

## **XVII. Personnel Policies**

### **DISCLAIMER OF EMPLOYEE CONTRACTUAL RELATIONSHIP**

**The following personnel policies, as well as the entirety of this Policy Manual, is meant to show the policies and procedures currently employed by the Mt. Zion District Library ("Library") and are subject to change by the Library unilaterally and at any time. The Library does not intend that this Policy Manual, in whole or part, whether provided to an employee before commencement of employment or after commencement of employment, constitute part of any offer of employment or be interpreted expressly or by implication to constitute a contract for employment or to evidence the existence of a contract for employment between the Library and any employee.**

**All employees are employed for an indefinite time frame. Employees may resign at any time, for any reason, and may be terminated at any time, for any reason, with or without notice or cause.**

## **INTRODUCTION**

The mission of the Mt. Zion District Library (Library) is to provide residents of Mt. Zion and the surrounding communities with current materials, services and programs to meet their changing needs. We strive to foster lifelong learning to build and maintain a stronger community. Mt. Zion District Library is focused on customer service and strives to provide friendly, helpful and professional assistance to all library patrons.

## **LEGAL COMPLIANCE**

### **A. Equal Opportunity**

The Mt. Zion District Library is an equal opportunity employer. The policy and intent of the Mt. Zion District Library is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation, disability or age.

### **B. Prohibited Harassment (including Sexual Harassment)**

The Library reaffirms the principle that its workplace will be free from harassment based on any status or characteristic that is protected by law. Such harassment, including sexual harassment, violates the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and/or the Illinois Human Rights Act as defined in 775 Illinois Compiled Statutes, Chapter 5. Illegal harassment will not be tolerated or condoned.

Patrons and staff have the right to enjoy an environment free from harassment, including, but not limited to, sexual harassment, lewd conduct and abusive behavior. Patrons may not verbally abuse, badger, stalk or harass library staff or patrons. This includes, but is

not limited to, raising one's voice, using foul language or gestures, personal insults, incessant arguing, staring, following, lingering in a person's space, and asking the same question repeatedly once an answer has been provided.

Staff has the authority to ask a patron to leave the premises if any of the above behavior is not stopped following a verbal warning. Repeated acts of harassment and conduct that have the potential to escalate into violent or illegal actions will be reported to the proper authorities. Staff will record any incident by writing an 'Incident Report'.

**See complete Policy Prohibiting Sexual Harassment in Policy Manual**  
**See also Public Services Policy in Policy Manual**

#### C. Bloodborne pathogens

Normal library operations are not likely to involve circumstances exposing employees or members to bloodborne pathogens. However, whenever contact with blood, bodily fluids, or other potentially infectious materials may result, employees should treat these fluids as though they are known to be infectious. If such an incident occurs, immediately cordon off the area to assure that others are not exposed and ensure that the area is properly cleaned. Employees who may be assisting in such instances should wear protective clothing, such as disposable gloves. Such protective clothing should then be carefully and properly disposed. A supervisor should then be notified of the incident. A confidential medical post exposure follow-up will be offered to an employee who has had a specific exposure incident.

#### D. Drug Free Workplace

The Mt. Zion District Library recognizes that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible 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, at any time, is not permitted at any library location

"Library location" means in any library building, on any library premises, or at any library-sponsored 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 or is otherwise engaged in library business.

Any employee who violates the term 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, in its discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall 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, shall report such conviction to the appropriate authorities.

#### E. Smoke Free Illinois

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. Employees with complaints about smoking shall direct such complaints to their immediate supervisor for resolution. All complaints will be properly and thoroughly investigated. Complaints can also be filed with the Illinois Department of Public Health, a local State certified 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 no less than \$100 and not more than \$250.

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and patrons, the facilities and the immediate premises of the Mt. Zion District Library shall be entirely smoke free. The use of all tobacco products, including chewing tobacco and electronic cigarettes, is banned from the Mt. Zion District Library, except as designated in this policy.

Smoking is prohibited in all enclosed areas within Mt. Zion District Library without exception. This includes all public and private areas, conference and meeting rooms, offices, hallways, restrooms, supply rooms, mechanical rooms and all other enclosed facilities. Smoking is also prohibited on the library premises, other than in a person's personal vehicle.

