

# ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

## Personnel Policy

Welcome to Alpha Park Public Library District! It is hoped that the employment of every person will be a mutually profitable and pleasurable experience. The work that you are expected to perform is essential. Your contribution as a part of the library team is vital.

This document has been prepared to inform employees and prospective employees of basic policies which affect the employment of every person with the Alpha Park Public Library District.

### 1. **"At Will" Employment:**

It is the policy of the Alpha Park Library that all employment is on an "at will" basis which allows employment to be terminated at any time by either the employee or the Library "at will," with or without cause. Any terminated employee has access to the rights stated in #14, below. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the board of trustees. In the event of termination, employment will cease immediately. In the event of resignation, two weeks is the recommended notice. (See Section 2.2.1, Resignations and Retirements, for details.)

### 2. **Application and Appointment:**

#### 2.1 **Appointment:**

The Library Director shall be appointed by the Board of Trustees. All other employees are appointed by the Director with the approval of the Board. Applications for employment are accepted at any time with no residency requirements. All applicants are interviewed by the Director and/or supervisor of the position.

#### 2.2 **Selection:**

The Library is an Equal Opportunity Employer. Selection of employees is based solely on merit, with due attention given to educational and technical qualifications, personality, suitability, and aptitude for the position involved. Purely personal considerations do not enter into the selection of employees, nor is there discrimination or favoritism because of race, national origin, sex, religion, age, or any other prohibited basis. The Illinois Human Rights Law is observed in the selection process. It is the policy of the Board that no member of the immediate family of the Board shall be employed by the Library.

Notice of appointment is made in writing and states the position and salary the appointment carries. Acceptance is also made in writing.

#### 2.3 **Separation from Service:**

##### 2.3.1 **Resignations and Retirements:**

Resignations shall be submitted in writing to the immediate supervisor. Recommended notice is two (2) weeks for support staff (pages; circulation clerks; and reference, technical services, and business office assistants), one (1) month for departmental supervisors and two (2) months for the Director. An employee's immediate supervisor shall inform the Director of any announced resignations.

As an employee considers retirement, he or she should provide the immediate supervisor with timely notice, with two (2) months' notice being the minimum time customary for announcement and six (6) months' advance notice considered the optimum time. An employee's immediate supervisor shall inform the Director of any announced retirements. It is the employee's responsibility to take the initiative in planning for retirement. The Office Manager may assist the employee with retirement and insurance questions, as requested. (See also section 11.10, Pre-Retirement Leave.)

3. **Kinds of Employment:**

3.1 **Full-Time:**

Full-time employees are scheduled for 40 hours per week with full benefits.

3.2 **Part-time Employees:**

Part-time employees work fewer than 40 hours per week. During the first 90 days of employment, employees whose regular work schedule is under 40 hours are paid straight hourly wages without benefits, except those legally required. After completion of 90 days on the job, employees who work 10 or more hours but fewer than 40 are paid proportional benefits, excluding health benefits.

Part-time employees working fewer than 10 hours per week are paid straight hourly wages without benefits, except those legally required.

3.3 **Beginning Introductory Period:**

During the beginning 30-day period for a new employee, the employee is not entitled to the benefits of sick leave or vacation time. Upon successful completion of the first 30 calendar days, use of accrued time off will be available.

The initial 90-day period of employment will be referred to as the "Introductory Period". During this time the employee will be on-boarded, trained, and acclimated to their daily duties, as well as the overall mission of the Alpha Park Public Library, and their new role in it.

If termination occurs before the end of the introductory period, the employee will not be paid for any vacation time which has accrued.

The employee's supervisor will have periodic evaluation sessions with each new employee and will, at the end of the 90-day period, prepare a written performance review of the employee's work. During the introductory period it is required that coaching, feedback, and correctives be maintained via written documentation. At the conclusion of the introductory period, the manager will either extend the introductory period, confirm the employee's permanent position, or recommend the employee for termination.

All statutory employment rights are still applied to the employee during the introductory period. Such as: unlawful discrimination protection, national minimum wage etc.

3.3.1 **Introductory Period for Existing Employees:**

Only employees that have been at Alpha Park Library for longer than their introductory period of 90 days or have been in their new position for the minimum of their 90-day introductory period may apply for a different position. If granted a promotion or a different position, the individual will not have to wait any amount of time to access sick or vacation time. The employee will be evaluated often and meet frequently with their immediate supervisors to ensure a good transition. If, at any time the Director deems it appropriate to appoint a current employee to an existing position, they may do so with, of their own volition regardless of existing introductory period.

