

## PERSONNEL POLICY

TFML Policy No. 2

The purpose of this policy is to serve as a guideline regarding the personnel program of the Thomas Ford Memorial Library. Nothing in this explanatory material shall be interpreted as an offer of employment, promise of continued employment, or as a contract between the Library and the employee. Changes to this policy may be made at any time with the approval of the Library Board. The continued employment of all employees is subject to the general discretion of the Board of Trustees with respect to all aspects of employment and benefits.

### **Employment classifications:**

Each employee is designated as either Non-exempt or Exempt, according to federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay or compensatory time in accordance with federal and state wage and hour laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. Generally, exempt employees are those who are paid on a salaried basis and who serve in executive, administrative or professional positions. Positions are so noted on job descriptions. In addition to being Exempt or Non-exempt, all employees will be designated as professional or non-professional and either full-time or part-time, as defined below.

### **2.1 Definitions**

For the purpose of this policy, terms used herein are defined as follows:

2.11 Professional: an employee who is hired at TFML to fill a position requiring a Masters' Degree in library science from a university or college which is accredited by the American Library Association.

2.12 Non-Professional: any employee who is not a professional.

2.13 Full-time: an employee who is regularly scheduled to work 36 hours per week.

2.14 Part-time: an employee who is regularly scheduled to work less than 36 hours per week.

### **Hiring and Probationary Period**

#### **2.2 Selection of Staff**

Library positions which are open and for which applicants are sought are advertised in local newspapers, the Reaching Across Illinois Library System newsletter, and other regional library publications. Those people whose skills and

credentials most closely match what we are seeking will be contacted for interviews. Employees are selected solely on the basis of merit and in compliance with all local, state, and federal laws prohibiting discrimination. The Thomas Ford Memorial Library is an equal opportunity employer. Employee recommendations are presented to the Library Board by the Library Director for approval.

#### 2.21 Initial Employment Period:

During the first six months of employment, training and evaluation of the employee's performance will be conducted. During the first six (6) months of employment employees are not eligible to use vacation time. After successful completion of this six-month period the employee is entitled to all of the rights and benefits described in this Policy.

#### 2.22 Customer Service

Because the provision of friendly, timely, and professional customer service is extremely important, during the initial employment period employees will be evaluated as to their ability to interact with Library patrons in a constructive and positive manner; proven skills in the area of customer are required for successful completion of the initial employment period. A copy of the Library's service credo will be provided to each new Library employee upon hiring (Attachment #1).

#### 2.23 Nametags

All employees are required to wear nametags identifying them as Thomas Ford Memorial Library employees while they are at work.

**ALL NEW EMPLOYEES SHALL READ, SIGN AND DATE THE STATEMENT ACCOMPANYING THIS POLICY ACKNOWLEDGING THAT THEY HAVE RECEIVED, READ AND UNDERSTOOD THE THOMAS FORD MEMORIAL LIBRARY PERSONNEL POLICY (Attachment #2).**

### Representing the Library

#### 2.3 Acceptable Use of Library Technology by Employees

The Library recognizes that providing excellent service to its patrons requires a high degree of proficiency in the use of a variety of communication and electronic resources. The intent of this portion of the Policy is to ensure the productive, professional, and responsible use of the Library's technological resources. Employees are not allowed to use the Internet at work for commercial or political activities, for any illegal activity, to access pornographic or gambling-related websites, or to store non-work related files on hard drives or the network. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

2.31 Ownership All equipment, electronic and telephone communications systems and all communications and stored information transmitted, received, or contained in the Library's information systems are the sole property of the Library and are to be used primarily for job-related purposes.

2.32 Privacy Employees waive the right to privacy in anything they create, store, send, or receive on Library equipment or through the Internet or any other computer network while working for the Library. The Library is not responsible for the security or retention of personal information or files stored on the Library's computers or network and employees must not store personal information or files on the Library's computers or network.

2.321 To ensure the proper use of communications systems and equipment, the Library reserves the right to monitor the use of these systems and equipment from time to time, and to inspect all material stored therein. No communications are guaranteed to be private or confidential.

2.322 The use of a personal password that has been assigned to an employee is not grounds for an employee to claim privacy rights in the electronic or communication systems of the Library. The Library reserves the right to override personal passwords, and employees may be required to disclose passwords or codes to allow access to the system(s).