No one may smoke along any path way or walk way leading to or from library entrances, nor may patrons or employees smoke in any grassy area or parking lots. It is not acceptable that either patrons or employees be required to walk through smoke to reach their vehicle or any other destination on the library premises.

Additionally, patrons and employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle.

Employees who choose to smoke in their vehicle area do so at their own risk. No additional breaks are allowed to any employee who smokes. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps keep a neat and clean environment for our patrons and employees.

Employees who fail to comply with this policy will be subject to disciplinary action that can lead up to and include the termination of employment.

#### F. 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. Library employees are to deal with suppliers, contractors, members, and others on the sole basis of what is in the Library's best interest, accomplishes the Mission of the Library, and is in the best interest of its members. In

compliance with the Illinois State Gift Ban Act (5 Illinois Compiled Statutes 425), employees may not accept any gifts, payments, loan or excessive entertainment from any source or person doing or seeking to do business with the 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.

#### G. Political Activity

Library employees may not: 1) use their official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office, 2) directly or indirectly coerce, attempt to coerce, command or advise any other library employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes. Personal political convictions may not be represented as a library-endorsed conviction.

The library is 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. Staff members are encouraged to check their work email and mailboxes regularly as these are ways of communicating with each other. Diverse opinions are valued and ideas and creativity are encouraged. Everyone has the opportunity to give input and receive feedback on his/her ideas. 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. Any employee observing or experiencing violent behavior by anyone on Library premises should report it immediately to the library director.

## EMPLOYMENT

### A. Recruitment

All positions will be filled with the best-qualified person. The selection process will be competitive and of such nature as to fairly determine job-related qualifications. Determinants for identifying the best-qualified person may include, but not be limited to, education, technical and 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 valid driver's license, and proof of vehicle insurance. A drug and/or alcohol test may also be required. Local residents are considered wholly on the basis of their qualifications.

### B. Appointments

Director - The authority and responsibility for the selection and appointment of the Director rest solely with the Library Board. [See Trustee Document; "Personnel Policies: Respective Duties of Board of Trustees and Library Staff in the Trustee Manual.]

When the position of Library Director becomes vacant, the Policies & Personnel Committee of the Board shall act as the "Librarian Search Committee." The Librarian Search Committee shall be responsible for all phases of the search process and initially screen applicants for the position. They will be responsible for recommending to the full Board, for their consideration, their final candidates for the position. A formal vote of the full Board will confirm the final candidate selected. [See Trustee Document: "Personnel Policies: Respective Duties of Board of Trustee and Library Staff which is found in the Appendices of this document.]

Library Staff - The Library Director shall be responsible for the selection and appointment of all other staff positions.

### C. Probationary Period

The first three (3) months of employment are considered the probationary period. The Library Director will hold an oral evaluation at the end of the sixth week of the probationary period and at other times as necessary. A written evaluation will be done at the end of the third month. During the period that an employee is on probation, s/he is not entitled to benefits (if applicable). However, upon successful completion of the probationary period, all benefits are made retroactive. In special cases, the supervisor has the option to extend the probationary period for an additional three months. Unsuccessful probationary periods can result in termination of employment. A staff member who does not successfully complete his/her probationary period, may not use the grievance procedure.

## **Employee Classification**

### **FULL-TIME EMPLOYMENT**

Full-time employees work a regular duty week of a minimum of 35 hours or more and receive benefits in full.

### **PART-TIME EMPLOYMENT (Regular)**

Part-time employees who work at least 15 hours a week, but less than full time will receive vacation and Holiday pay on a prorated basis calculated on the number of hours the employee works weekly.

### **PART-TIME EMPLOYMENT (Limited)**

Limited part-time employees are those that do not work year round, but rather during the summer and/or holiday seasons or during certain times of the year. These employees receive only workman's compensation, social security and unemployment compensation benefits as provided by law.

Employees are classified as "exempt" or "non-exempt" according to provisions of the Fair Labor Standards Act. Currently only the Director's position is classified as "exempt".

Employment positions at the Mt. Zion District Library may include:

- Director
- Assistant Director
- Children's Librarian
- Circulation/Technical Services Assistant(s)
- Circulation Clerk/Children's Aide
- Library Aide
- Cleaning/Maintenance

A brief description of these positions follows:

Library Director: The Director position requires a Masters of Library Science degree from an ALA-accredited library school. This position is responsible for the administration and over-all operation of the library, serving as a staff liaison and policy adviser to the Library Board, and coordinating the library's relationships with the outside community. This position is full-time and exempt.

