

9 - Human Resources

9-1 Introduction

The Human Resources Policy provides employees with basic information about the working conditions, employee benefits, and related policies available at Wilmette Public Library (hereafter “the library”). Each employee is responsible for reading, understanding, and complying with all provisions of the Human Resources Policy.

The Human Resources Policy cannot anticipate every circumstance or question about policy. The library reserves the right to change, amend, or discontinue prospectively or retroactively any of the provisions of this code at any time at the library’s discretion and without notice to the employee.

Some of the subjects outlined here are covered in detail in official policy documents (e.g., benefit plans). Employees should refer to these documents for specific information, since the Human Resources Policy only summarizes the library’s policies, procedures, and benefits.

All policies herein adopted by the Board of Trustees supersede all prior policies, procedures, directives, and acts of either the library director or the Board of Trustees that are inconsistent therewith.

Applicable federal, state, or local laws or regulations will supersede this policy, until corrections can be published, in the following instances:

- If any portion of this policy is or comes into conflict with federal, state, or local laws or regulations.
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations.
- If typographical or printer errors should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies, procedures, or benefits listed in this policy, the final explanation and resolution will be at the sole and absolute discretion of the library, subject to applicable federal, state, and local laws. Questions about this policy should be directed to the human resources manager.

(Adopted April 16, 2024, Effective May 1, 2024)

9-1.1 At Will Employment

All employment and compensation with the library is “at will,” which means that either the employee or the library may terminate the employment relationship at any time,

for any reason or no reason, with or without cause or notice.

This policy does not constitute a contract of employment with the library, and does not change or modify any agreements between the library and the employee. Nor will it or any of its provisions be construed as a term of any employment contract or be interpreted to give the right to any employee to be retained in the service of the library. No employee of the library can enter into an employment contract or make any agreement contrary to this policy without written approval from the director or Board of Trustees.

(Adopted April 16, 2024, Effective May 1, 2024)

9-1.2 Ethics Statement

The successful operation and reputation of the library are built upon the fair and ethical conduct of our employees. The library's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as thorough regard for the highest standards of conduct and personal integrity. All library employees are expected to maintain high standards in their employment relationships, and interactions with library patrons and vendors, to demonstrate integrity and honesty, and to be considerate and cooperative.

Wilmette Public Library will comply with all applicable laws and regulations and expects its trustees and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, and unethical conduct. Compliance with this policy of business ethics and conduct is the responsibility of every employee whenever they are representing the library, whether onsite or off. Disregarding or failing to comply with this standard of professional ethics and conduct could lead to disciplinary action up to and including termination from employment and/or criminal action.

See Policies 9-7.9 and 9-7.10 for specifics on requirements regarding acceptance of gifts and campaign activity.

(Adopted April 16, 2024, Effective May 1, 2024)

9-1.3 Expectation of Conduct

Any employee who fails to comply with any policy, program, or procedure outlined in this Human Resources Policy will face disciplinary action up to and including termination from employment.

The following is a list of behaviors that could result in disciplinary action up to and

including termination.

Be aware that this list is not intended to be “all inclusive,” and that other behaviors may also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

Breaches of Conduct

1. Falsifying employment application, time sheet, expense report, personnel, or other documents or records of the library.
2. Unauthorized possession of library, patron, or employee property.
3. Possession, distribution, or use of weapons or explosives, or violating criminal laws on the premises of the library.
4. Fighting and/or other disorderly conduct.
5. Dishonesty, fraud, theft, or sabotage against the library or its employees.
6. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of the library or its patrons.
7. Insubordination or failure to perform reasonable duties as assigned.
8. Unauthorized use of material, time, equipment, or property of the library or a patron.
9. Damaging or destroying library or patron property through careless or willful acts.
10. Disrespect or inappropriate behavior towards patrons.
11. Performance that does not meet the requirements for the position.
12. Negligence in observing fire prevention and safety rules.
13. Abuse or negligence of the library’s security or confidential resources.
14. Installing unauthorized or illegal software on library-owned equipment.
15. Revealing confidential information to any person who is not authorized to receive it, and who does not need to know it.
16. Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
17. Violation of the library’s drug/alcohol policy.
18. Any behavior that results in an employee not performing their job, including sleeping on the job.
19. Engaging in such other practices as the library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the library, its employees, and/or patrons.

(Adopted April 16, 2024, Effective May 1, 2024)

9-2 Employment Policies

9-2.1 Equal Employment Opportunity Statement

Wilmette Public Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on merit, qualifications, and the needs of the library.

The library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, gender, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, order of protection status, sexual orientation, gender identity, or any other category protected by applicable law. Such action will include, but not be limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, the human resources manager, or the director. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including immediate termination.

(Adopted April 16, 2024, Effective May 1, 2024)

9-2.2 Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy

Wilmette Public Library is committed to a work environment free from all forms of discrimination, harassment, and retaliation, and insists that all individuals are treated with dignity, respect, and courtesy.

It will be a violation of library policy for any employee to harass or discriminate against another individual in the workplace based upon race, color, religion, sex, gender, national origin, age, mental or physical disability, genetic information, ancestry, pregnancy, sexual orientation, gender identity, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law.

The library will not tolerate sexual or any other type of harassment of or by any of its employees, patrons, vendors, officers, officials, board members, volunteers, or agents. Violation of this policy will be considered grounds for disciplinary action up to and including termination, dissolution of business relationships, and/or suspension of library privileges.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, and work-related social events. Employees who violate this policy will face consequences up to and including termination.

While it is virtually impossible to define all discriminatory or harassing behaviors, the following definitions and guidelines will help employees to identify and avoid inappropriate comments and actions.

9-2.2.1 Discrimination

In general, discrimination means treating employees less favorably based on a characteristic protected by law. In other words, discrimination occurs when an employee is treated differently or unequally because they are a member of a protected group.

9-2.2.2 Harassment

Inappropriate conduct in the workplace, based upon an individual's race, color, religion, sex, gender, national origin, age, mental or physical disability, ancestry, pregnancy, sexual orientation, gender identity, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment is unwelcome conduct that is based on or relates to an individual's protected status, as set forth in applicable law. The library will not tolerate harassing conduct that:

1. has the purpose of creating an intimidating, hostile, or offensive environment;
2. has the purpose or effect of unreasonably interfering with an individual's performance; or
3. otherwise adversely affects an individual's employment opportunities or tangible job benefits.

The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative, stereotyping, or intimidating acts that are based on a person's

protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

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

Sexual harassment may include a range of subtle and not so subtle behaviors, and may involve individuals of the same or different gender. Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

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

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

In accordance with the Illinois Human Rights Act (775 ILCS 5/2-109), all employees regardless of status (full-time, part-time, substitutes, and seasonal), are required to successfully complete sexual harassment prevention training as provided by the library on an annual basis. Failure to complete this requirement will result in disciplinary action up to and including termination.

9-2.2.3 Retaliation

The library prohibits retaliation against any individual who reports discrimination or harassment based on a reasonable belief, participates in an investigation of a report, or engages in any other protected activity. Any employee who retaliates against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for engaging in any other form of protected activity, in violation of this policy, will be subject to disciplinary action up to and including termination.

9-2.2.4 Reporting

All library employees are responsible to help ensure that discrimination, harassment and retaliation do not occur. If employees experience, observe, or become aware of a perceived incident of harassment, discrimination, or retaliation, they should immediately report it by contacting their department manager, director, assistant director, or human resources manager. If a manager receives a complaint directly from an employee or otherwise becomes aware of such conduct, the complaint or conduct should be immediately reported to the human resources manager or the director. In all cases where such a report is made, the human resources manager must be notified.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. While there is no fixed reporting period, the library strongly encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

In addition to this reporting procedure, the library strongly encourages individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct to promptly advise (if they feel safe to do so) the offender that their behavior is unwelcome and should be discontinued.

9-2.2.5 Investigation Procedure

Upon notification of any reported incidents of discrimination or harassment, the library will promptly conduct a full and fair investigation of the matter. Employees are expected to cooperate with any investigation of an allegation of improper behavior. During an on-going investigation, as operationally feasible, the library may need to reassign shifts or work locations to separate the parties involved in the matter.