2.323 Employees must be aware that electronic messages that are believed to have been erased or deleted can frequently be retrieved by experts.

2.33 Professional Conduct All Library employees are expected to conduct themselves in a professional manner as detailed in, but not limited to, the points listed below.

2.331 The Library's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic and telecommunications. Offensive, vulgar, obscene, or threatening communications are strictly prohibited as are sexually oriented images or messages. Any employee who receives communications believed to be in violation of this policy should immediately report the activity to his/her supervisor or, if the supervisor is the subject of the complaint, to the Library Director. If the Director is the subject of the complaint, report the activity to the Library Board President.

2.332 Employees are prohibited from disseminating, printing, or duplicating copyrighted materials that in any way violates copyright laws.

## **2.4 Employee Use of Social Media**

This portion of the Policy provides guidance for employee use of social media, which for the purpose of this document is defined broadly as blogs, wikis, microblogs, chatrooms, electronic newsletters, message boards, online forums, social networking sites, or any site or service that permits users to share information with each other in a contemporaneous manner. Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours.

### **2.41 Professional Conduct**

2.411 Employees must not post, publish, or release any information that is considered confidential or not public. Confidential information includes patron information, password or controlled access information, pending contracts, and employee medical information. Please see the Library's Confidentiality of Library Records Policy for additional information.

2.412 Employees should be aware that the Library's Sexual Harassment Policy applies to the use of social media in the workplace.

2.413. This policy is not intended, nor shall it be enforced, to restrict employees from discussing their wages, hours and working conditions with co-workers.

### **2.42 Using Social Media on Behalf of the Library**

If posting on behalf of the Library, employees should follow the Library's Social Media Policy and Style Guide procedures. However, these general guidelines also apply.

2.421 Only employees designated and authorized by the Library can prepare content for or delete, edit, or otherwise modify content on Library-sponsored social media.

2.422. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.

2.423. Designated employees are responsible for ensuring that the Library-sponsored social media conform to all applicable Library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material in accordance with the Social Media Policy.

2.424 Employees should have no expectation of privacy while using Library equipment and systems for any purpose, including the use of social media.

2.425 Content that is posted on Library-sponsored social media is subject to the Illinois Freedom of Information Act as well as Illinois records retention requirements.

#### 2.43 Use of Social Media on Personal Time

2.431 The Library recognizes that Library employees do not surrender all their First Amendment rights by reason of employment with a public library and that the First Amendment protects a person's right, in certain circumstances, to speak as a citizen addressing matters of public concern. Employees have the same right of self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to their official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees who utilize social media and choose to identify themselves as employees of the Library may not represent themselves as spokespersons for the Library and should make it clear that the views expressed are the employee's alone and do not represent the views of the Library. Employees must be aware that information that they display or comments they make on Library social media sites may be viewed by other users as representing official Library-sponsored information or comments. This section does NOT prohibit employees from including the Library's name, address and/or other information on their social media profiles.

2.432. Employees should respect all copyright and other intellectual property laws.

2.433 Employees should be aware that the Library may observe content and information made publicly available by employees through social media. However, the Library does not endorse, monitor, or review the content of personal, non-Library related social media activity of its employees.

2.434 Employees should not post the Library's confidential or proprietary information or information that is still in draft form. In addition, employees shall respect all Library patrons online as they do in person and on the telephone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.

#### 2.44 Violations

The Library will investigate and respond to all reports of violations of Library rules and guidelines or related Library policies or rules. Employees are urged to report any violations of this policy to the Library Director. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

## **2.5 Employee Use of Personal Devices**

An employee may have the opportunity to use his or her Personal Devices for work purposes when authorized in advanced by the employee's supervisor. "Personal Device" is defined as any tool or equipment owned by the employee that can be used to access the Library Network, create files, or record content related to Library business or the employee's work at the Library. Personal Devices include, but are not limited to, smartphones, tablets, notebooks and personal computers. "Library Network" is defined as any server, either physical server or cloud based server, containing content or information pertaining to Library business.

### **2.51 Employee Responsibilities**

2.511 While at work, employees are expected to use the Library network, rather than personal devices, to do Library work. All Library policies, including but not limited to those pertaining to harassment, discrimination, retaliation, confidential information and ethics apply to the use of Personal Devices for work-related activities.