3.4 **Personnel Records:**

Personnel records will be kept by the Library to document that an employee was employed at the Library and for how long. The files contain, but may not be limited to, application forms and documents pertaining to hiring, rate of pay, performance, and attendance. These files are confidential. An employee may request to inspect the file up to twice a year and receive copies of the contents. If an employee disagrees with something in this file, he or she can request a correction, and if no correction is made, she or he can add her or his written objections to the file and submit those objections to the Director for review.

4. **Employment Restrictions:**

4.1 **Minimum Age:**

Minimum age requirements will at all times be in conformance with the minimum age requirements set forth in existing federal and state laws.

4.2 **Physical Ability:**

The physical ability necessary to perform the essential functions of a job will be a part of the job requirements. Each will be considered on its individual needs.

4.3 **Hiring of Family Members:**

Due to the potential for perceived or actual conflicts, such as favoritism or personnel conflicts affecting the work environment, Alpha Park Public Library will not consider hiring family members of persons currently employed. Family member is defined as someone who has a relationship by blood, adoption, or a relationship that was established by marriage.

5. **Orientation:**

On the first day of employment the Library will conduct a comprehensive orientation program for every new employee. It may include, but is not limited to, a discussion of Library history, operations, policies, practices, tour of the facilities, and a review of the employee benefits and policies.

6. **Work Schedule:**

Since service is given during times the public finds most convenient to use the Library, every employee may be expected to work evenings and weekends, and possible irregular hours.

7. **Payroll Practices:**

7.1 **Pay Periods:**

Employees are paid every two weeks, with 26 pay periods per year being the norm. Depending upon the year, a 27<sup>th</sup> paycheck may be issued. Pay checks are issued on Tuesday. The Library strongly prefers the use of direct deposit; employees are encouraged to give the Library their bank account information for use solely in those deposits, which will facilitate the issuance of payroll as rapidly as possible.

If there are any changes in the scheduled paycheck issuance, employees will be advised of those changes prior to the end of the pay period.

7.2 **Time Sheets:**

Time sheets must be completed by all employees. Employees will submit their time records weekly as directed by their managers. Time records must show all hours worked with project codes or departmental codes and labor distribution codes (e.g., hours worked, vacation time, sick time) that were incurred for the week. Time records should not be completed in advance. All employees must complete their own time sheets, recording hours by the day, with totals for the pay period to be calculated and recorded using the time keeping applications and confirmed by the Business Manager.

7.3 **Performance Reviews:**

Annual performance reviews are part of the permanent record of the employee in the Library's personnel records and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

Evaluations will be carried out with objectivity and fairness by the employee's direct supervisor.

Additional reviews may be conducted as needed on a case-by-case basis throughout the year.

7.3.1 **Merit Raises:**

All raises are based on merit and the employee's annual performance review (see 7.3, above). Merit raises will take effect on the first day of the new fiscal year. Raises will be reflected in the first payroll check in July. Under certain circumstances, as the budget allows, a merit raise may be authorized by the Director at some other time in the fiscal year.

7.4 **Overtime:**

Overtime is defined as "all hours worked in excess of 40 hours in one workweek" (*Employment in Illinois: A Guide to Employment Laws, Regulations, and Practices, Sec.4-4*). Overtime is never at the employee's discretion. The employee's immediate supervisor and the Library Director must approve overtime in advance. In the absence of the immediate supervisor and the Director, the supervisor-in-charge may approve overtime.

Such overtime will be reported to the immediate supervisor and the Director the following workday. Positions habitually requiring overtime may be reviewed for efficient work habits and staffing needs.

Overtime will be compensated at time-and-a-half (1-1/2) wage rates.

7.4.1 **Employee Status:**

The Director, librarians, and circulation supervisor are exempt from 1-1/2 overtime pay. All other staff members are classified as non-exempt. Librarians and/or other full-time

employees are encouraged to use flexible scheduling in all instances of additional time worked, or in variations from standard scheduling.

8. **Vacations:**

After the initial 30-day period of new employment, all employees will be able to access paid time off. In order to ensure proper scheduling, time off must be submitted to their immediate supervisor for approval. This should be done as far in advance as possible, using the same method that is utilized for time keeping. Two weeks of advanced notice is the minimum amount of lead time employees should aim for when requesting time off. Departmental needs and considerations will be taken into account prior to granting vacation time.