Assistant Director: The Assistant Director is responsible for supervision of the library in the absence of the Director. The Assistant Director also keeps the library's financial records, coordinates cataloging of library materials, and supervises the Library Assistants and Pages. This position is full-time.

Children's Librarian This position has dual responsibilities in developing all children's library programming and circulation/public service duties as well. This position is full-time.

Circulation Clerk/Children's Aide: This position is primarily responsible for working with the public at the Circulation Desk and for aiding the Children's Librarian with programming.

Circulation/Technical Services Assistant: This position is primarily responsible for working directly with the public at the Circulation Desk and for cataloging and processing materials under the supervision of the Assistant Director. Additional tasks may also be assigned. This position can be either part or full-time.

Library Aides: Hired to shelve library materials and work on various Circulation Desk/Public Service tasks assigned. Position is part-time in nature.

Cleaning/Maintenance: This position is responsible for cleaning both the inside of the library building and the outside grounds. The position also is responsible for light maintenance.

### **Work Conditions**

Library Hours: The current hours of library operation are as follows:

Monday through Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 3:00 p.m.
Sunday	Closed

The normal work week for a full-time staff member is 40 hours. However, since the library is open more than 40 hours per week, individual schedules will vary according to

the library's needs. The Library Director has ultimate responsibilities for setting work schedules.

**Overtime**

In keeping with the Fair Labor Standards Act, all hourly (non-exempt) employees are eligible for overtime compensation when required to work more than forty (40) hours a week. All employees must receive written authorization from the Library Director to work any overtime. Employees shall be paid or allowed time off at the rate of time one and one half (1 ½ ) their regular rate of pay for all hours worked over forty (40) in a work week. Time off without pay, vacation, personal time, sick time and holidays will not be considered hours worked for purposes of determining overtime calculations.

**Break Periods and Meals**

Staff members are allowed a fifteen minute break period for each four (4) hours worked. These will be scheduled in consultation with other employees in the same time period.

Anyone working a regular 8 hour day is permitted a minimum of a thirty (30) minute unpaid meal period. If the meal period is longer, the employee needs to adjust their schedule to assure proper coverage at the library.

Break periods are not cumulative and should be staggered among employees. Break periods cannot be used to shorten an employee's work day.

Part-time employees working a minimum of 4 hours are allowed a 15 minute break period. Part-time employees working more that 5 ½ hours are allowed a 30 minute unpaid meal break. A part-time employee may opt to extend their 15 minute break to 20 minutes and not take an unpaid meal break.

If an employee goes off the library premises, they must be on their own time unless they are on library business.

**Vacation**

--Full-time Employees: Each regular full-time employee will, on each anniversary of his/her employment date, be entitled to a vacation with pay, in accordance with the following plan:

- 1-2 years of employment -----10 days\*
- 3-4 years of employment-----15 days\*
- 5 + years of employment-----20 days\*

\*One day equals 8 hours.

--Part-time Employees: Each regular part-time employee will on each anniversary of his/her employment date, be entitled to a vacation with pay in accordance with the following plan:

1-2 years of employment-----5 days\*\*

3 + years of employment-----10 days\*\*

\*\*Vacation time for part-time employees is pro-rated based on average hours worked per week. Time is calculated each year on the employee's anniversary date by totaling hours worked and dividing by 52 (weeks). The result is the number of vacation hours per week earned by the employee. For example, an employee that has worked 800 hours in a year's time will have earned 15.4 hours per week as vacation:

800 divided by 52 = 15.38 further divided by 5 (days) to equal a 3.01 hr. day  
(as compared to an 8 hr. day if working full-time)

The number of vacation hours will vary from year to year based on the number of hours the part-time employee has worked during the year.

Limited part-time employees do not receive vacation time.

Each eligible employee has the right to schedule his or her vacation period. However, each employee's needs must be balanced with the needs of the Library. When several employees want to take vacation at the same time, the following criteria will be used to determine scheduling of vacations:

- A. Library needs
- B. Seniority
- C. Date of request for vacation

Vacation time is earned during the year and is available on the employee's anniversary date. All vacation and personal time must be used by the employee before the next anniversary date. If not used, it is lost and does not carry over.

Because of the Director's Exempt status, he/she is allowed to carry over up to 5 days vacation for 90 days past his/her Anniversary date. If not used within the 90 days, remaining vacation time is forfeited.