2.512 Employees should not engage in excessive personal calls, e-mails, and/or text messaging during the work day, regardless of the device used. Employee use of Personal Devices for communication, including texting, emailing or telephoning, may never be done from a public area while on duty.

2.513 Non-exempt employees may not use their Personal Devices for work purposes outside of their normal work schedule without authorization in advance from the Library Director. Employees may not use their Personal Devices for work purposes during periods of unpaid leave without authorization from the Library Director.

### **2.52 Security**

2.521 Personal devices should be password protected/locked. If an employee's Personal Device is lost or stolen, or the employee has had a security breach such as a theft of person home computer or laptop, password protection will prevent someone else from gaining access to the Library Network. Employees should take appropriate action to password protect/lock Personal Devices used to conduct Library business.

2.522 Employees should activate services that allow device owners to find and remotely wipe data from a compromised Personal Device.

2.523 If a Personal Device that has been used to produce or store Library work or has accessed the Library Network is lost or stolen, or if the employee has had a security breach such as the theft or hacking of a personal device or other connected devices like a personal computer or laptop, the employee must report the security breach immediately to the Library Director.

### **2.53 Document Redundancy (saving files to the Library Network).**

2.531 All content produced for the Library or related to Library business is the property of the Library and cannot exist solely outside the Library Network. If an employee creates or records content on a Personal Device outside the Library Network, he or she will need to save the content on the Library Network as soon as possible.

2.532 Patron data should never be saved to a Personal Device.

#### 2.54 Library Responsibilities

2.541 The Library will assist eligible employees in gaining secure access to the Library Network and transferring work related files to and from the Library Network to comply with Freedom of Information Act requirements.

2.542 The Library reserves the right to restrict access to the Library Network or Library resources.

## **2.6 Work Schedules, and Breaks**

2.61 Work Schedules: Full-time employees' hours are arranged by the Library Director. Changes in scheduling must be approved by the Library Director and noted on the office calendar. Full-time employees may expect their schedules to include evenings, Saturdays, and Sundays. Full-time employees will normally not be required to work more than 2 nights per week or more than every other Saturday or every other Sunday.

2.611 Part-time employees' hours are arranged by the Department Head to whom they report. Changes in scheduling must be approved by the Department Head and noted on the office calendar. Part-time employees may expect their schedules to include evening, Saturday, and Sunday hours.

2.612 Meals and Rest Periods: Lunch and dinner breaks are normally 1/2 hour. Employees working over 4 1/2 hours are required by law to take a 30 minute meal break during their shifts. Employees are not paid for time during which meal breaks are taken.

2.613 Rest Periods: Employees are normally permitted to have a 15-minute rest period for each 4 hour period of duty. Employees may be asked to forego their rest periods if, because of personnel shortages or other unusual conditions, service to the public will be affected.

2.614 Time owed to the Library by an employee may not be made up by skipping meals, breaks, or rest periods. Time allowed for meal breaks or rest breaks may not be accumulated for future use.

## **2.7 Salaries, Job Classifications, Performance Evaluations, and Salary Adjustments**

2.71 Pay Periods: The library payroll is the responsibility of the Library Director and is turned into the Village every 2 weeks. Library employees receive their paychecks on alternate Fridays. Part-timers record their daily hours on the time sheets in the office; these are tabulated by the Director and turned into the Payroll Department at the Village. Full-time employees are salaried and need not record their weekly hours on the time sheets. If a payday falls on a holiday, employees will receive their paychecks on the closest previous day that falls between a Monday and a Friday.

2.72 Classifications: Employees of the Thomas Ford Memorial Library are hired to fill classified positions. Each position has a detailed description that includes qualifications, duties, work schedule, and supervisory responsibilities. The Library's job classification system and position descriptions are attached to this policy.

2.73 Salary Schedule: The Library's salary schedule is reviewed regularly by the Library Board. Raises are based solely on merit and are not automatic. All competent employees except those at the top of the salary range for their classification are eligible for salary adjustments following their annual evaluations. Please see the section on Performance Evaluations directly below for more information.