8.1 **Length:**

Employees will accumulate vacation time on a monthly basis, prorated as to hours worked, as shown in the following schedule for full-time employees:

Director - 14 hours per month; 168 hours per year/21 days  
Department Head - 12 hours per month; 144 hours per year/18 days  
Supervisors - 10 hours per month; 120 hours per year/15 days  
Other employees - 8 hours; per month; 96 hours per year/12 days

On the second anniversary of their employment or promotion to full-time status, all full-time employees will receive an extra ½ vacation day for each additional year of service. Through extra days for longevity, when added to the accrued vacation, employees may accumulate to a maximum as follows:

Director - 24 days (4.8 weeks/192 hours)  
Department Head - 22 days (4.4 weeks/176 hours)  
Supervisors - 21 days (4.2 weeks/168 hours)  
Other employees - 20 days (4.0 weeks/160 hours)

Additionally, at the beginning of the calendar year, employees will be given 16 hours of paid vacation time, or the equivalent benefit, to be used at the employee's discretion with the expressed approval of their supervisor(s). Employees who begin work after the first of the year will be eligible to receive these benefits at the beginning of the next calendar year.

8.2 **Scheduling and Use:**

Employees may request the scheduling of their vacation credits at any time during the year and for lengths beginning with 15-minute increments, subject to the approval of their supervisor(s). Vacation days or hours should be requested one to two weeks in advance, if possible. Unless otherwise authorized, no request for vacation leave should be made less than two (2) days before the anticipated absence. This insures that no interference with the Library's service will result.

Vacation time should be used within the calendar year of being earned. No more than 80 hours of vacation time may be carried into the new calendar year. Any hours in excess of 80 hours will be lost to the employee, unless scheduled with the Director's approval.

8.3 **Cash Payment:**

Because the purpose of a vacation is to give an employee time away from work, vacations should be taken; no payment in lieu of vacation will be made, unless otherwise required by law.

8.4 **Payment at Termination:**

A person whose employment is terminated will be paid all earned vacation credits at the time of termination. Prior to completion of 30 days of employment for part-time employees, no vacation credits are accessible; thus no compensation is paid. Sick time is not paid upon termination.

9. **Holidays:**

The Library is closed in observation of the following days:

New Year's Day (January 1)  
Martin Luther King Jr.'s Birthday  
Presidents' Day  
Saturday before the Easter Holiday  
Memorial Day  
Independence Day (observed)  
Labor Day  
Thanksgiving Eve Day (close at 5:00pm)  
Thanksgiving Day  
Christmas Eve Day  
Christmas  
Day after Christmas  
New Year's Eve Day  
Personal Holiday (1)\*

The Library will close at 5:00 p.m. on the day before Thanksgiving. In the event that a non-recurring holiday falls on a Sunday, e.g., New Year's Day, the Library will be closed on the Monday immediately following. When Independence Day falls on a Saturday, it will be observed on Friday. Depending upon when Christmas falls, the substitution of the Friday after Thanksgiving may be permitted in place of a Christmas day.

\*Personal Holiday

A Personal Holiday is the accrual of vacation time for hours worked during days that staffing is minimal. Staffing is minimal when a holiday that may not be recognized by the governing body, leads to significantly reduced traffic. For these days, the library may operate on a minimal crew (i.e. Good Friday)

Personal Holidays must be used in the calendar year they are given. Personal Holidays not used on or prior to December 31 will be forfeited.

Employees normally scheduled to work on the Saturday before Easter will receive holiday pay; employees regularly scheduled for the Friday before Easter, but not for Saturday, may take Friday off as a Personal Holiday if scheduling allows. Employees not using this day as a holiday will be credited the holiday hours as vacation time. Additional time off may be approved at the discretion of the Director for holidays observed on an individual basis.

9.1 **Pay for Holidays:**

When a holiday falls on a day that the Library would be open, those employees who are regularly scheduled to work on that day will receive holiday pay.

9.2 **Library Closure for Staff Development:**

The library will close to the public for up to 2.5 days a calendar year for Staff Development. These days will be determined by the Director and will include:

The Annual Winter Holiday observed for teambuilding (.5 days)

The spring training (.5 days)

The fall training (1 day)

10. **Sick Leave:**

Sick leave with pay is a benefit given to full-time and part-time employees. Employees working 40 hours per week are credited with eight hours sick leave a month. Other employees are credited a proportional amount of sick leave. Sick leave may be taken after 30 days.

10.1 **Usage:**

Sick leave is to be used for valid purposes only. Misuse of it will be cause for disciplinary action and possible dismissal. Job attendance is an important factor in performance ratings.

