. The administration of compensation is designed to provide fair and equitable compensation to all employees regardless of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation. No employee will be compensated at a rate below the applicable federal or state minimum wage laws.

The compensation structure may be based on such factors as the value of each position to the organization, the complexity of the responsibilities and the functions of each position, the educational requirements, the previous experience required to perform successfully, the relevant job market, and performance.

#### 3.2 OVERTIME

Overtime is defined as those hours worked in excess a 40 hour week. Ideally, employees should work no more than 40 hours during the regular Library workweek. Permission to work more than 40 hours a week must be given in advance by the Library Director (or designee). In accordance with the Fair Labor Standards Act, overtime hours shall be compensated at the rate of time and one-half for non-exempt employees. While not legally required, supervisory, administrative, and professional staff that are required work in excess of a 40-hour workweek will be given compensatory time off at the rate of one hour for each hour worked. Requested compensatory time off must be scheduled in advance with the immediate supervisor to ensure that the service provided to members remains at the highest quality.

#### 3.3 GRANT FUNDED EMPLOYEES

Occasionally the Library has projects that require staff for a specific period of time. Such staff is generally paid using grant monies. These employees are supervised by a project Director and are considered grant-funded employees. Their compensation and other benefits are stipulated by the grant agreement. As such, the Library has no responsibility to maintain these employees when the project is complete or grant funds are no longer available.

### 4.0 BENEFITS – TIME OFF

#### 4.1 HOLIDAYS

The Library will be closed for all holidays authorized by the Board of Trustees. These holidays will be announced each June after the Library Director and Board of Trustees have come to an agreement. The permanent staff will be paid for eight (8) holidays off if the holiday falls within their regular working schedule.

#### 4.2 PERSONAL TIME OFF

The purpose of personal time off (PTO) is to give permanent employees time away from work, to have time for self and family, and to get re-energized. Employees are therefore encouraged to take their earned PTO time throughout the year. Student Aides and part-time employees are not eligible for PTO time.

5 Hours of PTO time will be accrued each paycheck. Full time employees who resign, retire or otherwise leave the Library, will be paid for any accrued, but unused vacation leave.

Full time employees may accrue a maximum of 120 hours of PTO time. Accrual of PTO time will discontinue at 120 hours. Accrual will continue once PTO hours fall below 120 hours. Accrual of PTO time begins at 6 months. Any employee hired before July 18, 2016 is exempt from this policy.

Sick time is considered PTO time.

#### 4.3 BEREAVEMENT LEAVE

A leave of absence, with pay, which is not to exceed three consecutive working days, will be granted for a death in employee's immediate family. The immediate family shall be defined as: spouse, children, step-

children, father, mother, sister, brother, grandmother or grandfather. This shall also include employees' mother-in-law, father-in-law, brother/sister-in-law. Student Aides are not eligible for this benefit.

#### 4.4 FAMILY AND MEDICAL LEAVE

A full-time employee must have completed at least one full year of service with the Library and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible to apply for leave under the Family and Medical Leave Act of 1993 (FMLA). Eligible employees may take up to a total of 12 weeks of leave during any 12-month period for any of the following reasons:

1. To care for the employee's child after birth or adoption or placement with the employee for foster care.
2. To care for the employee's spouse, child, or parent who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform the employee's job.

If the leave is planned in advance, the employee must provide Library with at least thirty days' notice prior to the anticipated leave date. If the leave is unexpected, the employee should notify his or her supervisor.

Employees must file for FMLA when they are going to be off work on Workers' Compensation. Except for employees on Workers' Compensation, employees on FMLA must use all accrued medical leave, vacation, and personal days simultaneously with FMLA. If the leave is due to the employee's own serious illness, the employee may be eligible for short-term disability benefits in accordance with applicable state law or IMRF. Once such benefits are exhausted, the balance of the leave will be without pay and all Library benefits that operate on accrual basis (e.g., vacation, and medical) will cease to accrue for the remainder of the leave period.

Employees may be required to provide medical certification to support a request for FMLA leave due to a serious health condition. The medical certification should attest to the seriousness of the health condition, the date the health condition began, and the probable length of time treatment will be required. Library may also require a second or third opinion at the Library's expense, medical certifications at regular intervals, and a fitness for duty report indicating that the employee can return to work.