The library's investigation procedure will generally include the following steps:

1. Any employee wishing to raise a concern may submit a written statement to or otherwise inform their supervisor, or alternatively, the director, or designee, in the event that the supervisor is the alleged harasser/discriminator. The concern should provide the specific facts and/or perceived wrongful act (e.g., location, names, dates, times) to be investigated. All such concerns should be submitted as soon as possible after the incident or act which gives rise to the concern.
2. The human resources manager or their designee will promptly investigate the concern. The human resources manager or their designee will make all reasonable efforts, including but not limited to convening a conference, individually or collectively, with the person(s) raising the concern, the person(s) most directly affected by the concern, or the accused harasser/discriminator, to discuss the complaint and the results of the investigation, to resolve the matter informally.
3. If the person most directly affected by the concern or the accused is not

satisfied with the disposition of the investigation, they may submit in writing an appeal to the director or designee, who will review the investigation report and make a final decision. At the director's/designee's option, further investigation may be conducted, if necessary.

4. Reporting harassment, discrimination, or retaliation, or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy will be subject to discipline up to and including discharge.
5. The rights to confidentiality, both of the person raising the concern and of the accused, will be respected consistent with the library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action.

The raising of a concern under the procedures described herein will not limit, extend, replace or delay the right of any person to file a complaint or charge with any appropriate local, state, or federal agency or court.

9-2.2.6 Corrective Measures

Upon completion of an investigation pursuant to this policy, the library will take appropriate action to resolve the situation. This may include termination, suspension, warning, transfer, training, and/or other action as may be warranted. There will be no retaliation against an employee who reports harassment or discrimination in good faith.

9-2.2.7 Appeals

An employee may appeal to the director if they are dissatisfied with the results of the investigation or the corrective measures taken. All appeals must be in writing.

9-2.2.8 Responsibility of Supervisors and Managers

Any supervisor or manager who becomes aware of any possible sexual or other harassment, discrimination, or retaliation of or by an employee should immediately advise the human resources manager and/or the director, who will investigate the conduct and resolve the matter as soon as possible.

9-2.2.9 Bad Faith Complaints

Given the possibility of serious consequences for an individual accused of harassment, complaints made in bad faith, or otherwise false and frivolous complaints, are considered severe misconduct and may result in disciplinary action, up to and including termination.

(Adopted April 16, 2024, Effective May 1, 2024)

9-2.3 Reasonable Accommodations

The library supports state and federal laws that provide reasonable accommodations and will attempt to provide reasonable accommodations for qualified individuals in the workplace unless such accommodations place undue hardship on library operations or threaten the health or safety of employees in the workplace.

Reasonable accommodations apply to all covered employees and applicants, and include, but are not limited to, hiring practices, job placement, training, pay practices, and termination procedures.

Reasonable accommodations are available for the known physical or mental limitations of qualified individuals with medically recognized disabilities and/or pregnant individuals. An employee is qualified if they can perform the essential functions of the job with or without reasonable accommodation.

For this policy's purposes, a disability is any physical or mental impairment that substantially limits a major life activity. A pregnant individual includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. A reasonable accommodation is a modification or adjustment of an employee's job or work environment that enables the employee to perform essential job functions or enjoy the same employment benefits and privileges as similarly situated employee without disabilities.

The library may require a medical examination to determine an individual's ability to perform the essential functions of the job. Contact the director or the human resources manager for further clarification regarding the library's policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

The library will engage in an interactive process with any employee who requests accommodations to determine, if any, can be provided:

1. The employee begins the process by contacting their supervisor or the human resources manager to request an accommodation.
2. The employee then completes a Reasonable Accommodation Request form.
3. The employee will also be given an ADA Medical Inquiry form to be completed by the employee's doctor, specifying the need and timeframe for accommodations.
4. Once all required documentation has been submitted, the employee's direct supervisor, human resources manager, and director will evaluate to determine if a reasonable accommodation can be met. The library reserves the right to request additional information from the employee's medical provider, or a third party medical examiner, if needed.
5. The approval or denial determination will be discussed with the employee and presented in writing as well. If approved, depending on the duration of the accommodation, there will be annual reviews to determine if accommodation is

still reasonable.

Under the Illinois Human Rights Act (775 ILCS 5), library employees have the right:

- To ask for a reasonable accommodation for pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from pregnancy.
- To reject an unsolicited accommodation offered by the Library for pregnancy.
- To continue to work during pregnancy if a reasonable accommodation is available which would allow the employee to continue to work.

The library is prohibited from discriminating against employees on the basis of pregnancy or retaliating against employees after asking for a reasonable accommodation. A fact sheet related to pregnancy-related rights can be found at www.illinois.gov/dhr.

All information collected and obtained by the library, concerning medical conditions or history of employees, including genetic information, is maintained in separate medical files and treated as confidential records that are disclosed only as permitted by law. Retaliation for requesting a disability accommodation is prohibited. If an employee believes they are subject to retaliation based on a disability accommodation or a disability accommodation request, they should inform the human resources manager.

(Adopted April 16, 2024, Effective May 1, 2024)

9-2.4 Safety in the Workplace

The library is committed to creating and fostering an environment that is free from physical and mental harm to staff and patrons. We are committed to complying with all federal and state health and safety regulations, such as, OSHA (Occupational Safety & Health Administration). The library is also committed to promoting a workplace environment that supports and encourages the mental well-being of all staff. To help fulfill this commitment, we have established policies that address the issue of workplace safety.

To prevent injury to our employees and ensure compliance with applicable workplace standards, employees must comply with all safety programs or procedures related to work duties as directed by their manager.

Any employee who fails to comply with any specific safety program or procedures related to work duties will face disciplinary action up to and including termination from employment. Employees will be notified when there are specific workplace safety programs that apply to their work duties. If an employee observes or believes there is a workplace safety issue that is not being appropriately addressed, the

employee is encouraged to share that concern with their manager and/or the facilities and safety manager.

9-2.4.1 Weapons Policy

The library strictly prohibits and absolutely does not tolerate weapons in the library, on library property, including the library parking lot, in the library van, in any personal motor vehicle brought to the premises, or at any library sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has the required permits. The library will confiscate any weapons discovered on its premises. Employees who violate this policy may be subject to disciplinary action up to and including termination.

If an employee learns that another employee possesses a weapon on the library's premises, the employee should report the presence of the weapon, or any concerns or questions immediately, to any department manager, human resources manager, person-in-charge, safety monitor, assistant director, or director.

See also Policy 3-5: Weapons, Hazardous Materials, and Dangerous Behavior

9-2.4.2 Violence in the Workplace

The library is committed to providing a safe work environment that is free of violence. We do not tolerate acts or threats of violence, or abusive or threatening behavior, including verbal, written, or other nonverbal threats, or physical attacks. Workplace violence includes any act against an individual or group that injures someone or creates a reasonable fear of injury. This prohibition applies to behavior at library-sponsored events. Employees will not encourage, initiate, or engage in workplace violence. This expectation also applies to behaviors with patrons, volunteers, vendors/suppliers, and contractors. We seek to stop potentially violent, abusive, or threatening situations before they start or escalate. Employees who violate this policy may be subject to disciplinary action up to and including termination. Violators also may be subject to civil or criminal penalties.

Employees should report any instance of violence or suggestion of violence to a department manager, human resources manager, or director. All complaints will be investigated. The library will respond promptly to any incident or suggestion of violence. Employees are to cooperate fully in any investigations or assessments of alleged workplace violence.

9-2.4.3 Workplace Security and Inspections

The library reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the library's property to:

1. Safeguard the property of employees, patrons, and the library;
2. Help prevent the possession, sale, and use of illegal drugs on the library's premises and keep with the spirit and intent of the library's substance abuse policy; and
3. Help prevent the possession of illegal weapons on the library's premises.

In addition, the library reserves the right to search any employee's office, desk, files, locker, or any other area or article on library premises. It should be noted that all offices, desks, files, lockers, and so forth, are the property of the library and are issued for the use of employees only during their employment with the library. Inspections may be conducted at any time at the discretion of the library.