2.74 Performance Evaluations: The purpose of a performance evaluation is to provide the employee with feedback concerning his/her execution of job-related duties. A performance evaluation may be held any time that an employee's supervisor or the Library Director deems it necessary. Performance evaluations for all employees will be conducted a minimum of once a year.

Annual performance evaluations are normally conducted in December so that merit raises may go into effect on January 1, the beginning of our fiscal year. Performance evaluations are conducted as interviews and are designed to provide ample opportunity for both supervisor and employee to discuss concerns, achievement of goals, and plans for the next year. The chart depicting the personnel responsible for conducting performance appraisals is attached to this policy as is the current performance evaluation form. Copies of performance evaluations become part of an employee's personnel file. Should an employee feel his/her evaluation to be unfair, they may follow the grievance procedure as outlined in Section 2.16, page 17 of this policy, Employee Complaints and Grievances.

2.75 Overtime: Exempt employees are not eligible for overtime pay. Non-exempt employees must receive approval in advance from the Library Director before working overtime. Failure to secure advance approval may result in discipline up to and including termination of employment.



2.76 Independent Contractors: When determined by the Library Board or Director to be necessary and appropriate, a Library employee with special skills or talents may be hired by the Library Board as an independent contractor to work on special projects of limited duration for the Library, with the hourly rate, number of hours to be worked, and other conditions determined by the Board. All independent contractor duties must be performed on the employee's own time, outside of the employee's normal work schedule at the Library. A Library employee who performs work for the Library as an independent contractor will be responsible for providing all tools and supplies required by the job and for all taxes and other charges related to his/her compensation as an independent contractor. A 1099 form will be issued by the Village for additional wages earned. The employee is responsible for reporting these wages as required by the I.R.S.

## **2.8 Paid Holidays and Vacation Leave**

### 2.81 Holidays.

Full-time employees receive holiday pay for the following days:

New Year's Day: January 1

Presidents' Day/ Washington's Birthday (Library open-floating holiday)

Easter Sunday (Library closed but not a paid holiday)

Memorial Day

July Fourth

Labor Day

Columbus Day (Library open-floating holiday)

Thanksgiving Day

Christmas Eve Day: December 24

Christmas Day: December 25

New Year's Eve Day: December 31.

2.811 When a holiday falls on a Saturday or Sunday, full-time staff who do not work that day shall have an extra day off, other than Saturday or Sunday.

2.82 Vacation Leave Paid vacation is earned by all full-time employees and by part-time employees who are regularly scheduled to work a minimum of 20 hours per week. Vacation leave is governed by the following regulations:

### 2.821 Vacation Rates for Full-time Employees:

Full-time Professionals: (holding an M.L.S. from an A.L.A. accredited program). Vacation leave is earned at the rate of 12.0 hours per month or 20 working days per year (4 weeks vacation).

Full-time Non-Professionals: Vacation leave is earned as follows:

1-5 consecutive years of service: 6.0 hours per month or 10 working days per year (2 weeks vacation)

6-9 consecutive years of service: 9.0 hours per month or 15 working days per year (3 weeks vacation).

10 or more consecutive years of service: 12.0 hours per month or 20 working days per year (4 weeks vacation).

2.822 Vacation Rates for Part-time Employees:

Part-time Employees who are regularly scheduled to work a minimum of 20 hours per week earn vacation leave at the following rates

1-5 consecutive years of service: Employee earns vacation time equal to 1.0 times the number of hours that he/she is scheduled to work in a typical week.

6-9 consecutive years of service: Employee earns vacation time equal to 1.5 times the number of hours that he/she is scheduled to work in a typical week.

10 or more consecutive years of service: Employee earns vacation time equal to 2.0 times the number of hours that he/she is scheduled to work in a typical week.

2.823 Employee Time-Off:

Employees who work less than 20 hours per week may request time-off without pay. The prime consideration when granting such requests is the impact that it will have on public service areas. Time-off without pay is subject to the approval of the Library Director.

2.824 Approval of Vacation Leave.

The scheduling of vacation leave is subject to the approval of the Library Director. Vacation time may not be taken at a time that conflicts with an employee's job responsibilities.