If applicable, earned, unused Vacation time is paid to the employee as part of their final pay check when employment terminates.

### **Holidays**

On designated Holidays, regular employees will receive Holiday pay prorated to the hours regularly worked by the employee. Regular part-time employees receive pro-rated Holiday pay only if the Holiday falls on a day they are regularly scheduled to work.

Limited part-time employees do not receive Holiday time.

The Library will be closed on the following designated holidays:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July



--Labor Day                                      --Thanksgiving Day  
--Day after Thanksgiving      --Christmas Eve Day   --Christmas Day  
--New Year's Eve

If a holiday falls on a Saturday, the library will be closed the preceding Friday. If a holiday falls on a Sunday, the library will be closed on the following Monday. In the event that designated Holidays result in the library being closed more than 3 days consecutively (including Sunday) such as when Christmas Eve and New Year Eve fall on Saturday (which means the Library would be closed Saturday as well as Friday, in addition to Sunday and Monday per this policy, the Board may opt to keep the library open and give full-time staff a floating holiday (8 hours) rather than be closed for 4 days in a row. When this occurs during the Christmas and New Year holidays, fulltime staff will have from December 15 until January 15 to take the floating holiday or forfeit it. The Board reserves the right to offer the floating holiday option to fulltime staff any time the library would be closed more than 3 days in a row because of a holiday. In the event that Christmas Eve falls on a Sunday, the library will be closed the following Tuesday (Sunday, Monday & Tuesday).

### **Closing Due to Inclement Weather**

If the library must close due to severe weather conditions, all staff members scheduled to work on that day will be paid for their regular hours. It will be the responsibility of the Library Director (or his/her designated representative) to notify local radio stations and television stations, if this should occur. The web-site and phone message will be updated to notify the public as well.

### **Compensation**

Mt. Zion District Library employees will receive a salary negotiated at the time of hire. At the time of hire, employees will receive a letter of hire, job description, salary and benefits detail, along with a copy of the Library's Personnel Policies. The expected range of work assignments will be discussed fully at the time the individual is hired. All NEW library employees are evaluated at intervals of three (3) months, six (6) months and one year during the first year of employment, and ANNUALLY thereafter. Salary raises are determine based on cost-of-living-increases (using the Consumer Price Index as a guideline) and possibly combined with a merit raise as well.

Wage: The starting salary of each position is determined prior to being hired. Each employee's performance will be reviewed annually and his/her raise (if applicable) determined at that time.

Salary increases are at no time automatic, but are dependent upon availability of funds. Increases are usually recommended after one year of employment and annually thereafter. The salary of a library employee, as that of a person in any profession, must

be based upon ability, and increases must be based on the employee's growth in his/her work.

### Pensions

For all library positions in which the individual works 1000 or more hours per year, participation in the Illinois Retirement Fund (IMRF) and Social Security (FICA) is mandatory. The employee is required to contribute the current rate as set by IMRF and FICA through payroll deductions. For all library positions where the employee is NOT required to participate in IMRF (i.e., positions for which employee works less than 1000 hours per year) contributions to FICA only are made. The Mt. Zion District Library pays an assessment set each year by actuarial figures.

### Health Insurance

Full time employees are eligible for health insurance benefits under the terms determined by the Library Board. Rates, coverage and employee contribution are reviewed annually and may vary from year to year.

### Leave Policies

--Personal Leave: Full-time employees (40hours/week) will receive two (2) days for personal leave per year, which may be taken in hourly increments (16 hours total) if so desired by the employee. Personal leave time is NON-CUMULATIVE and must be taken within the year in which it is earned.

--Sick Leave: Full-time employees (40 hours/week) will receive ten (10) days of sick leave per year which may accumulate to a maximum of sixty (60) days [480 hours]. Sick time may be used for the employee's own illness or that of an immediate family member. For this particular leave, "immediate family" is interpreted to include spouse, children, step-children, parents, siblings, grandparents, grandchildren, parents-in-law, and brothers/sisters-in-law.

Sick time is available to each full-time employee as earned. Each pay period a FT employee will earn 3.077 hours of sick time. New FT employees will accrue sick time from the date of hire but cannot use sick time until they have completed their probationary period.