Persons entering the premises who refuse to cooperate with an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate with an inspection will be subject to disciplinary action up to and including discharge.

9-2.4.4 Fleet Safety Policy

The library is committed to the safety of its owned vehicle operators, non-owned vehicle operators, and the general public. By maintaining a safe and efficient fleet of vehicles, accidents—which create suffering to employees, employee families, the general public, and costs to the library—will be minimized.

It is the responsibility of all employees to operate vehicles in accordance with this policy and the responsibility of each supervisor to ensure that all employees under their supervision who drive company vehicles, or their own vehicles for library business, adhere to the requirements of the program.

Employee Responsibilities:

1. Safety belts must be used in all library vehicles and employees' personal vehicles while used for library business.
2. All library employees must have a valid driver's license when operating library vehicles or personal vehicles on library business.
3. Library employees will be required to remove vehicle keys and lock the vehicle whenever it is left unattended.
4. The Illinois Vehicle Code, and all motor vehicle laws, statutes, and or ordinances must be adhered to at all times. This includes complying with the prohibition on use of drugs or strong medication that may cause drowsiness, before or while operating a vehicle as such may affect your ability to judge distances, speed, and driving conditions.
5. It further includes complying with the prohibition on consuming intoxicating substances while operating library vehicles or personal vehicles on library business.
6. All vehicle accidents or damage to library vehicles must be reported immediately to the employee's immediate supervisor.
7. Library employees must notify their supervisors of any suspension or revocation

of their driver's license and suspension and or reduction of their insurance limits.

8. Cell phones or other portable electronic devices may not be used while driving.
9. Library employees must obtain permission from their supervisor before operating a library vehicle or their personal vehicle for library business. The library vehicle is available for use for library business by staff. While it may not always be available, staff are encouraged to request the vehicle. Vehicle usage request forms are available on the library intranet or by emailing the administrative assistant to the director.

Insurance Coverage on Personal Cars Used for Library Business

Employees using personal vehicles on approved library business must provide certificates of insurance or copies of their insurance policies indicating personal auto liability limits of at least \$300,000. Employees must notify the library of policy cancellations or reduction of limits.

Maintenance and Repairs

A written maintenance and repair manual will be kept in the administrative office or in the library vehicle. The manual includes:

1. Names of authorized maintenance and repair facilities.
2. Authorization procedures for any service.
3. Required schedule for maintenance.

Driver Selection

A motor vehicle record check (MVR) will be conducted on all staff who use a library vehicle in connection with their position responsibilities. Subject staff will be asked to sign a permission form, allowing the library to request information about their driving record from the Illinois Department of Motor Vehicles. When "an Illinois Driver's license in good standing" is noted as a requirement on an employee's position description or an employee is otherwise notified in writing by the library that a valid Illinois driver's license is required for performance of their job duties, it is the responsibility of the employee to notify library administration if their driver's license is suspended or revoked.

The library may conduct periodic MVRs to ensure that an employee's license is in good standing. Continued employment may be subject to receipt of an MVR that meets library standards. To meet the library's standards, the MVR must show:

No convictions for:

1. Driving under the influence of alcohol or drugs, and/or refusal to take a blood alcohol content test
2. Any felony involving the use of a vehicle
3. Vehicular homicide
4. Fleeing or attempting to elude police; failure to stop and report an accident in which the driver was involved

5. Reckless driving/racing
6. A violation, arising in connection with a fatal accident, of state or local law relating to motor vehicle traffic control
7. Driving under a suspended or revoked license

No more than two moving violations in a three-year period:

1. Speeding violations
2. Improper or excessive lane changes
3. Following the vehicle ahead too closely
4. At fault accidents
5. Running a red light or stop sign
6. Failure to yield

9-2.4.5 Identity Protection Policy

The purpose of this policy is to protect Social Security numbers from unauthorized disclosure, in accordance with provisions of the Identity Protection Act (5 ILCS 179/1 et seq.).

Requirements:

1. All library employees who have access to Social Security numbers in the course of performing their duties will be trained to protect the confidentiality of Social Security numbers. Training will include instructions on the proper handling of information that contains Social Security numbers from the time of collection until destruction of the information.
2. Only employees who are required to use or handle information or documents that contain Social Security numbers will have access to such information or documents.
3. Social Security numbers requested from an individual will be placed in a manner that makes it easy to redact the numbers if the record that contains them is required to be released as part of a public records request.
4. When collecting a Social Security number, or upon request by the individual involved, the library will provide a statement of the purpose or purposes for which the Social Security number is being collected and used.

No library employee may do any of the following:

1. Publicly post or display an individual's Social Security number in any manner intended to intentionally communicate or otherwise intentionally make the Social Security number available to the general public.
2. Print an individual's Social Security number on any card that the individual is required to use in order to access products or services.
3. Encode or embed an individual's Social Security number in or on any cards or documents, including, but not limited to, a bar code, chip, magnetic stripe, RFID technology, or other technology.
4. Require an individual to transmit his or her Social Security number over the internet, unless the connection is secure or the Social Security number is

encrypted.

5. Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the Social Security number to be on the document to be mailed. However, Social Security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Internal Revenue Service or Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that may permissibly be mailed under this Section will not be printed, in whole or in part, on a postcard or to a mailer that does not require an envelope, nor will the Social Security number be visible on an envelope unless the envelope has been opened.
6. Collect, use, or disclose a Social Security number from an individual, unless:
 - a. Required to do so under state or federal law, rules, or regulations, or unless collecting, using, or disclosing the Social Security number is otherwise necessary for the agency to perform its duties and responsibilities
 - b. The need and purpose for the Social Security number is documented before the Social Security number is collected
 - c. The Social Security number collected is relevant to the documented need or purpose
7. Require an individual to use his or her Social Security number to access a website.
8. Use the Social Security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

1. The Social Security numbers are disclosed to agents, employees, contractors, subcontractors, another governmental entity, or another governmental entity's agents, employees, contractors, or subcontractors, and disclosure is necessary in order for the entity to perform its duties and responsibilities. If disclosing to a contractor or subcontractor under these circumstances, disclosure is permissible only if prior to such disclosure, the library receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Illinois Identity Protection Act (5 ILCS 179) will be achieved.
2. The Social Security numbers are disclosed pursuant to a court order, warrant, or subpoena.
3. The Social Security numbers are collected, used, or disclosed in order to ensure the safety of other employees.
4. The Social Security numbers are collected, used, or disclosed for internal verification or administrative purposes.
5. The Social Security numbers are disclosed for the collection of delinquent child

support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud.

6. The Social Security numbers are collected or used to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Public Inspection or Copying of Documents

All employees must comply with the provisions of any other state law allowing public inspection or copying of information or documents that contain all or part of an individual's Social Security number, including requests for records under the Illinois Freedom of Information Act (5 ILCS 140). Employees must redact Social Security numbers from the records before allowing public inspection or copying of the information or documents.

Public Availability

A copy of this policy will be made available to any member of the public upon request.

Applicability

This policy does not apply to the collection, use, or disclosure of Social Security numbers as required by state or federal law, rule, or regulation.

(Adopted April 16, 2024, Effective May 1, 2024)

9-2.5 Drug and Alcohol-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, the library is committed to providing a safe, quality-oriented, and productive work environment consistent with the standards of the community in which we operate. Substance abuse poses a threat to the health and safety of library employees and to the security of equipment and facilities. For these reasons, the library is committed to a workplace free from alcohol, cannabis, and illegal drugs (as classified under applicable local, state, or federal laws). In addition, Wilmette Public Library maintains a policy in which job applicants and current employees may be requested or required to submit to drug and alcohol testing in certain situations.