Sick leave may be used for illness, injury, exposure to contagious disease; or medical, dental and optical appointments for the employee or members of his/her household, and to care for a household member.

It may also be used to attend members of one's immediate family (spouse or domestic partner, step-parent[s], child, parents, parents-in-law, sister, sister-in-law, brother, brother-in-law, grandparents, grandparents-in-law, grandchildren, guardian or other adult acting in loco parentis) during hospital stays, regardless of whether that person is a part of the employee's household. Five days per illness or injury is the sick leave limit allowed for caring for a household member, or hospital visits to family or household members. The Director may extend this time upon request.

Sick leave is usable in units of 15 minutes. Employees must fill out an absence request form and give it to the supervisor.

Employees are encouraged to use flexible scheduling in lieu of sick leave, especially for appointments and hospital visits, if the supervisor approves. Making up missed time instead of using sick leave is a variation of flexible scheduling, and is allowable upon the supervisor's approval.

Employees must notify their supervisors in advance of appointments in order to minimize any work disruption. The supervisor must be notified of inability to work as soon as known.

Employees who accumulate vacation and sick time are not allowed to take unpaid time from work in lieu of using vacation or sick leave unless with the expressed consent of their direct supervisor or the Director. If an employee fails to show up for a scheduled shift without adequate sick or vacation time, the absence will be considered unexcused, the employee will not be paid for the shift, and she or he will be subject to disciplinary action up to, and including, termination.

10.2 **Retirement Service Credit:**

For the purpose of retirement service credit only, records of all unused sick leave hours (no limit) will be maintained. Under IMRF regulations, employees may receive work credit for unused sick leave hours upon retirement.

10.3 **Medical Statement:**

For illnesses of more than three consecutive days, the Director will request a doctor's statement of proof of illness.

#### 10.4 **Family and Medical Leave Act:**

While the Alpha Park Public Library is a governmental body and governed by the FMLA, employees of the Library are not eligible for the FMLA, because the Library does not employ fifty (50) or more people at its work site. To obtain more information about the FMLA, please visit the Department of Labor's website at [www.dol.gov](http://www.dol.gov). Apart from the FMLA, the library does make provision for extended leave for legitimate reasons. Please see 10.6, below.

##### 10.4.1 **Families First Coronavirus Response Act:**

Eligible employees who are unable to work due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19. Employees will have up to 12 weeks of leave to use from January 1, 2022 through June 30, 2022. This time is included in and not in addition to the total Extended Medical or Family Leave entitlement of 12 weeks in a 12-month period. For the purpose of, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Leave is unpaid during the first ten working days. Employees may elect to use any accrued paid vacation, sick, or personal leave during this time, including time available under the Emergency Paid Sick Leave Act. For the remainder of the leave, employees will be paid two-thirds their regular rate of pay (calculated as two-thirds of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over nor will it pay out upon termination of employment. The employee can use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act. During extended leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed. Employees will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

#### 10.5 **Extended Medical or Family Leave**

Extended medical or family leave may be authorized by the Director. If the Director requires extended medical leave, he or she will consult with the Board of Trustees.

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



The “12-month period” is measured rolling backward. Reasons for leave: If an employee is eligible, the employee may take extended leave for any of the following reasons: (1) the birth of a child, and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse or partner, son, daughter or parent with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position. Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement.

Extended medical or family leave is unpaid leave. If an employee requests leave for any covered reason, he or she will be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if the employee is eligible for any additional paid leaves, such as short term/long term disability or worker’s compensation, these leaves will also run concurrently with extended leave (where appropriate) and will not extend the leave period.

#### 10.5.1 **Extended and Parental Leave Requests**

Any employee who intends to take parental, or extended medical leave for a planned medical treatment, must submit a request to their Department Head at least thirty days in advance of the leave. The request must state the reason, the expected duration, and the expected starting and ending dates.

When it is not practical to provide 30 days advance notice, the employee must give notice to their Department Head as soon as possible. Two business days after the employee learns of the need for leave is the minimal amount of time for advance notice, unless the employee is medically incapacitated. Proper proof of medical documentation for extended leave may be requested. Failure to produce proper documentation may result in leave denial.

Employees who do not report to work for a regularly scheduled shift, without approval from their immediate supervisor are considered “no call-no shows”. This is grounds for immediate disciplinary action including dismissal. All “no call-no shows” must be documented. It is imperative that all projected leave of absences are submitted to the respective supervisor for approval.