2.825 Accumulation of Vacation Leave.

Employees are generally expected to use all vacation time in the year in which it was earned. However, each employee may accumulate a maximum of five (5) days of unused vacation time. When an employee reaches the maximum accrual amount, no additional vacation time shall be earned until the employee's balance of earned vacation time falls below the maximum accrual amount. Upon separation, pay for any time accrued but not used will be included in the employee's final paycheck.

2.826 Holidays.

If a holiday observed by the Library falls within an employee's vacation leave period, an extra day is allowed.

**2.9 Sick Leave**

2.91 The purpose of sick leave is to provide for employees when they are ill or when an immediate member of the family (father, mother, father-in-law, mother-in-law, sister, brother, husband, wife, or children) is seriously ill and to provide time for medical and dental appointments which cannot be scheduled during non-business

hours. Sick leave provides income and employment security in the event of serious illness. Provisions for maternity leave are covered in the "Leaves of Absence" section of the personnel policy. (Section 10.61).

Paid sick leave is earned by all full-time employees and by part-time employees, (as defined in Section 10.14) who are regularly scheduled to work a minimum of 20 hours per week. Employees who are not scheduled to work a minimum of 20 hours per week do not earn paid sick leave.

Sick leave is governed by the following regulations:

2.911 Rate for Full-time Employees:

All full-time employees earn sick leave at the rate of one (1) day per month or twelve (12) working days per year. Sick leave must be used in a minimum of one hour increments.

2.912 Rate for Part-time Employees:

Part-time employees who are regularly scheduled to work a minimum of twenty (20) hours per week earn sick leave at the rate of two (2) hours per month (24 hours of sick leave per year). Sick leave must be used in a minimum of one hour increments.

2.913 Definition of Month:

For the purpose of calculating sick leave, no sick leave is earned for a month in which employment begins after the 10th day or terminates before the 20th day.

2.914 Accumulation of Sick Leave:

Sick leave may be accumulated up to a maximum of ninety (90) working days for full-time employees and forty-five (45) working days for eligible part-time employees.

2.915 Unused Sick Leave

2.551 No further accumulation will accrue in excess of ninety (90) working days for full-time employees and forty-five (45) working days for eligible part-time employees.

2.916 Individuals leaving the employment of the Thomas Ford Memorial Library will not be compensated for any unused sick leave. As per IMRF regulations, unused sick leave is added to the total number of days worked by the employee and, accordingly, increases pension benefits.

2.917 Reviewing the Use of Sick Leave

The Library Director shall review the employee's use of sick leave. If this review indicates that any employee's use of sick leave is excessive or questionable, the Director may require that the employee submit written certification from a physician confirming the necessity of absences due to illness.

## 2.918 Extended Sick Leave

2.571 Eligible employees are entitled to extended sick leave under the terms and conditions of the Family Medical Leave Act.

## **2.10. Disability Leave**

2.10.1 When a major illness causes an employee to exhaust all accumulated sick leave and vacation time, application may be made to the Board for disability leave which may be granted for a period of up to one year. During the period of disability leave an employee's job and seniority rights will be retained at TFML. Provisions may be made to extend medical insurance coverage during the period that the employee is classified as disabled by the IMRF in accordance with the provisions of the employee's insurance policy then in force. While an employee is on disability leave he may continue participation in the TFML health insurance program at his own cost by a monthly pre-payment of the premiums.

### 2.10.2 Notification

Use of sick leave is contingent upon prompt notification of the employee's supervisor or the Library Director concerning an illness or injury, prior to the beginning of the business day, except in the event of an emergency. The 246-0678 phone number should be used.

### 2.10.3 Changes in Sick Leave Policy

The administration of the sick leave policy is under the direction of the Board of Trustees. Advancement of sick leave credits and disputes concerning the interpretation of sick leave policy should first be discussed with the Library Director. If the issue cannot be resolved between the employee and the Director, the ultimate authority for decisions concerning sick leave policy rests with the Board.

## **2.11. Special Leaves of Absence**

### 2.11.1 Employee Eligibility

All full-time employees and part-time employees who are regularly scheduled to work a minimum of twenty (20) hours per week are eligible for maternity leave, regardless of length of employment at the Thomas Ford Memorial Library.

### 2.11.2 Conditions of maternity Leave

2.1121 Employees are required to notify the Library Director as soon as the pregnancy is known. This information will be considered confidential unless otherwise indicated by the employee.