*Employees who have accumulated the maximum sick leave accrual of 480 hours may continue to accrue, for Illinois Municipal Retirement Fund creditable service purposes only, additional sick leave up to a maximum of two hundred forty (240) sick days [1,920 hours] based on the Illinois Pension Code (40 ILCS 7/5-139(a)(8) which allows retiring members of the Illinois Municipal Retirement Fund, including library staff, to convert unused, unpaid sick leave to service credit. Up to 240 days [1,920 hours] can be converted and a member will receive one month service credit for every 20 days (or*

*fraction thereof) of unused, unpaid sick leave up to a maximum of one year pension credit.*

*It is understood by the employee and the library that such additional accrual over sixty (60) days [480 hours] shall be used for IMRF creditable service purposes only, and may never be used for any form of paid sick leave.*

*If an employee who has accrued unused sick leave in excess of sixty (60) days (480 hours) is required to use sick leave which reduces the sixty (60) day (480 hours) amount, the amount of sick leave available for IMRF purposes shall not be reduced, but shall not begin accruing until such point as the employee has again accrued sixty (60) days (480 hours) of sick leave.*

Part-time employees do not receive paid sick leave.

Any sick leave of more than three days requires a doctor's verification.

Upon termination of employment, unused Sick leave is not paid to the employee.

--Funeral Leave: A "leave-of-absence" with pay, NOT to exceed three (3) work days, will be granted to a regular full-time employee for a death in his/her immediate family. For this particular leave, "immediate family" is interpreted to include spouse, children, step-children, parents, siblings, grandparents, grandchildren, parents-in-law, and brothers/sisters-in-law.

In addition, full-time employees will be granted a one (1) day leave of absence in order to attend the funeral of a 1<sup>st</sup> degree aunt or uncle [mother or father's sibling].

--Maternity Leave: A six (6) weeks leave of absence without pay may be requested for maternity leave by regular full-time employees. Accumulated sick leave may be used during periods of disability due to pregnancy.

--Jury Duty: Employees called for jury duty will be granted a "leave-of-absence" with pay, for jury duty service during scheduled working hours. When an employee is granted a leave-of-absence with pay for jury duty, he/she will remit the jury duty pay (not including mileage allowance), to the library. If an employee is dismissed early from jury duty, he/she will be expected to report to work for the balance of the day.

#### **-- Leave under the Family and Medical Leave Act (FMLA)**

The Library, as a government employer, is required to comply with the Family Medical Leave Act. This policy is meant to provide additional information about the Employer's specific policies and procedures under the Family and Medical Leave Act

#### **Basic Leave Entitlement**

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return

provided that the employee has worked for the Employer for at least 12 months AND worked at least 1250 hours in the last 12 months. The "12 month period" begins with the first day the employee takes leave, rolling forward.

### Reasons for Leave

If an employee is eligible, the employee may take family/medical 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, son, daughter, or parent ("covered family member") with a serious health condition; or (4) because of the employee's own serious health condition which renders the employee unable to perform the functions of the employee's position. Leave because of reasons one and two above must be completed within the 12 month period beginning on the date of birth or placement.

"Spouse" - does not include unmarried domestic partners, but does include partners of Civil Unions

"Child" - means a child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child.

"Serious Health Condition" - means an illness, injury, impairment, or a physical or mental condition that involves: 1) Inpatient care; or 2) Any period of incapacity requiring absence from work for more than three consecutive calendar days AND that involves continuing treatment by a health care provider; or 3) Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or 4) Prenatal care by a health care provider.

"Continuing Treatment" - means: 1) Two or more visits to a health care provider; or 2) two or more treatments by a health care practitioner on referral from, or under the direction of, a health care provider; or 3) A single visit to a health care provider that results in a regimen of continuing treatment; or 4) In the case of a serious, long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.

### Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week Family Medical Leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues

related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; and (7) attending post-deployment briefings.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12 month period. This single 12 month period begins with the first day the employee takes the leave. A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment recuperation or therapy.

Employees may not be granted a Family Medical Leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted a Family Medical Leave, the employee may be subject to immediate termination.

#### Notice of Leave

If the Family Medical Leave is foreseeable, the employee must give the Employer at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Employer as soon practicable and, absent unusual circumstances, in accordance with the Employer's normal leave procedures. A "Request for Family/Medical Leave" form should be completed by the employee and returned to the Director. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/Medical Leave" form.

#### Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The District, at its expense, may require an examination by a second health care provider designated by the District, if it reasonably doubts the medical certification you initially provide. If the second health care provider's opinion conflicts

with the original medical certification, the District, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The District may also require medical recertification (cost for this is the employee's responsibility) periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

#### Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The District may also request additional information pertaining to the leave.

#### Certification for Service member Family Leave

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

#### Substitution of Paid Leave

Family Medical Leave is unpaid leave and runs concurrently with other leaves. When on Family Medical Leave for any covered reason, you 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 you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with Family Medical Leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FML, employees must comply with the requirements of the applicable paid leave policy. An employee on family/medical leave taken for any reason shall have the leave charged first against sick leave, then vacation hours, and personal days. Personal days shall be used in increments of no less than one half (1/2) day. An employee on medical leave using sick leave, vacation hours or other authorized time off remains in pay status and shall continue to accrue benefits and accumulate sick leave, vacation hours, and personal days in the normal manner. Once sick leave, vacation hours, and personal days are exhausted, the employee will cease to accumulate further leave and be in a non-pay status.

#### Benefits During Leave

During an approved Family Medical Leave, the Employer will maintain the employee's health benefits as if the employee continued to remain actively employed. An Employee granted a leave under this policy will continue to be covered by the District's group health insurance plan (if applicable) under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Employee contributions (if applicable) will be required either through payroll deduction or by direct payment to the District. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave. If an employee's contribution is more than 30 days late, the District may terminate the employee's insurance coverage. If the District pays the employee's contributions missed by the employee while on leave, the employee will be required to reimburse the District for delinquent payments (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the District may seek reimbursement from the employee for the portion of the premiums paid by the District on behalf of the employee (also known as the employer contribution) during the period of leave. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

#### Intermittent Leave

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the District will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the District may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties. For part-time employees and those employees who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave should be used for calculating the employee's normal work week.

#### Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of

the employee's own serious health condition, the employee will be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided. If the employee returns to work within 12 weeks following a family/medical leave, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status, and authority. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave. If the employee fails to return within 12 weeks following a family/medical leave, the employee will be reinstated to the employee's same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

An employee returning to work following a medical leave of absence must present to the director a doctor's statement that the employee is able to resume activities on a regular basis (cost, if applicable, is the employee's responsibility unless the Library requires the employee to see a doctor of the Library's choice).

Forms to be used are available on the U.S Department of Labor website and include, but may not be limited to the following:

- *Certification of Health Care Provider for Employee's Serious Health Condition* -
- *Designation Notice*
- *Notice of Eligibility and Rights & Responsibilities*

--Military Leave: The library will comply with applicable federal, state, and local laws concerning military leaves of absence.

--Worker's Compensation: The library will comply with applicable federal, state and local laws concerning worker's compensation claims.

Any injuries should be immediately reported to a supervisor.  
The employee will cease to receive sick time and will not be compensated for any Holidays that occur while on worker's compensation leave.

#### Mileage Reimbursement

The Library will reimburse employees and trustees for personal use of their automobiles in pursuit of library business. The library will pay the current rate per mile (as determined by the IRS). When two or more individuals are attending the same function, mileage will be paid on only one vehicle and care pooling is encouraged for this reason. The "Mileage Reimbursement" form which follows is used when requesting such mileage reimbursement for library-related business.



## Mileage Reimbursement Voucher

Purpose of Trip: \_\_\_\_\_

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Individual(s) Attending; \_\_\_\_\_

Individual requesting re-imburement; \_\_\_\_\_

Odometer at start of trip \_\_\_\_\_ Odometer at end of Trip: \_\_\_\_\_

Total Number of Miles traveled \_\_\_\_\_ @ \_\_\_\_\_ cents/mile

Total Amount Reimbursed: \$ \_\_\_\_\_

Mail Reimbursement Check to (Individual's Name and Address):

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

### **Continuing Education and Staff Development**

Library staff members will be reimbursed for registration fees for work-related workshops and conferences attended. Lodging and a per diem allowance for meals will also be paid by the Library for overnight travel to meetings and conferences. Board of Trustees pre-approval is required for an expenditure of \$100.00 or more.

### **Professional Conduct**

The library is a public institution supported by taxation, and thus belongs to the people. Therefore, the first duty of the library staff is service to the public. Each person should be given friendly, courteous and prompt service. No matter what the patron's request may be, it should be treated as important.