Work Rules

To the extent permitted by applicable law, the library prohibits the following conduct by employees:

1. Whenever employees are working, are operating any library equipment, the library vehicle, or driving personal vehicles for work, are present on library premises, or

- are conducting library-related work off-site, they are prohibited from:
- a. Using, possessing, buying, selling, manufacturing, and/or dispensing any illegal or controlled substance;
 - b. Being under the influence of alcohol, cannabis, illegal drugs, or controlled substances; and,
 - c. Possessing or consuming alcohol or working when alcohol consumption is detectable regardless of when and/or where the use occurred.
2. Employees are prohibited from reporting to work while taking a prescribed medication that adversely affects the employee's ability to safely perform their job duties. An employee taking a prescribed medication must carry it in the container labeled by a licensed pharmacist and be prepared to produce this if asked. In addition, an employee taking prescribed medication must consult with their doctors about the medication's effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to human resources. In the event an employee fails to report such restriction and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not disclose underlying medical conditions unless specifically directed to do so.

Any employee convicted of an offense under any criminal drug statute for a violation occurring on library premises or while performing work for the library must notify the human resources manager, in writing, within five calendar days of the conviction. This policy does not prohibit employees from the lawful use (in accordance with both federal and state law) and possession of prescription and over-the-counter medications, when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

An employee who violates this policy or who refuses to cooperate in required tests may be subject to disciplinary action, including termination. Alternatively, upon violation of this policy, the library, at its discretion, may require the employee to satisfactorily participate in a substance-abuse assistance or rehabilitation program designated by the library.

Employee Support

The library offers drug and alcohol counseling rehabilitation through a confidential employee assistance plan (EAP), available to all employees. The library will assist and support employees who voluntarily seek help for alcohol or drug problems *before* becoming subject to discipline under this or other library policies.

Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to the EAP, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests, if they hold jobs that are safety sensitive, require driving, or if the employee has violated these guidelines previously.

Drug and Alcohol Testing

The library will conduct employee drug and/or alcohol testing under one or another of the following circumstances:

1. Reasonable Suspension Testing: The library may ask an employee to submit to a drug or alcohol test at any time a supervisor reasonably suspects that the employee may be under the influence of drugs or alcohol while they are working or are on library premises in their capacity as a library employee. Employees are also subject to testing when they cause or contribute to accidents which damage a vehicle or library equipment, or result in an injury requiring emergency medical treatment away from the scene of the accident.
2. Return to Duty and Follow-Up Testing: Employees who have tested positive or violated this policy, and who were not terminated or are reinstated, are subject to testing prior to being returned to duty. Follow-up testing at times and frequencies determined by the library may also be required for up to three (3) years.

The above types of testing will be conducted in accordance with DOT rules and regulations, where applicable.

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the human resources manager will be kept confidential and maintained in secure files separate from regular personnel files.

Such records and information may be disclosed among managers and supervisors on a need to know basis and may be disclosed where relevant to a charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

These guidelines are not a contract of employment and may be modified by the library at its sole discretion.

(Adopted April 16, 2024, Effective May 1, 2024)

9-2.6 Smoke-Free Environment

It is the intention of the library to provide a smoke-free environment for employees, patrons, and the general public. In accordance with Illinois law, smoking, vaping, or any use of tobacco products of any kind is prohibited inside the building or outside within 15 feet of the building, any entrance, exit, window, or ventilation intake.

Employees may smoke on scheduled breaks or meal times, provided they do so outside beyond the restricted space. Any employee who fails to comply with this guideline will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations.

This guideline applies equally to all employees, patrons, and visitors.

Supervisors and managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. We encourage employees to report violations of the smoke-free facility guideline to a supervisor/manager.

(Adopted April 16, 2024, Effective May 1, 2024)

9-2.7 Whistleblower Protection

A whistleblower is defined as an employee of the library who reports an activity that they consider to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate library officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the director or the board of trustees. Examples of an illegal or dishonest activity are activities which violate federal, state, or local laws, or financial wrongdoing.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

The library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the library immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the director who is responsible for investigating and coordinating corrective action, or their designee, in the event the director is the accused.

Employees with any questions regarding these guidelines should contact the director or Board of Trustees.

(Adopted April 16, 2024, Effective May 1, 2024)

9-2.8 Personnel Records

All personnel files are confidential, and access to the information they contain is restricted. Generally, only officials and representatives of the library who have a legitimate reason to review information in a file are allowed to do so.

It is extremely important that personnel records be accurate and up-to-date. Any changes in legal name, mailing address, phone number, marital status, emergency contacts, number of dependents, beneficiaries, or any other change that may affect an employee's benefits must be reported to the human resources manager immediately.

Personnel records are available for review by an employee upon request to the human resources manager in accordance with Illinois law. An employee may not remove items from their personnel records but may add written statements pertaining to the information on file. Requests for copies of the items in an employee's personnel file may be made in writing to the human resources manager. Copies will be made available within seven business days.

An employee must provide a written release in order for the library to release information to outside parties. Requests for references should be directed to the director. Only this individual has the authority to release information to outside parties.

(Adopted April 16, 2024, Effective May 1, 2024)

9-3 Employment and Compensation

9-3.1 Classification of Employment

It is the intent of the library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at-will, at any time is retained by both the employee and the library.

Full-Time Employees

Employees who are regularly scheduled to work an average of 37.5 hours per week or more are classified as full-time employees. Generally, they are eligible for the library's

benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time Employees

Employees who are scheduled to work less than an average of 37.5 hours per week on a regular, authorized, pre-arranged basis are classified as part-time employees. Generally they may be eligible for some of the library's benefit package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

Exempt, Non-Exempt Employees

In addition to the classifications above, for the purpose of compensation, in compliance with the Federal Labor Standards Act (FLSA) and applicable state law, employees are also classified as either:

1. non-exempt employees, who are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws; or
2. exempt employees, who are excluded from specific provisions of federal and state wage and hour laws.

Seasonal

Employees who do not work year-round, but rather work specified periods of time throughout the year, such as college students who work during school breaks, or Summer Reading Club Assistants who work only during the summer months.

Substitute

Employees who are “on call”, and have no regularly scheduled shifts. Substitutes pick up shifts to cover other staff members who call in sick or go on vacation. We require substitutes to work at least one shift a month to remain active on our substitute roster.

Volunteer

Individuals who volunteer their time to help provide support with a program (such as set up or clean up), or assist with a specific task designated by a department manager (ie. weeding). Volunteers are never to replace the work of a paid employee. While volunteers must abide by our Expectations of Conduct, they are not employees of the library and can separate their volunteer relationship with the library at any time.

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.2 Recruitment, Selection, and Appointment

9-3.2.1 Recruitment

The library recruits consistent with its Equal Employment Opportunity Statement.

9-3.2.2 Job Openings

It is the policy of the library to fill job openings and advance qualified individuals from

within, whenever possible. The library also reserves the right to consider and select candidates from outside the library when filling job openings.

Available positions will be posted for at least five workdays on the library's employment website and may also be advertised externally at the discretion of the director and/or human resources manager. Job posting notices will contain the job title, grade level, pay range and a description of applicable benefits, department where the opening exists, a brief description of the job, and requirements to qualify for the job.

Employees with 6 months experience in their current role or with the director's approval may be considered for any available job openings for which they meet the minimum qualifications and experience. Any employee interested in a posted position must follow the designated application process.

The manager of the posted position will interview the most qualified candidates. All candidates selected for interviews will be interviewed by at least two employees.

9-3.2.3 Selection and Appointment

The top candidate for the job will be selected taking into consideration the job requirements, the competencies and qualifications of the candidate(s), interview(s), and work experience.

If an internal candidate is selected for a job opening, the employee will receive a formal job offer. Library employees not selected for the position will be notified. All appointments must be approved by the director.

9-3.2.4 Employment Eligibility

The Immigration Reform and Control Act makes employers responsible for ensuring that unauthorized individuals are not employed. In compliance with the law, all new and rehired employees must have their employment status verified. An Employment Eligibility Verification Form I-9 must be completed and appropriate documents provided before a new employee can be placed on the payroll.

9-3.2.5 Employment of Relatives

Immediate relatives will not be assigned to a position in which a current related employee would directly or indirectly report to them, nor be placed in a position in which they would directly or indirectly report to the current related employee. Immediate relatives may be considered for employment in other capacities within the library.