2.11.22 Maternity leave will commence at a time established by the employee's physician.

2.11.23 Full-time employees are entitled to maternity leave under the terms and conditions of the Family Medical Leave Act. Part-time employees

as described in Section 2.6 of this policy are entitled to receive up to 12 workweeks of maternity leave under terms and conditions determined by the Board.

2.11.24 Maternity leave will be unpaid with the exception that an employee may choose to apply unused sick leave and vacation leave as appropriate. During this period, employees, if normally covered, will retain all health, hospitalization, and IMRF benefits. Sick leave and vacation leave will continue to accrue at the employee's usual rate.

2.11.25 The employee returning from maternity leave will be reinstated to the same position that she held prior to taking the leave.

2.11.26 If an employee decides that she will not return to her position at the Thomas Ford Memorial Library, she is required to notify the Library Director of this fact two (2) weeks prior to the end of her maternity leave.

#### 2.11.2 Parental Leave of Absence

Upon the birth or adoption of a child, an employee who wishes to take a leave of absence for child care purposes (not for conditions related to medical disability) may apply for a parental leave of absence without pay. Requests for a parental leave of absence must be submitted to the Library Director six weeks prior to the expected date of delivery, except in cases of adoption. Full-time employees are entitled to a parental leave of absence under the terms and condition of the Family Medical Leave Act.

#### 2.11.3 Funeral Leave

An absence of up to three (3) scheduled work days with pay will be allowed for death in the immediate family (father, mother, father-in-law, mother-in-law, brother, sister, husband, wife, children) or another relative or friend living in the household. Funeral leave applies to all employees.

#### 2.11.4 Jury Duty

All employees shall be granted a leave of absence with pay for jury duty.

#### 2.11.5 Military Duty

Leave will be granted for military service in accordance with current Illinois and Federal laws.

#### 2.11.6 Compensatory Leave

Non-exempt employees required by their supervisors or the Library Director to work more than forty (40) hours in a week shall earn compensatory time (paid time off) at the rate of one and a half hours for each overtime hour worked as required by the Fair Labor Standards Act. Exempt employees who must work over thirty-six (36) hours in a week are entitled to one hour of compensatory time for each hour of overtime worked as long as such overtime work has been approved in advance by the Library Director. For exempt employees, compensatory time not used with three (3) months of the date it was earned shall be forfeited. Compensatory time may not be

accumulated and used to extend or create vacation time. The provision of compensatory time for exempt employees is not required by law. The purpose of compensatory time is to provide an employee who has worked extra hours with immediate time off. An employee who is refreshed can better serve the patrons and the Library. Both exempt and non-exempt employees must comply with the policies that follow:

- a. The date and hours of the overtime work and the amount of compensatory time earned must be recorded in the notebook kept in the Director's office for that purpose, together with the name of the person who approved the overtime work.
- b. Whenever possible, an employee's work schedule will be modified by the Library Director so that compensatory time is taken the same week that it is earned. For example, if an employee is required to attend an evening meeting at the Library, the Library Director shall schedule that employee to come in later than normal, work a split day, or leave early on a workday of the same week.
- c. If, due to unusual circumstances, the Library Director is unable to provide compensatory time off through scheduling within the same week as the compensatory time is earned, the Director and the employee shall work together to schedule use of the compensatory time as soon as possible and not more than thirty (30) days from the date of its accrual.
- d. Compensatory time shall not accumulate.

## **2.12. Emergencies**

2.12.1 Employee - in case of an on-the-job injury or an acute medical condition which causes the employee to lose consciousness, it is necessary for each employee to have on file the name and phone number of a family member to notify, the name and phone number of his/her physician, and hospital preference.

2.12.2 Family - When a family emergency arises which requires that an employee leave the building during his/her normal workday, the employee will be excused from his/her duties with no loss of pay. If the emergency requires that the employee be absent for more than that day, he/she will notify the Library Director of the expected length of time of the absence. The Director will then determine under which section of this policy, if any, that the leave will fall.

2.12.3 Library - When it is necessary due to unforeseen events such as inclement weather, building problems, etc. to close the library, the Library Director will notify all employees scheduled to work that day as soon as the situation becomes apparent. Decisions to close the library must be made with the approval of the Library Director, his or her designee, or the Library Board President. A part-time employee may make up hours lost due to an emergency closing only with the approval

of his/her department head. These hours will be scheduled by the department head at the Library's convenience and will not necessarily replicate the employee's original schedule.