Voices should always be kept low. Loud talking or laughing should be avoided. When patrons are speaking too loudly, the employee should first try to quiet them by example— not speaking too loudly when conducting business in the public service area, or when at the Circulation Desk. If the loudness persists, it may be necessary for them to be reminded, that out of consideration for others using the library, the Library tries to maintain a reasonable semblance of decorum.

Library staff should have a clear understanding of the information, educational and recreational needs of the community and the role of the library in meeting those needs. It

is the responsibility of the staff as well as the Trustees to encourage library use by adopting a helpful, interested, and enthusiastic attitude towards meeting the needs of all library patrons. Library staff shall provide high quality library service to all patrons without regard to patron's age, race, sex, marital status, national origin, political opinion or religious belief.

The Library staff and the Board of Trustees agree to the following Code of Conduct (which outlines conduct among library "team" members):

Professional Conduct between library staff members is required ALL times. Here, "professional conduct" entails, but is not limited to, the following specifics:

- Be objective, open-minded
- Encourage feedback on your behavior
- Treat others with dignity and respect
- Respect what others say
- Employ NO abusive or offensive language or profanity
- Strive for "win/win" situation—everyone benefits
- No hidden agendas—bring issues forth constructively
- Outburst or emotional retreats will not be tolerated

Boundaries of each person's role must be respected and carefully scrutinized:

- Understand and accept each other's role
- When listening, interpret from the sender's point of view
- Work in your role without overstepping into the other's area

Set High Standards for Yourself and Your Role...Strive to meet them

- Do not become satisfied with mediocrity
- If questioned on standards...be objective and encourage feedback
- If questioned on behavior...do not repeat it...use proper channels

### **Personal Appearance/Dress Code**

Because library employees work with the public in a tax-supported institution, appropriate attire is required during working hours. Appropriate attire includes the expectation that staff members be well groomed and dress in a manner suitable to their responsibilities. Clothing should be clean and not contain any advertisements of alcohol or cigarettes and should not have any offensive language or images. Revealing clothing, including but not limited to short skirts, tank tops, tops showing the midriff, and tight fitting outfits, is not allowed. Leggings may be worn but must be paired with a top that is no shorter than 2 inches above the knee. During warm weather, shorts are permitted but must be no shorter than 2 inches above the knee.

*The Director has the final say in what is considered appropriate.*

### **Staff use of Computer and electronic systems**

All of the Library's electronic systems, including but not limited to electronic mail, computer systems and voice mail are owned by the Mt. Zion District Library and may be used only to transact the business of the Mt. Zion District Library and may not be used for personal use while on Library time. The Mt. Zion District Library reserves the right to monitor, without notice, the use of telephones, computer systems, including e-mail, and voice mail to ensure that the Library's systems are not being used for personal use. It is important that all employees acknowledge that improper use of e-mail or the internet may result in dangerous computer viruses affecting our computers. Furthermore, employees are strictly forbidden from installing software on the computer system or downloading internet or e-mail files without first obtaining approval from the employee's supervisor. All such material to be downloaded or attached must first be scanned with approved virus-checking software. Violation of this policy will result in discipline including, but not limited to termination of employment.

### **Performance Evaluation**

All NEW library employees are evaluated at intervals of three (3) months, six (6) months and one year during the first year of employment, and ANNUALLY thereafter. The evaluation shall rate the staff member on such issues as promptness in reporting for work; knowledge of and the quality of performance of specific duties and responsibilities; initiative; capacity to develop skills further and to improve; ability to work with both fellow staff and the public; and appearance. The staff member and his/her supervisor will discuss the latter's written evaluation with the Library Director, after which the evaluation will be signed by the three parties involved and placed in the staff member's personnel file. If the staff member does not agree with the evaluation after the discussion, the right of appeal extends through the director. The Library Director will review performance evaluations when considering a staff member's eligibility for a promotion, salary raise, reassignment or dismissal. The director's performance is initially assessed by the Board's Personnel & Policies committee. That assessment is reviewed by the full Board of Trustees and any final decision to appraisal, salary, termination, etc. rests ultimately with the full Board.

## Resolution of Grievances

All employees of the library are expected to work with their colleagues in a spirit of cooperation and harmony. However, occasionally problems do develop.