#### 10.5.2 **Return to Work**

Other than key employees under certain circumstances, employees eligible for extended Medical or Parental leave will be returned to their prior position with equal pay, benefits, and other terms and condition of employment. The Director may determine whether a position is equivalent or not.

Employees who do not return to work after using all of the approved leave will be subject to immediate termination. Additional leave must be granted prior to the exhaustion of any leave for an employee to continue their absence. An extension or an additional leave request must be submitted to the immediate supervisor and the Director. This should be done as soon as the employee knows they will not be able to return at the scheduled time.

An employee who fails to return to work after the expiration of the approved leave will be responsible for their portion of the insurance health premium. The employee will be responsible for reimbursement of any paid premiums covered by the Library if they are unable to return to work.

Extenuating circumstances beyond the control of the employee may be considered by the Director.

10.6 **Victim’s Economic Security & Safety Act (VESSA)**

Employees may exercise their rights under the Victim’s Economic Security & Safety Act (VESSA) through a leave of absence. VESSA is a state law that provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to 8 weeks of unpaid leave per any 12 month period to address issues arising from domestic or sexual violence

Employees may wish to take VESSA leave using vacation and/or sick leave, but are not required to by law. Employees must state in writing to the director how they wish to exercise their rights to VESSA leave.

10.7 **Bereavement Leave:**

Upon the approval of the Director, bereavement leave with pay is granted for up to five working days. Bereavement leave is applicable to an employee’s immediate family (spouse or domestic partner, child, parents, parents-in-law, sister, sister-in-law, brother, brother-in-law, grandparents, grandparents-in-law, grandchildren, guardians acting in loco parentis). Additional leave may be granted by the Director.

Additionally, in compliance with the Illinois Child Bereavement Act of 2016, any staff member experiencing the death of a child may be allowed to take up to ten additional unpaid work days. For purposes of the Child Bereavement Act, a child is an employee’s son or daughter who is biological, adopted, fostered, a stepson or stepdaughter, or the child of a person standing in loco parentis.

10.7.1 **Jury Duty, etc.:**

Any full or part-time employee who is called for jury duty or subpoenaed by any legislative, judicial or administrative tribunal or office thereof, will be allowed time off from work with pay for such purposes.

Compensation received for jury duty will not be deducted from the employee’s paycheck for the period.

Proof of jury service form must be submitted to the Library office.

10.7.2 **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 Alpha Park Public Library at all times will comply with the laws applicable to those on military leave.

11. **Employee Benefits:**

11.1 **Health Insurance:**

The Library provides a health insurance plan to qualified employees. Employees who qualify are full-time (40 hours a week) regular employees who are also eligible under the insurance carrier's guidelines. There is a 30-day waiting period. The employee pays 15% of the monthly single premium. The Library pays for 85% of employee insurance at the single person rate. The employee is responsible for 100% of the cost of family coverage.

As to the specifics of coverage and benefits, Library paid costs, eligibility, enrollment periods, and effective date of coverage, any or all of these items are subject to change at any time by the insurance carrier and/or the Board, including but not limited to modifications or elimination of any insurance benefits whatsoever. Details are available from the Library business office.

11.2 **Retirement Plan:**

The Library participates in the Illinois Municipal Retirement Fund (IMRF). It is mandatory for each employee working a minimum of 1,000 hours annually to participate if under the age of 60. Details are available from the Library office.

11.3 **Social Security:**

Participation in Social Security is mandatory for all Library employees. The employee contribution for this purpose is included in the IMRF contribution. Details are available from the Library office or the local Social Security office.

11.4 **Deferred Compensation:**

An Alpha Park Public Library District Deferred Compensation Plan has been established with Hartford Variable Annuity Life Insurance Company. Details are available in the Library office.

11.5 **Worker's Compensation:**

Library employees are protected by Worker's Compensation in the event of accidents or death occurring in the course of employment. Details are available in the Library office.

11.6 **Unemployment Insurance:**

The Library participates in unemployment compensation. Details are available in the Library office.