Immediate relatives are defined as child, parent, parent-in-law, sibling, sibling-in-law, grandparent, child-in-law, grandchild, spouse, domestic partner, or other persons living together.

The library reserves the right to realign positions and to rearrange, transfer, or terminate

related employees who are either currently in a reporting relationship or subsequently become so (due to marriage, for example) where it deems such action necessary.

9-3.2.6 Criminal History Records Check

Applicants for all library positions except individuals younger than 18 years must agree to allow the library to execute a criminal history records check as a condition of employment. In addition, any individual who was younger than 18 years when employed, who is transferred or promoted to any other library position after turning 18 must sign a criminal history records check authorization form as a condition of employment for the new position.

Any offer of employment or continued employment is contingent upon the library's receipt and review of the criminal background records results. An offer of employment may be withdrawn and employment may be terminated if the background check discloses any conviction, the nature of which, in the sole judgment of the library, is related to qualifications for and responsibilities of the position. An answer of "yes" to an employment application question regarding criminal convictions will not automatically disqualify the applicant from consideration, but will be considered in relation to specific job requirements and responsibilities. Consistent with Illinois law, the library will notify the employee of the preliminary determination and allow the employee to explain the circumstances of the conviction before rendering a final decision as to whether the conviction disqualifies the applicant.

Falsification of application materials is grounds for termination of employment or non-selection of an applicant.

Individuals who have begun their employment with the library and are convicted of a criminal violation must notify the human resources manager within five days of the conviction. Failure to report a conviction is grounds for discipline up to and including termination of employment.

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.3 Wage and Salary Guidelines

At Wilmette Public Library, our employees are our most valuable asset. Our overall compensation philosophy is to maintain a competitive, fair, and equitable market-based compensation program that rewards performance and recognizes contributions made by all employees within the library. While remaining flexible to meet changing economic and market conditions, the library strives to pay competitive market rates as is financially practical, taking into account individual performance and contributions.

Primary Objectives of the Compensation Program:

- Recruit, attract, retain and engage skilled, productive and dedicated employees.
- Motivate and reward employees to perform their jobs in ways that contribute to the overall success of the library.
- Establish and maintain competitive pay ranges that ensure positions are valued appropriately in relation to one another within the library and are aligned with market rates offered by the competitive labor market.

9-3.2.1 Compensation Plan Guidelines

In order to achieve the primary objectives of the library's compensation program, determining and identifying base pay compensation levels consists of the following key elements:

- Having formal, current job descriptions which indicate essential job functions (including supervisory responsibilities, if applicable), and requisite knowledge, skill, and ability requirements.
- Regularly conducting compensation benchmarking against the external market.
- Providing pay increases that are commensurate with the market, individual performance and library budget.

9-3.2.2 Market Benchmarking

The library uses a third party to objectively benchmark our job descriptions against current, valid, and reliable compensation survey data. As a result, the library has a competitive compensation structure which consists of pay grades and pay ranges for all positions. Pay grades and pay ranges are reviewed and updated annually.

9-3.2.3 Pay Ranges

Every position has a corresponding pay range. Each range has a designated minimum, midpoint, and maximum pay rate.

The amount paid to any individual employee is determined by the pay range for the position. It is the goal of the library to have all employees paid within their respective pay range. Based on the individual's relevant experience, expertise, performance, and tenure, an appropriate pay rate will be determined for each employee. This intention upholds the library's philosophy that all employees contribute to the success of the library and individual contributions will be acknowledged accordingly. Final base pay determination will be approved by the library administrative team in coordination with department managers/supervisors and human resources.

9-3.2.4 Pay Adjustments

Pay adjustments must be approved in advance by the library administrative team. All pay changes will be communicated to the employee, in writing, prior to the effective date of the change. Pay adjustments may occur for the following reasons:

Annual Review and Cost-of Labor Increases

Each fiscal year, the board of library trustees may adopt a cost-of-labor increase. The cost-

of-labor increase may be received by all employees, provided that the adjustment will not put the employee's compensation beyond the top of the pay scale for that employee's pay grade.

Factors that contribute to the amount of base pay increase for an employee may be dependent upon the employee's overall performance, the employee's current compensation relative to their pay range, and the parameters of the board-approved operating budget.

If an employee's pay is at (or beyond) the maximum of the pay range, further pay increases may not be issued until the employee's pay rate is back within range.

Annual increases are subject to approval by the library administration to ensure the compensation program is administered consistently and fairly, and to ensure budgetary guidelines are followed.

Hires and promotions on/after May 1 are not eligible for annual pay increase. Lateral transfers may be eligible.

Market Adjustment Increases

Adjustments in an employee's pay may occur separately from the annual review process to maintain internal equity. Pay adjustments may also occur when there is an unexpected market fluctuation for a particular position and the incumbent's current compensation is below market.

Promotional Increases

A promotion is a reassignment from a position with a lower pay grade to another position with a higher pay grade. In most cases, a base pay increase will accompany a promotion, but it is not required unless the employee's pay is below the minimum of their new range.

Reassignment to a Position with Lower Pay Range

On rare occasions, employees may move to a job of significantly decreased responsibility and a lower pay grade, either voluntarily or at the request of management. In some cases, a pay decrease may be initiated at the time of the job change but is not required unless the employee's pay is above the maximum of their new range.

Lateral Transfer

A lateral transfer is defined as a move from one position to another within the same pay grade. Lateral transfers typically involve no change in base pay.

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.4 Pay Procedures

9-3.4.1 Time Sheets

Time sheets provide a record of hours worked, including, but not limited to, sick leave, holidays, personal days, and vacation time. Time sheets should be completed daily by the employee, either by using the mobile app or by logging into the online system, and will be approved by the supervisor at the end of the pay period. Employees must complete these sheets accurately.

All part-time and full-time non-exempt employees are required to maintain accurate time card records. The library provides a time sheet for reporting hours worked; the employee is the only one authorized to record their time.

The employee must correctly record the date, time-in and time-out, and the actual hours worked with meal time deducted. Vacation, medical, and personal leave taken in the pay period are also recorded on the time card in 15-minute increments. Supervisors collect, review and approve all time cards on the Monday prior to the scheduled pay day.

Failure to accurately and promptly complete the time card, misrepresenting working hours, falsifying signatures or information on a time card, or tampering with other employees' time cards are prohibited activities and are subject to immediate discipline, up to and including termination of employment.

9-3.4.2 Paychecks

The library issues paychecks on a bi-weekly basis every other Friday. Two week pay periods start on Sunday morning and end on Saturday evening. Therefore, every other Friday employees receive a paycheck for all hours worked in the pay period ending the Saturday of the prior week.

A new salaried employee beginning work other than on the first day of a pay period, or a salaried employee leaving other than at the end of a pay period, will receive pay only for the actual number of hours worked during that period.

Direct deposit at any financial institution is available for all employees. E-mail notification and receipt of paycheck stubs is also available for all employees.

The library takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the administrative office so that corrections can be made as quickly as possible.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the

library will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

9-3.4.3 Deductions

Automatic payroll deductions are made for employees for federal and state income tax purposes, health insurance, Social Security taxes, and other items required by applicable law or ordered by an appropriate court. Voluntary deductions may be made for elective programs such as health insurance, life insurance, or dental insurance. Except as required by law or court order, deductions will not be made without written authorization from the employee. Deductions required by law include Social Security, Medicare, federal and state income taxes, and Illinois Municipal Retirement Fund. Other involuntary deductions may be made as required by law or court order, such as child support payments or wage garnishments.

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

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the administrative office. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the director.

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

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.5 Work Hours and Scheduling

9-3.5.1 Work Hours

A regular full-time workweek is generally defined as 37.5 hours of work each week, exclusive of non-paid meal periods. The regular workweek begins at 12:01am Sunday and ends 12:00 midnight the following Sunday.

A regular full-time workday is 7.5 consecutive hours of work, exclusive of non-paid meal periods. Split shifts are not scheduled unless an emergency requires it, or a supervisor approves it.