## **2.13. Professional Activities and Travel Allowances**

2.13.1 Staff members and members of the Library Board are encouraged to attend professional meetings and to participate in professional activities. The Library's annual budget provides funds for certain professional activities and travel expenses. Participation may be limited by budget allocations.

2.13.11 Prior Approval No travel/activity involving reimbursement of expenses or use of regular work time will be undertaken by any employee without prior approval of the Library Director.

2.13.12 Reimbursable Expenses: Subject to the availability of funds budgeted each fiscal year, the following expenses related to professional activities and travel on library business will be reimbursed.

2.13.13 Transportation  
Library employees will be reimbursed at the current IRS rate when using a private automobile to attend meetings or engage in other library business.

2.13.14 Parking and Tolls  
All parking and toll charges incurred while traveling on authorized library business or attending professional meetings will be reimbursed. Employees are asked to obtain receipts when possible.

2.13.15 Registration Fees  
Fees required for attendance at Library conferences and workshops or other related meetings will be paid in full by the Library.

2.13.16 Membership Fees  
Membership dues in professional organizations will be reimbursed or partially reimbursed by the Library. Staff wishing to join organizations with the cost thereof to be paid in part or in total by the Library, should first check with the Library Director to have such funding approved.

2.13.2 Meals/Rooms  
When a conference, meeting or workshop includes a meal as part of the program, the Library will reimburse employees for that expense. When engaged in other authorized Library activities which do not include a meal as part of the program but, which because of the scheduling of the program, require that an employee eat out, the employee should confirm with the Director prior to the meeting whether or not payment for any meals will be reimbursed by the Library.

Conferences and travel which require meals/overnight lodging must be pre-approved by the Library Director. Approved expenses will be

reimbursed by the Library provided that receipts are presented along with a request for reimbursement.

### 2.13.3 Reimbursement

Payment for reimbursement expenses will be by check in the bill run closest to the time when receipts for expenses incurred were turned in to the Library Director. Minor reimbursements (under \$20.00) may be made from petty cash. In order to avoid personal hardship, major expenses involving long-distance travel, etc., may be calculated and paid in advance with the understanding that if the advance exceeds the actual authorized expenses, the employee will refund the excess amount within 30 days of the scheduled return date.

### 2.13.4 Work Schedules

When an employee attends a local meeting on his/her day off compensation will be as follows:

#### 2.13.41 Full-time Employees

Full-time employees will receive compensatory time equal to that spent by the employee in traveling and attending the meeting.

#### 2.13.42 Part-time Employees

Part-time employees will be paid their regular hourly rates for the time (including travel time) that was expended.

#### 2.13.43 Out-of-State or Multi-day conferences

Attending out-of state or multi-day conferences is both a privilege and a professional responsibility. Therefore exempt employees who request to attend a conference that includes weekends will do so with the understanding that they will not receive compensatory time-off for time spent attending the conference.

Requests from non-exempt employees wishing to attend out-of-state or multi-day conferences will be reviewed on a case-by-case basis by the Library Director with the exact amount of hours to be paid to be determined in accordance with applicable federal and state wage and hour laws prior to approval of the request.

## **2.14. Personnel Benefits**

### 2.14.1 FICA and IMRF

The Library participates in the FEDERAL INSURANCE CONTRIBUTIONS ACT, also known as Social Security Insurance. Participation is required of all employees and payroll deductions are automatically made in accordance with current FICA provisions.

2.14.12 The Library also participates in the ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF). Coverage is compulsory for employees who are under 70 years of age at the time of employment and who are hired for a position normally



requiring performance of duty for 1000 or more hours per year. Contributions are withheld from each paycheck. Booklets describing the IMRF program are available from the Village.

#### 2.14.2 Health Insurance

The Library makes available to full-time employees a plan which provides health insurance coverage. This program is offered in conjunction with the Village of Western Springs. The Library pays 90% of the premium costs for the employee; the employee pays the remaining 10%. Coverage for additional family members is available at the employee's expense. At the time of enrollment the employee will be provided with information about the policy as well as costs.