11.7 **Tuition Reimbursement:**

After one year of service, a Library employee who works 20 hours per week or more may be eligible for tuition reimbursement for job-related courses or courses which are part of an accredited degree or certification program directly related to the employee's job or the objectives and goals of the Library. Employees wishing to receive reimbursement for course work taken must receive approval from the Director before the course begins. Assuming the availability of sufficient funding, for job-related undergraduate course work the employee will be reimbursed at the rate of the hourly tuition at Illinois Central College, or one-half of the total tuition, whichever is greater. For job-related graduate level study, the employee will be reimbursed at the rate of tuition at the University of Illinois, or one-half of the total tuition, whichever is greater. When funds are limited, employee requests will be approved on a first come, first served basis. Proof of completion of a course will be submission of a grade report, with a grade of at least a "C" for undergraduate work and a "B" for graduate study. Under ordinary circumstances, the Library may pay for one course per semester, or two per fiscal year. However, depending upon an employee's degree plan, his or her school's academic requirements, and funds available, this standard may be expanded to include more than the number of usual courses.

The Library expects that the employee who has received reimbursement for continuing education shall remain with the Library for a minimum of three years following completion

of any course. In the event that an employee has taken and been compensated for continuing education resigns within three years of the completion of that course work or program, the employee shall repay the Library all tuition reimbursement amounts for the final course. The Library will make expectations clear before the employee enrolls in any course work.

The Library will attempt to accommodate class schedules. However, classes must be taken on the employee's own time and must not interfere with satisfactory performance of job duties.

11.8 **Dues:**

Dues for the Illinois Library Association, the American Library Association, and the Public Library Association shall be paid at 100% for the Director. Dues for the Illinois Library Association shall be paid at 100% for librarians and members of the Board of Trustees.

The Director may authorize payment of other dues that benefit the Library.

11.9 **Travel:**

Please see "A Resolution to Comply with the Government Travel Expense Control Act," accompanying this personnel policy, along with applicable forms.

Please note that employees will be paid up to 8 hours per day during travel and conference leave.

11.10 **Pre-Retirement Leave:**

A full-time employee after five (5) years' service shall be granted up to two (2) days in the six months prior to retirement to process his or her retirement documents or attend pre-retirement programs. A written request outlining the need for leave must be submitted to the immediate supervisor for approval at least seven (7) days in advance of the anticipated leave.

11.11 **Leave without Pay:**

Days or portions thereof without pay will be allowed only with the Director's approval.

A leave without pay of more than 10 consecutive days will be considered an extended leave without pay. Extended leave without pay may be granted to continue education or for other personal reasons to a maximum of one (1) month, with the Director's approval. All eligible accrued sick leave and vacation time must be exhausted. Benefits do not continue to accrue during leave without pay. For an employee enrolled in the Library's health insurance plan, coverage will continue throughout the one-month period, provided that the employee pays his/her portion of the health insurance premium. Extended leave without pay beyond one month must be approved by the Director.

12 **Employee Behavior:**

12.1 **Dress:**

A neat and business-like appearance and a high degree of personal cleanliness should be maintained.

12.2 **Lunch Periods and Work Breaks:**

One-half hour of an employee's own time will be allowed each day for lunch. Work breaks on Library time are given to provide a short rest period. Employees are allowed one 15-minute break for each continuous 4-hour work period. Because it would contradict their purpose and value, these breaks cannot be combined with lunch periods, early departures, or given up to make up time, except under extraordinary conditions and approval of the Director or supervisor.

12.3      **Restriction of Library Facilities and Materials:**

Such accommodations as mail service, word processing, telephones, reproduction devices, the computer systems, office supplies, etc., are provided for only the Library's business. Personal use of these facilities by employees is not allowed without the prior consent of the Director. However, reasonable use of the telephone, computers, and copy machine is permissible. Employees are cautioned that unreasonable use of these machines may result in dismissal or discipline.

12.4      **Absenteeism:**

The Library expects that employees be reliable and present at work when scheduled. Excessive absenteeism will be cause for discipline or dismissal. All leave from regularly scheduled hours must be requested in advance and approved by the immediate supervisor. Vacation and sick leave must be submitted via the technique used for time keeping as soon as possible so scheduling arrangements may be made. Any employee who fails to report for work without approved leave is subject to disciplinary action up to and including dismissal.

12.5      **Tardiness:**

The Library expects employees to be on time for work. Employees who are habitually late will be disciplined and may be dismissed. An employee that is late in an excess of 5 minutes for a shift will be subject to a written reprimand. A verbal warning may be given in lieu of a written reprimand if the behavior is not normative for the employee. Tardiness is defined as the employee not being present at their work station ready to work at the time their shift is scheduled to start. A total of three written reprimands for tardiness in one month is grounds for a performance improvement plan, or dismissal if the behavior has proven to be continual and ongoing.

12.6      **Parking:**

Employees are to park in the north parking lot.