Non-exempt employees whose total work hours for a week exceed 20 hours will be given at least 24 consecutive hours of rest every week.

In accordance with the One Day Rest in Seven Act (820 ILCS 140), all employees must have 24 consecutive hours of rest to every consecutive seven-day period. As a result, staff who work 6 consecutive days in a row, must be provided a 24 consecutive hours of rest.

In addition, staff who work an additional 4.5 continuous hours past the 7.5 hour work period must be provided an additional 20 minute unpaid rest period. This requirement renews for every additional 4.5-hour period. Reasonable restroom breaks are not to be included as part of the rest period.

9-3.5.2 Operating Hours and Work Scheduling

Library Operating Hours

Wilmette Public Library is open weekdays from 9:00am to 9:00pm; Saturdays 9:00am to 5:00pm, and Sundays from 12:00pm to 5:00pm.

Regular hours for a full daytime schedule are typically from 9:00 am to 5:30pm (5:00pm Saturday) with an unpaid hour allowed for lunch. Regular hours for an evening schedule are typically from 12:30pm to 9:00pm with an unpaid hour allowed for dinner.

Sunday Hours

Regular hours for Sundays are 12:00pm to 5:00pm. All employees are paid at the rate of time-and-a-half for Sunday hours; in effect Sundays are paid as a seven and one-half hour day.

Scheduled Early Closings

The library will close at 5:00 pm on the evenings before Independence Day and Thanksgiving Day. All full-time employees who normally work those evenings will be scheduled to work from 9:00 am to 5:00 pm., and this will be paid as a seven-and-one-half hour day.

Unscheduled Early Closings

The director or designee will make the decision to close the library due to inclement weather or other unforeseen circumstances.

If the decision is made to close the library prior to opening for business in the morning, an effort will be made to contact employees via a phone chain and/or e-mail. The closure information will also be relayed to the Emergency Closing Center.

If the decision to close the library is made during the work day, the director will contact each manager with the scheduled closing time to be communicated to employees.

If the library is closed due to inclement weather, all employees scheduled to work on the

day of the closing will be paid for their regularly scheduled work hours. They should remain available to report for work during their scheduled hours, in the event the library opens later in the day.

If an employee chooses not to come to work or leaves early due to inclement weather when the library remains open, the employee may choose to use any remaining Paid Benefit Time or take a day without pay.

Work Schedules

Work schedules are arranged by the supervisor to meet department workload requirements and to provide for the consistent and effective functioning of the library.

Work schedules will be prepared and posted as far in advance as is practicable. Employees will be provided as much advance notice as possible of any work schedule adjustments. Employees should provide as much notice for schedule changes as possible.

Work schedules may be changed to meet the demands and business hours of the library.

9-3.5.3 Overtime

The library reserves the right to assign overtime work to any employee available when the operational needs of the library require it.

With the exception of emergencies, overtime hours worked by non-exempt staff require the prior approval of a manager or the director. Employees who disregard the requirement for prior approval for overtime hours will be subject to discipline up to and including termination of employment.

Non-exempt employees will be paid at time-and-a-half for any hours in excess of 40 hours per defined work week. The defined work week begins at 12:01am Sunday and ends 12:00 midnight the following Sunday.

Exempt employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws. Exempt employees will not be paid for hours worked in excess of the usual 37.5 hour work week.

9-3.5.4 Attendance and Punctuality

Attendance is an essential function of every job in the library. Each employee has a significant role that is essential to the library's successful operation. It is the responsibility of every employee to notify their supervisor of any absence, whether for an unexpected occurrence or due to illness. Failure to notify the supervisor in a timely manner is considered an unexcused absence and will be grounds for disciplinary action.

If it is not feasible to make arrangements in advance for an absence, employees are required to contact their supervisor on the first day of the absence at least 30 minutes

before their normal starting time. Employees should be prepared to explain the reason for the absence and give an expected date of return to work. The library may require that additional documentation substantiating the reason for the absence be furnished.

In instances of absence due to your health, the library reserves the right to require you to obtain a doctor's report explaining the condition and the doctor's restriction that you not work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. When deemed appropriate, the library may delay its decision as to your physical fitness to return to work until a doctor's report is submitted.

Poor attendance and/or excessive tardiness will lead to disciplinary action, up to and including termination. The determination of excessive absenteeism and tardiness will be made by the director and the employee's manager. In addition, an employee's failure to report to work on three (3) consecutive working days without proper notification to the library will be considered abandonment by the employee of his or her position and a voluntary resignation.

Each employee is expected to be at the assigned desk, office, or service point at the beginning of every time scheduled and to remain until the end of the scheduled workday/work period. Punctuality is also to be observed when leaving and returning from all rest breaks.

9-3.5.5 Breaks and Meal Times

Employees who work 3.5 consecutive hours, but less than 6 hours, receive one paid break. Employees who work 6 consecutive hours, but less than 7.5 hours receive one paid break and one unpaid 30 minute meal time.

Any employee who works 7.5 hours in one day receives two paid breaks, and either one unpaid 30 minute break or one unpaid hour meal time.

In accordance with Illinois law, meal breaks must be taken no more than 5 hours from the start of the work period. The work period includes combined shifts in different departments.

Breaks cannot be added to lunch or dinner hours, cannot be used to constitute lunch or dinner hours, and cannot be reserved until the end of the shift to allow an employee to leave early.

9-3.5.6 Schedule Changes

Employee requests for temporary and one-off changes in schedules and days off should be kept to a minimum, but will be accommodated whenever possible. All such requests will be first approved by the relevant department supervisors and will not be considered finalized until the request has been approved by them.

Requests for temporary and one-off changes should be worked out with a colleague working a similar number of hours a week (full-time staff with full-time staff, part-time staff with part-time staff) and with similar experience and responsibilities, who is willing to accept a change in schedule.

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.6 Job Descriptions

Each position in the library has a corresponding job description. This description specifies the position's duties and responsibilities, and details the tasks, processes, functions and qualifications for the job. It also outlines the necessary knowledge, skills, and abilities for the role, as well as the physical requirements of the job. Job descriptions establish those features that separate one position from other positions as to type and level of work. Job descriptions are regularly reviewed for accuracy and updated as necessary. They are the foundation of the library's salary program and are used in the formation of grade levels and salary ranges.

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.7 Performance Reviews

The purpose of the employee performance evaluation at the library is to serve as an assessment of the employee's performance; to review and update the current job description; to set goals for the year, including areas for future development; to provide better communication between supervisors and employees; to serve as a guide for personnel actions; and as a factor to determine whether the employee is eligible for a pay increase.

Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. Employees will generally receive an annual, formal, written performance evaluation of the prior year around the anniversary of their hire date.

With the adoption of the annual operating budget each July, the Board may approve salary increases based on the Consumer Price Index, current revenues available, and the recommendation of the director, according to satisfactory performance standards. Individual employee salaries are all determined by each employee's supervisor, with the approval of the director. Employees who are hired after December 31 should receive a formal, written performance evaluation approximately 6 months after their date of hire.

All performance reviews are discussed with the employee in confidence and reviewed by the department manager, human resources manager, assistant director, and director.

An employee may request a conference with the human resources manager if issues arise that are not satisfactorily resolved at the performance review meeting. If the employee feels that the issues still have not been resolved satisfactorily after that meeting, they may request a conference with the director. Space is allotted on the performance review form for the employee to comment, and the employee may also prepare a written statement for placement in his or her personnel file that the employee disagrees with something in the performance review. The statement will be reviewed by the supervisor, department manager, human resources manager, and director.

All performance review forms must be signed by the employee and will be maintained in the employee's personnel file. Signing is acknowledgement that the employee has read the review form and does not indicate agreement with its contents.