2.14.21 The health insurance renewal date is December 1 of each year. At that time any rate changes will go into effect.

2.14.22 An employee who leaves the employment of the Thomas Ford Memorial Library and wishes to continue his/her health insurance coverage may do so upon request AT HIS OR HER OWN EXPENSE in accordance with current COBRA legislation. Individual circumstances concerning the termination of employment under the COBRA law determine the length of time that the former employee will be allowed to continue this coverage.

#### 2.14.3 Staff Anniversaries

Staff anniversaries will be acknowledged beginning at the five (5) year level and thereafter in five year increments (10 year anniversary, 15 year anniversary, etc.). Awards will be given as the budget permits. A special ceremony during National Library Week will honor long-term employees.

### **2.15. Retirement**

In accordance with the Age Discrimination in Employment Act as amended on January 1, 1987, the Thomas Ford Memorial Library has no mandatory retirement age.

### **2.16. Employee Complaints and Grievances**

2.16.1 All Staff members are assured a fair hearing of their individual work-related grievances and concerns. When a problem arises, the employee should state his concerns in writing and submit them to his/her supervisor who will attempt to resolve the concern and respond in writing. If this should fail, or if the employee still feels that the problem has not been thoroughly and/or fairly considered, the employee may appeal in writing directly to the Library Director. If the grievance still remains unresolved after it has been brought to the attention of the Library Director, the employee may appeal in writing to the Library Board.

## 2.17. Resignations

### 2.17.1 Resignation

To prevent the interruption of public service and the overburdening of other staff members, all employees are requested to give advance notice of resignation as follows:

Full-time employees: At least 30 days notice.

Part-time employees: At least 2 weeks notice

## 2.18. Dismissal

### 2.18.1 At-will Employees

All employees of the Thomas Ford Memorial Library are at-will employees. An at-will employee is one who may resign at any time without prior notice to the Library and who may be terminated for any lawful reason.

### 2.18.2 Dismissal

At the Library's discretion, any prohibited activity listed below, as well as any other conduct considered inappropriate or unsatisfactory, may subject the employee to any disciplinary action the Library deems appropriate including immediate termination of employment. **THIS LIST OF PROHIBITED ACTIVITIES IS MERELY ILLUSTRATIVE AND IS NOT INTENDED TO BE ALL INCLUSIVE:** bringing weapons into the workplace, threatening, intimidating, harassing, or assaulting coworkers or Library patrons; fighting in the workplace; sexual harassment; being under the influence of drugs or alcohol at work; stealing or misusing Library property; insubordination; failing to abide by safety rules; using inappropriate (profane) language; and tardiness.

2.18.3 Dismissal action will always be taken by the Library Director with the approval of the Library Board. Written appeal may be made to the Board within 30 days of dismissal.

Adopted: June 24, 1997  
Revised: October 26, 1999  
Revised: June 26, 2001  
Revised: July 27, 2004  
Revised: October 4, 2006  
Revised: February 23, 2010  
Revised February 22, 2011  
Revised: July 23, 2013  
Revised: November 30, 2015

Customer Service Credo  
Thomas Ford Library

- Staff members will acknowledge patrons by making eye contact with them and greeting them as they enter the Library or approach a public service desk
- Transactions between Staff and Patrons will be conducted in a respectful, friendly, and professional manner
- Staff will “go the extra mile” by providing patrons with information about Library services and options for delivery of these services of which they may be unaware
- Patrons are the focus of all Library duties; personal conversations between Staff at public service desks will be kept to a minimum
- Patrons are entitled to a peaceful atmosphere at the Library conducive to work, study, and reflection
- Staff members will identify themselves as Library employees by wearing a nametag when working at a public service desk

**To ensure that the above are delivered, the Library will provide regularly scheduled training so that Staff are well-informed about issues such as trouble-shooting problems with technology, the importance of body language and inflection, and other matters that influence patrons’ perceptions of service. The Director and Department Heads will be responsible for identifying areas for further Staff development, planning workshops that address the issues at hand, and seeing that all Staff are made aware of these opportunities for professional growth.**

Thomas Ford Memorial Library

Personnel Policy

I acknowledge that I have received, read, and understand the Thomas Ford Memorial Library Personnel Policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*This signed document will be added to and retained in each employee's personnel file.*