Leave taken to care for a child after birth, adoption, or placement in your home for foster care must be taken in consecutive workweeks unless the mother or the child has a serious health condition. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. Employees needing intermittent leave or leave on a reduced work/leave schedule must attempt to schedule the leave so as not to disrupt the operations of the Library. In such instances, Library will follow applicable federal and state laws in reviewing and approving such leave requests. Before an employee will be permitted to return from medical leave, he/she will be required to present the Library with a note from his/her physician indicating that the employee is capable of returning to work and performing the essential functions of the employee's position, with or without reasonable accommodation. Where required, the Library will make reasonable accommodation for any disability an employee may have in accordance with applicable laws.

Eligible employees returning from FMLA leave are entitled to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination) or the employee is medically required to perform light duty. Exceptions may also apply for certain highly compensated employees under certain conditions.

##### 4.4.a. Military Family FMLA

- When the service member has received a week or less in notice of deployment;
- For military events and related activities;
- For urgent (as opposed to recurring and routine) child-care and school activities;

For financial and legal tasks to deal with a family member's active duty;  
For counseling for the employee or child who isn't already covered by FMLA;  
To spend time with the covered service member on rest and recuperation breaks during deployment;  
For post-deployment activities;  
For other purposes arising out of the call to duty, as agreed upon by the employee and employer.

Under the FMLA's military caregiver leave provisions, an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for a family member who is a covered service member. Effective October 27, 2009, employees may also take military caregiver leave to care for family members who sustained a qualifying injury for up to five years after they have been discharged from military service. Military caregiver leave was also expanded to cover care given by family members to those who experience aggravation of existing, or pre-existing, injuries incurred in the line of duty.

#### 4.5 LEAVE FOR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

In accordance with Illinois Victims' Economic Security and Safety Act, an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 workweeks of leave from work during any 12-month period to address the domestic or sexual violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining the services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member
4. Participating in safety planning, temporary or permanent relocation, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic or sexual violence.

The employee shall provide his/her supervisor with at least 48 hours advance notice of his/her intention to take the leave, unless providing such notice is not practical. Employees must provide certification to the Library. Any and all information received will be retained in the strictest confidence unless written consent is received from the employee, is otherwise required by applicable federal or state law, or is necessary for employment.

The Library will not discharge or otherwise discriminate against an employee who is a victim of domestic or sexual violence, nor will the Library discharge, discriminate, or retaliate against an employee taking leave from work as a result of domestic or sexual violence to seek medical attention, counseling for injuries or psychological trauma, obtaining victim services, relocating, seeking legal assistance, or participating in a related court proceeding.

Employees may take such leave without pay or may use available sick leave, vacation leave, or personal leave, as appropriate. Group health insurance benefits shall be maintained at the same level and under the same conditions of coverage that would have been provided if the employee had continued in employment continuously during the duration of such leave.

#### 4.6 JURY DUTY

An employee who is called for jury duty or is a witness for the federal or state government (or a subdivision thereof), shall receive his/her regular pay during the time they are serving.

Employees must submit a request for jury leave with a copy of the jury summons before the leave is taken. Once called, employees are required to work whenever they are excused from appearing for jury duty for more than ½ the day. Upon returning from jury duty, employees must submit a copy of their verification of jury service to their supervisor. Employees can retain any pay they receive for serving jury duty.

#### 4.7 MILITARY LEAVE

Employees who are enlisted in the military service, including the ready reserves and the National Guard, will be entitled to all rights and benefits afforded by federal law, Illinois law, and any applicable contract. The Maroa Public Library District at all times will comply with the laws applicable to those on Military Leave.

#### 4.8 VOTING LEAVE

Voting – General or Special Election - In accordance with the state law, an employee will be allowed enough time to vote if prior arrangements are made with the Director.

#### 4.9 BLOOD DONATION LEAVE

An employee may use up to one hour to donate blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.

The employee may use the leave only after obtaining approval from the Library Director.