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.8 Corrective Action

Should performance, work habits, conduct, or demeanor become unsatisfactory in the judgment of the library, based on violations of library policies, rules, or regulations, an employee may be subject to disciplinary actions as follows:

First Offense	Verbal Warning
Second Offense	Written Warning
Third Offense	Disciplinary Suspension
Fourth Offense	Discharge

The library is not necessarily required to go through the entire corrective action process. Discipline may begin at any step, including immediate discharge, dependent upon the severity of the incident. The progressive disciplinary steps and the library's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Supervisors/department managers may, but are not required to, advise employees of any performance-related deficiencies or conduct issues through an informal discussion, specifying what corrective action is desired and within what time frame (the "corrective action" period). If sufficient improvement does not occur within that time frame, the supervisor/department manager may, at their discretion, place the individual on an improvement plan or issue a written final warning noting the consequences of future infractions or failure to improve. Future infractions or failure to improve may result in discipline, including termination. At the library's discretion, employees may be discharged without being given an opportunity to correct any performance deficiencies or conduct issues, or at any time during the corrective action period.

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

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.9 Open Door Communications / Employee Grievance Procedures

The library makes a consistent effort to see that all employees are treated with consideration and fairness. All employees and supervisors are encouraged to develop strong open channels of communication for solving problems. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be used:

1. The employee should discuss the matter with their immediate supervisor, as soon as possible. Usually this will settle most problems as the supervisor wants to help and has the authority to settle things promptly. If the complaint is with an immediate supervisor, the employee should discuss the issue with the department manager or human resources manager. The employee should give the supervisor or manager an opportunity to investigate and follow-up with the employee.
2. If there is failure to reach a satisfactory resolution, the employee or the supervisor should then discuss the issue with their manager. Alternatively, the employee may discuss the situation with the director, or their designee, in the event that the supervisor is the source of the problem or situation.
3. If the problem remains unresolved, the situation can then be presented in writing to the human resources manager, who will take appropriate action. The human resources manager will be provided an opportunity to investigate, including consultation with the director, to determine a solution and plan of action, and respond to the employee.
4. If the employee is not satisfied with the supervisor's or human resources manager's response, feels the problem is not resolved, or if the problem cannot be resolved by the human resources manager, the situation will be presented in writing to the director. The director will be provided an opportunity to investigate to determine a solution and plan of action, and respond to the employee.
5. All decisions made by the director are final unless related to issues of harassment and/or discrimination. For those matters, please refer to the Nondiscrimination, Anti-Harassment, and Non-Retaliation Policies.

(Adopted April 16, 2024, Effective May 1, 2024)

9-3.10 Termination from Employment

Either the library or the employee may terminate the employment relationship at any time, at the will and option of either party. No promises or guarantees of continuous employment or employment for a specific period of time can be made without the written approval from the director or board of trustees.

In the event of termination of employment, the employee will receive a final check, including payment for the final pay period plus any accrued, unused vacation, paid leave, and/or bank time as of the time of termination.

9-3.10.1 Discharge

Discharge is an employee's involuntary termination from employment. The library reserves the right to discharge an employee when the director or board of library trustees determines discharge to be in the best interest of the library.

An employee may be discharged either with or without notice or cause.

Discharge may occur as the result of performance-related deficiencies or problems or as the result of a violation of conduct such as but not limited to:

1. Job abandonment
2. Misconduct
3. Refusal to follow policy, procedures, or instructions
4. Performance deficiencies
5. Negligence to or recklessness with library property
6. Stealing
7. Falsification of application, timesheets, or other documents
8. Intoxication or use of alcoholic beverages or illegal drugs during working hours
9. Unlawful manufacture, distribution, dispensation, possession or use of a drug or controlled substance in the workplace
10. Disorderly, offensive, or inappropriate conduct on the premises
11. Reduction in workforce

9-3.10.2 Resignation

All library employees are employed at-will. As such, employees may resign from their positions with the library at any time, with or without notice or cause.

The library requests that employees give their department managers sufficient notice of the intention to resign to enable the library to minimize departmental hardship and make proper provisions for filling the position.

Sufficient notice is ordinarily four weeks for FLSA exempt employees and two weeks for all other employees. The library requests that employees give written notice to the director and human resources manager of the intention to resign.

9-3.10.3 Retirement

To ensure the timely processing of benefits, the library recommends that approximately two months prior to retirement, the employee should notify the human resources manager and ask for information and necessary forms (such as IMRF and the deferred compensation plans, if applicable). Completed application forms for IMRF benefits may be filed with the human resources manager so that they may be transmitted to the appropriate Wilmette governmental agency. Members may also complete forms electronically on the IMRF website (<https://www.imrf.org/>).

9-3.10.4 Death

In case of death of an employee, the human resources manager will notify IMRF, the IMRF supplemental life insurance provider of the death, and the 457 Plan provider, if applicable.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4 Employee Benefits

Eligible employees of the library are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employment classification.

A summary plan description, which explains coverage of many of the benefits in greater detail, is available. The actual plan documents, which are available by making a written request to the human resources manager, are the final authority in all matters relating to benefits described in this policy, or in the summary plan description, and will govern in the event of any conflict. Additionally, the library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.1 Holidays and Library Closings

The library is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

For these holidays, full-time employees are paid for a full day if they are regularly scheduled to work these days. Full-time employees whose scheduled days off occur on any of the above listed holidays will earn an equal amount of Bank Time in lieu of pay.

Part-time employees who worked an average of 6-20 hours per week in the previous year are paid a full day (7.5 hours) for Memorial Day. Part-time employees who worked an average of 21-37 hours per week in the previous year are paid for full days (7.5 hours each) for Memorial Day and Thanksgiving Day.

When a paid holiday falls during a full-time employee's vacation, it will not be counted as vacation time.

The library is closed on Easter Sunday, the Sunday before Memorial Day, and the Sunday before Labor Day. These are unpaid holidays for all staff.

It is expected that every employee with regularly scheduled hours will take their turn in working prior to or after the Thanksgiving and Christmas holidays on a year-by-year rotation basis.

Employees requesting time off prior to or following these holidays should, if possible, submit their requests between July 1 and September 1 of the year involved. Requests will be granted by the supervisor of the department, subject to the needs of the library.

Employees requesting time off prior to or following these holidays cannot assume the request will be granted; they will be notified by their supervisor when the requested time off is approved.

The library is open on the following holidays: Martin Luther King, Jr. Day, Presidents' Day, Juneteenth, Indigenous People's Day, and Veterans' Day. Full-time employees accrue Bank Time at straight time for these holidays. Part-time employees who work on these holidays are paid at straight time.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.2 Bank Time

Bank time may be awarded to full-time employees when a paid holiday falls on an employee's scheduled day off.

Bank time does not expire, but is limited to an accrued total of 150 hours. Bank time should be used within a reasonable time after being earned. Unused bank time is paid out upon separation from the library.

When requesting to use Bank Time, full-time employees should follow the Time-Off Request procedure.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.3 Personal Days

Full-time employees receive 5 days per calendar year as personal days, pursuant to the Illinois Paid Leave For All Act (820 ILCS 192). These hours do not accumulate and must be taken in the calendar year accrued.

Personal days may be taken any time during the year with the approval of the employee's immediate supervisor, and subject to the service needs of the library.

Personal days will not be granted during an unpaid leave of absence except approved FMLA or ADA leaves of absence.

Personal leave time is not paid out upon date of separation from the library.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.4 Vacation

Full-Time Employees

Vacation time accrues on a monthly basis at the rates listed in the chart below. However, for recordkeeping purposes, on January 1 of each year (with the exception of the first calendar year in which they work), full-time employees will be informed of the amount of vacation time they would earn if they remained employed by the library for the entire upcoming calendar year.

The information discussed above in no way guarantees future employment or conflicts with the library's employment at-will policy. An employee's employment may be ended at any time by either the employee or the library. The only vacation time to which an employee will be entitled upon separation will be any unused portion of vacation time that they actually accrued at the point they separate from employment. An employee may borrow vacation time that has not yet accrued up to the amount that they expect to accrue in that calendar year, but should the employee terminate employment before the end of the calendar year, the employee may be required to repay the library for vacation time used but not yet accrued. An employee must work through the end of a month to accrue vacation for that month.

While we encourage employees to use their vacation time in the year in which it was received, staff may roll over up to 80 hours of vacation to be used within the first three months of the following calendar year.

A current employee may not be given additional pay in lieu of unused vacation time.