12.7      **Visitors at Work:**

Alpha Park Library is a family friendly work environment. Family members and children of employees of the Library are permitted during working hours as long as a quality and consistent workflow is able to be maintained. Ongoing disruptive interactions will not be tolerated, and the visitations will cease.

12.8      **Use of Library before and after Hours of Operation:**

Staff are not to be in the Library after hours of operation unless on Library business. Exceptions may be made by a staff member's supervisor or the Library Director.

13.      **Progressive Discipline**

At management's discretion, individual offenses calling for oral or written reprimands could cumulatively result in suspension or termination. The Director will work with the Leadership team and managers to make informed decisions and action plans for performance improvement, or when necessary, termination.

Documentation is vital and necessary for corrective action to be taken. Hearsay, while important, is not the basis for a performance improvement plan, disciplinary action, or dismissal.

Supervisors will work with the employee to appropriately address and discuss a problem verbally or in writing. After the initial verbal corrective meeting with an employee to address an issue, it is necessary for a follow up written communication from the supervisor to the direct report to solidify all details in writing. This may be done via e-mail or written document. A verbal corrective meeting is considered an informal disciplinary action. Documentation of this meeting is used to assess the employee's overall growth and development. If there is a continued and sustained failure to grow and develop from correctives an employee may be dismissed or placed on a performance improvement plan.

When the immediate supervisor notes an employee is not improving after corrective conversations, a performance improvement plan will be formulated with the assistance of the Director. Performance improvement plans serve as formal written plans for disciplinary action. They must consist of SMART goals and be approved by the Director. There must be a definitive timeline that accompanies each performance improvement plan. A performance improvement plan will also consist of weekly one on one meetings between the supervisor and the direct report employee. After the initial timeframe has expired an overall written assessment of the growth and development shall be submitted to the Director and the individual will be assessed for one of the following courses of action:

While immediate suspension is not considered the norm, it may result if an employee reports to work under the influence of alcohol or some other drug, or uses abusive or threatening language to other employees or the public.

- a) Dismissal
- b) Further training and directives
- c) No further corrective action needed

Performance improvement plans should not last more than six months. Any one employee should not have more than two performance improvement plans in one year. At the end of the set time frame for the performance improvement plan, the employee will review their progress with their immediate supervisor. The final outcome of the above listed options will be recorded and reported to the Director.

14. **Discipline and Grievance**

Employees having grievances arising out of their employment by the Library shall have the right to appeal to their supervisor and, in turn, to the Director.

Where any employee, regardless of his or her job, feels that his or her grievance has not received due consideration, she or he is to place that grievance in writing and submit it to the appropriate supervisor. The matter will then be discussed with the Director.

In the event the matter is not satisfactorily handled, the employee may then request, in writing, that the Director submit the matter to the Board.

15. **Sexual Harassment**

As an Equal Employment Opportunity (EEO) employer, the Library will conduct its staffing activities: selection, promotion, demotion, transfer, training and dismissal, in accordance of the established State and Federal EEO laws and regulations as they affect the Library. The Library will employ, craft, and promote positive, inclusive, and growth oriented personnel practices designed to ensure equity amongst employment opportunities.

### 1. **Discrimination**

Discrimination based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, sexual orientation, or HIV status will not be tolerated.

Every member of the Alpha Park Library management team is expected to implement this policy through uniform and consistent employment practices. Management is also responsible for maintaining a professional working environment that is free of intimidation, sexual harassment, racial harassment, harassment based on sexual orientation or gender identity, or any other forms of harassment and discriminatory conduct.

### 2. **Harassment**

The Alpha Park Public Library is committed to promoting a work environment that is free of harassment. Harassment is abusive, obscene or threatening conduct or communication that is intended to harass, annoy, alarm, torment, embarrass, or injure another. Employees who engage in such conduct while working will be subject to immediate discipline up to and including dismissal.

While working for Alpha Park Library, either on the premises, or as a representative out in the community, employees shall not use obscene or abusive language, or offensive gestures with members of the public, coworkers, or volunteers. This includes all forms of communication regardless of being spoken, written, electronically posted, or by any other means.

Employees shall in no way endanger, intimidate, or injure coworkers or members of the public. Such conduct will not be tolerated. Any individual fostering this environment by direct action, or failure to report this type of action is subject to discipline up to and including dismissal.