### 5.0 BENEFITS – OTHER

#### 5.1 INSURANCE

##### 5.1.a. Social Security and Medicare

All employees are covered under Social Security and Medicare. Contributions towards Social Security and Medicare are made by Library and each employee according to the guidelines established by the Federal Social Security Administration.

##### 5.1.b. Workers' Compensation and Unemployment Insurance

Workers' Compensation Insurance and Unemployment Insurance cover all employees in accordance with State statutes. The total cost for this insurance is paid by Library.

An employee who is injured from a cause arising from or in the course of employment with Library may be eligible for benefits under Workers' Compensation. An employee who is injured at work should report the injury to his/her supervisor within 24 hours. Employees who are going to be off from work due to a job related injury and therefore qualify for Workers' Compensation must also request Family and Medical Leave Act (FMLA) simultaneously.

### 6.0 STAFF DEVELOPMENT

The Library recognizes that the quality of services provided to its member libraries is directly related to the skills and abilities of each of its employees. Employee job satisfaction is also important to Library. Continuous skill development can help achieve both of these goals. For these reasons, Library encourages each employee to continue to develop and expand his/her relevant skills and knowledge. Several programs are available to support this effort.

## 6.1 TUITION AND REIMBURSEMENT POLICY

Tuition Reimbursement is available to permanent staff who have a demonstrated interest in long-term employment at Library, but is subject to the availability of funds. Applications are available from supervisors. The following provisions apply:

- ◆ Approval must be sought from the Library Board of Trustees prior to registration.
- ◆ Courses taken or the degree to be obtained must be part of a total program that will enhance the job performance of the individual's responsibility at Library.
- ◆ Permanent staff who terminate employment within two years of receipt of a tuition reimbursement grant shall repay 75% of the total funds received under this program upon resignation.
- ◆ Reimbursement for the programs will include paying 66 2/3% of tuition and books. Some course work may not be eligible for reimbursement. Education goals must be discussed with a supervisor and the school academic advisor.
- ◆ Classes are to be taken on the employee's own time.

These programs are a part of the reimbursement policy. Applications must designate the appropriate program.

### A. Long Range Educational Program.

- ◆ Library employees with a plan on file at an educational institution that will lead to an Associate or Bachelor's degree may apply for reimbursement for one course each semester.
- ◆ Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of C or better.

### B. Short Term Reimbursement Tuition Program

- ◆ Library employees may apply for reimbursement for formal education classes (undergraduate or graduate classes) in a field relating directly to their responsibilities at the Library, e.g. – accounting, computer programming, etc.
- ◆ Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of C or better.

### C. Tuition Reimbursement for Master's Degree Program in Library Science from an accredited institution.

- ◆ Up to two Library employees may apply for reimbursement per term to attend graduate classes offered by an ALA accredited university.
- ◆ Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of B or better.

## 6.2 INSERVICE TRAINING

Periodically, time may be set aside for staff development. All employees may be required to attend. The intent of setting aside this time is to encourage open communication, foster good relations among staff, and offer educational experiences. Pre-determined topics that are of interest will be presented. The Library Director may choose the topics and makes all the arrangements for the day. Some of the discussion topics may be the result of staff suggestions. The Library Director must approve topics and all other arrangements.

Member libraries will be notified in advance that Library services will not be available during the designated times.

## 6.3 PROFESSIONAL AFFILIATIONS AND ACTIVITIES

Staff members are urged to become members of relevant professional organizations and to participate in the work of such organizations to the extent possible without compromising their duties and responsibilities at Library. With the approval of the Library Director, a reasonable amount of time and secretarial help, if available, is allowed for such activities. Working within the confines of the Library budget, time with pay,

expenses, and basic dues may be allowed for staff members to attend Library conferences and other professional meetings. This includes pay for the cost of basic memberships for professional staff in the American Library Association (ALA), the Illinois Library Association (ILA), and the Illinois School Library Media Association (ISLMA).

#### **7.0 AMERICAN LIBRARY ASSOCIATION**

The Maroa Public Library District will make every effort to remain in accordance with the American Library Association's Policies. These policies include but are not limited to the Library Bill of Rights, the Statement of Professional Ethics, the Freedom to Read Statement, Freedom to View Statement, Ethic Statement for Public Trustees. These statements can be accessed both from the Maroa Public Library District website.