As stated previously under Legal Compliance, Section C, grievances of a person who believes they have been discriminated against on the basis of their protective class (i.e., race, color, religion, sex, etc.) are taken very seriously and will be addressed as outlined above.

Misunderstandings between staff members, between staff members and a supervisor, or between an employee and the Director, should be resolved at the level at which they occur.

## Remedial or Disciplinary Actions

If, in the opinion of the supervisor and/or the Library Director, an employee is not meeting performance standards or is found to have violated the terms of employment, remedial and/or disciplinary action may be necessary. In most cases, informal discussion initiated by the employee's supervisor should suffice. Failing this, the problem shall be referred to the Library Director, who may place necessary documentation relating to the employees performance in the employee's personnel file. Abuse of sick leave, consistent tardiness, unauthorized absence from work, failure to meet expected performance standards of assigned responsibilities and duties could, at the discretion of the Library Director, result in salary reductions and even termination of employment.

## Separation from Employment

Separation from employment with the Library can be the result of several circumstances, which include retirement, resignation or termination. An employee separating service from the Library must return all library property by the last day of employment. Separating employees will receive a final check on the next regular payday, which will include pay for any unused vacation time calculated at the current salary. All employee benefits are terminated on the last day of employment.

### A. Resignation

A professional employee wishing to leave the library in good standing should submit his/her resignation to the board in writing one month in advance.

Two weeks notice is requested of all other employees and should be made to the library director in writing. In the event of such resignation by a full-time employee, or an eligible part-time employee, earned vacation not taken will be paid.

### B. 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, including but not limited to the quality of each employee's current and past performance, and the seniority of employees holding positions deemed critical to the Library.

#### C. 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 and the Board of Trustees.

#### Privacy of Personnel Files

An employee may view the contents of his/her personnel file, with the exception of background checks and letters of reference. Any such examination of the file by an employee shall be under the supervision of the custodian of these records.

To preserve the privacy of personnel files, no information regarding an employment record may be released to another party, by phone or mail, without written permission of the employee concerned, except as required by due process of law or except for basic job information in response to reference inquiries in accordance with the following paragraph:

“Reference requests regarding an employee's record as a current or former employee must be submitted in writing. Without the current or former employee's written authorization to do otherwise, only the dates of employment, a summary of salary, job description and responsibilities will be released.”

## **LIBRARY DRUG AND ALCOHOL POLICY**

The Mt. Zion District Library recognizes that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the Library. Additionally, the use of alcohol by patrons is recognized as both hazardous and often illegal, and the irresponsible 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, at any time, is not permitted at any library location

“Library location” means in any library building, on any library premises, or at any library-sponsored 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 or is otherwise engaged in library business.

Any employee who violates the term 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, in its discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall 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, shall 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 at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

## **Mt. Zion District Library No Smoking Policy**

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and patrons, the facilities and the immediate premises of the Mt. Zion District Library shall be entirely smoke free. The use of all tobacco products, including chewing tobacco and electronic cigarettes, is banned from the Mt. Zion District Library, except as designated in this policy.

Smoking is prohibited in all enclosed areas within Mt. Zion District Library without exception. This includes all public and private areas, conference and meeting rooms, offices, hallways, restrooms, supply rooms, mechanical rooms and all other enclosed facilities. Smoking is also prohibited on the library premises, other than in a person's personal vehicle.

No one may smoke along any path way or walk way leading to or from library entrances, nor may patrons or employees smoke in any grassy area or parking lots. It is not acceptable that either patrons or employees be required to walk through smoke to reach their vehicle or any other destination on the library premises.

Additionally, patrons and employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle.

Employees who choose to smoke in their vehicle area do so at their own risk. No additional breaks are allowed to any employee who smokes. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps keep a neat and clean environment for our patrons and employees.

Employees who fail to comply with this policy will be subject to disciplinary action that can lead up to and include the termination of employment.

Patrons who fail to comply with this policy may be subject to the suspension of their library privileges and/or prohibited from visiting library property.

## **The Librarian's Code of Ethics**

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We recognize and respect intellectual property rights.
5. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues or our employing institutions.
7. We distinguish between our personal convictions and professional duties, and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

*—Adopted by the ALA Council June 28, 1995*

**Approved by Library Board May 11, 2010**

**Revised and Approved by Library Board February 10, 2015**

**Revised and Approved by Library Board May 12, 2015**

**Revised and Approved by Library Board February 13, 2018**