### 3. **Sexual Harassment**

The Alpha Park Public Library has a *no tolerance* policy of sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment. Sexual harassment, which is *any unwelcome sexual conduct* that occurs under one or more of the following conditions is prohibited. Unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including describing, proposing, or discussing sexual acts, will be considered harassment when:

- a. Submission to such conduct is made either openly or by implication, as a term or condition of employment.
- b. Submission to or rejection of such conduct by an individual is used as basis for employment decisions affection that person.
- c. Such conduct unreasonably interferes with the individuals work performance or creates an intimidating, hostile, or offensive working environment.

Any manager, supervisor, or employee who engages in such objectionable conduct is subject to immediate discipline up to and including dismissal.

Sexually oriented jokes, remarks, gestures, conversations, or pictures may be offensive to other employees and will not be tolerated.

#### **4. Reporting Violations**

Employees who experience discrimination, sexual harassment, any other form of harassment or who become aware of a threatening situation as described in this policy, should immediately report it to their supervisor, verbally and in writing. If this is not a suitable avenue for addressing harassment, employees must take their report to the Director.

If an employee is aware of a threat of imminent physical harm to themselves, another employee, or member of the public the employee needs to immediately remove said party from the dangerous situation. Immediate notification to appropriate emergency personal should be made as soon as possible by calling 911. The employee should report this emergency call to their supervisor or the Director.

No employee shall suffer reprisal as a result of reporting violations of this policy in good faith. The procedure for complaining about discrimination and harassment based on race, creed, color, national origin, sex, gender identity, age, and religion, veteran status, sexual orientation, disability, AIDS or HIV status, is as follows:

- a. Document in writing a detailed description of the exact time, place, and language used.
- b. Submit this documentation to the immediate supervisor or Director.
- c. Response to this documentation must be made within five business days by either the immediate supervisor, or Director. This response must outline a course of action to be taken immediately.

#### **16. Alcohol and Drug-Free Workplace:**

The non-medical use of controlled substances is hazardous to the health of patrons and employees of the Library. The use of alcohol by patrons may be hazardous and/or illegal, and the use of alcohol by employees is detrimental to the Library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute is not permitted at any Library location.

“Library location” means in the Library building, on any Library premises, or at any Library-sponsored or -related activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district (for example, through a co-op program) or is otherwise engaged in Library business.

Any employee who violates the terms of the Library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may refer incidents to appropriate legal authorities for prosecution. Sanctions against employees will be in accordance with prescribed Library regulations and procedures. The Library’s employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a Library location. The Library, if or when required by law, will report such conviction to the appropriate authorities.



A patron who violates the terms of this policy may be expelled from the Library location involved or any Library location, and use privileges may be suspended for a specified period of time. The Library may refer incidents to legal authority for prosecution when this policy is violated. Sanctions against patrons will be in accordance with prescribed Library regulations and procedures.

17. **Health Insurance and Portability Accounting Act, 1996:**

The Library complies with the Health Insurance and Portability Act of 1996 (HIPAA), insofar as its provisions for privacy may apply to the Library, its employees and trustees. Administration will not maintain official medical records in personnel files, nor will it allow access by any employees, board members, or persons outside the library to any health-related materials in employees' personnel files. Administration will assure employees of privacy concerning personal health matters until such time as employees give permission for information to be disseminated.

Revised by the Alpha Park Public Library Board of Trustees June 21, 2010.

Revised by the Alpha Park Public Library Board of Trustees, April 16, 2012.

Portions on Section 8 re: performance reviews and merit raises revised September 16, 2013.

Portions of Section 12 re: health insurance revised by the Alpha Park Public Library Board of Trustees, November 17, 2014.

Portions of Section 11 revised by the Alpha Park Public Library Board of Trustees, December 19, 2016.

Revised by the Alpha Park Public Library Board of Trustees, March 19, 2018.

Portions of Section 10 revised by the Alpha Park Public Library Board of Trustees, August 17, 2020.

Portions of Section 7 and 9 revised by the Alpha Park Public Library Board of Trustees, August 16, 2021.

Revised by the Alpha Park Public Library Board of Trustees February 22, 2022.

Portions of Section 10 revised by the Alpha Park Public Library Board of Trustees, June 20, 2022.

**Employee Acknowledgment Form**

The Personnel Policy Manual describes important information about the Alpha Park Public Library District. I understand that I should consult my supervisor or the Director regarding any questions not answered therein. I have entered into my employment relationship with the Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Library or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this Manual is neither a contract of employment nor intended to create contractual obligations. I have received a copy of this manual and understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it.

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
                    Typed or Printed

Signature: \_\_\_\_\_