All vacation requests, except in the case of an emergency, must be submitted at least one week in advance online via the timecard system and approved by the supervisor.

To ensure effective operations, the library reserves the right to limit the number of employees on vacation at any one time, to decide vacation periods, and if necessary to change scheduled vacations.

Employees will not accrue vacation time during unpaid leaves of absence, except for approved FMLA or ADA leaves of absence.

Payment for accrued but unused vacation will be made to employees who terminate employment from the library.

Full-Time Employee Vacation Accrual Schedule

LENGTH OF SERVICE	VACATION ACCRUAL	EQUIVALENT HOURS
DIRECTOR		
0 - 10 years	1 5/6 days per month (22 days annually)	165.0
11+ years	2 1/12 days per month (25 days annually)	187.5
FULL-TIME LIBRARIANS		
2 - 10 years	1 2/3 days per month (20 days annually); see schedule below for 1st year	150.0
11+ years	22 days annually after 10 years at full-time	165.0
FIRST CALENDAR YEAR LIBRARIANS		
First calendar year	1 2/3 days for each month (to a maximum of 20 days)	
EXEMPT EMPLOYEES, NON LIBRARIANS		
2 - 10 years	20 days annually; see schedule below for 1st year	150.0/160.0*
11+ years	22 days annually after 10 years at full-time	165.0/176.0*
FIRST CALENDAR YEAR EXEMPT EMPLOYEES, NON LIBRARIANS		
First calendar year	1 2/3 days for each month (to a maximum of 20 days)	
FULL-TIME NON-EXEMPT, NON LIBRARIANS AND FACILITIES STAFF *		
First calendar year	1 day for each month worked full-time; (to a maximum of 10 days)	

2 - 5 Years	10 days	75.0/80.0*
6 - 10 Years	15 days	112.5/120.0*
11+ Years	20 days	150.0/160.0*
16+ Years	22 days	165.0/176.0*

*Facilities staff work 8 hours per day, 40 hours per week.

Part-Time Employees

Pursuant to the Illinois Paid Leave For All Act (820 ILCS 192), the library provides time off for all part-time staff who are not eligible for time off for paid leave through other library provided policies, such as vacation, personal time, and bank time.

Part-time leave benefits are detailed in Policy 9-5.1 Paid Leave for Part-Time Employees.

Vacation Request Guidelines

Guidelines regarding vacation scheduling apply to all employees with regularly scheduled hours. Each department must be staffed at an essential level as determined by the department supervisor. Vacation schedules must be subject to the service needs of the library and to essential staffing levels. Whenever possible, employees will be given requested vacation dates when those dates are compatible with the needs of the library.

Requests should be submitted to the appropriate department supervisor(s). If essential staffing is not adequate to permit granting the request, the supervisor(s) will not approve the request unless a substitute can be found. The supervisor(s) will notify the employee in writing when a request has been granted or denied.

In cases of multiple requests for the same time period, employees with seniority may be given first consideration. During popular time periods (Thanksgiving, Christmas, Spring Break, the month of August) requests may be considered on a yearly rotation.

Except in unusual circumstances, requests for vacation dates should be made as early as possible ahead of the requested date.

When the requested vacation period includes regularly scheduled weekend hours, the staff member is responsible for arranging for another staff member with the same or similar responsibilities to cover those weekend hours.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.5 Medical, Dental, and Vision Insurance / COBRA

Wilmette Public Library participates in a medical and dental insurance consortium with other libraries in the Wellness Insurance Network (WIN), providing a preferred provider organization (PPO) medical plan. The library further provides a health reimbursement account (HRA) in conjunction with the PPO plan. The PPO plan is self-insured and administered through Blue Cross Blue Shield of Illinois. Dental coverage is also provided through Blue Cross Blue Shield of Illinois. The library's vision plan provider is EyeMed.

Employees who work at least 30 hours per week are eligible for medical, dental, and vision coverage through a group plan offered by the library. The library currently pays premiums at a percentage rate based on a salary scale:

- For staff who earn under \$50,000 annually, the library will pay 100% of the employee premium and 85% of dependent premiums.
- For staff who earn over \$50,000 annually, the library will pay 90% of the employee premium and 75% of the dependent premium

All employee portions will be made through payroll deductions and can be paid in pre-tax dollars through the Section 125 Plan, if the employee chooses.

Employees who work at least 30 hours per week are eligible for single and family dental insurance through the group plan offered by the library. The library currently pays at a percentage rate based on a salary scale.

Health, dental, and vision insurance coverage starts the first of the month after date of hire or eligibility, unless hired or eligible on the first of the month. Enrollment is allowed only at the time of eligibility, unless a special enrollment is necessary.

Additional benefit information and forms are available from the human resources manager or may be located on the intranet.

All benefits end the last day of the month following an employee's termination date. The continuation of medical or dental coverage for those eligible will be mailed to the employee's last known mailing address.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

After either voluntary or involuntary termination, employees will be notified of Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation rights, if applicable, by the insurance plan administrator.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.6 Life Insurance

The library maintains a group life insurance policy for all full-time employees. The amount of coverage is based on the individual employee's annualized rate of pay as of July 1. The library currently pays the entire cost of this single life insurance policy. Dependents are not insured.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.7 Long-Term Disability Insurance

All full-time employees are covered by a Long-Term Disability Policy, which will provide a portion of the covered employee's salary after a 3-month disability period.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.8 Liability Insurance and Workers Compensation Insurance

The library provides Workers Compensation and employers' Liability coverage. Employees are protected by Worker's Compensation for injuries sustained in the performance of their duties. The library provides for immediate and follow-up treatment for all employees injured while engaged in library business.

All accidents in which employees are injured, regardless of whose fault the accident is, must be reported immediately to their department manager, human resources manager, assistant director, and/or director.

The library's incident report form must be completed and submitted to the human resources manager and the director. Forms may be obtained on the intranet, in each department, or Administration.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.9 Unemployment Insurance

Employees are covered by unemployment insurance. Application for this benefit must be made to and will be determined by the Illinois Department of Employment Security.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.10 Social Security

All employees must participate in Social Security. The required amount will be deducted from the employee's paycheck.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.11 Illinois Municipal Retirement Fund (IMRF)

IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security.

Any employee whose job is defined as requiring more than 1,000 hours per year (19.2 hours per week) is required to belong to IMRF, to which both the library and the employee contribute. The employee's tax deferred contribution, 4.5% of gross salary, is deducted from the employee's paycheck.

Any newly hired full- or part-time employee who has previously been employed at the library or elsewhere in an IMRF qualifying position under the original 600 hours per year rule and is now employed at Wilmette Library under the 1,000 hours per year rule will remain under the old 600 hour standard (Tier 1) and, if currently employed in a position that would normally be expected to be 600 hours or more per year, must be enrolled as a member of IMRF.

The amount the employee contributes to IMRF is refundable in full upon employee's request if employment is terminated before the employee reaches age 55 or if the employee has been covered by IMRF less than 10 years. If employment is terminated after the employee reaches age 55, and is eligible for a pension, the amount the employee contributes is fully refundable at the employee's request if the member's pension would be less than \$30/month, but is not refundable if the member's pension would be more than \$30/month.

Please see the human resources manager for complete details regarding IMRF benefits.

Continuation of Medical Insurance Coverage through IMRF

Subject to current IMRF regulations, employees who are fully vested in IMRF and who retire at age 55 or older, or who are on IMRF disability, as well as the surviving spouse of a former employee, are eligible for continuation of medical insurance coverage provided the employee or former employee is or was insured under the provisions of the library's policy on the day immediately prior to the day the employee retires, becomes disabled or dies, and provided an IMRF pension is applied for immediately. The employee or surviving spouse will pay the full premium.

The Illinois Pension Code determines how IMRF operates and administers IMRF benefit plans. The Illinois Compiled Statutes, Illinois Pension Code (40 ILCS 5), is available on the Illinois General Assembly website.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.12 Deferred Compensation Plan

Full-time and part-time employees working at least 20 hours a week may elect to participate in a deferred compensation 457 plan available through Mission Square. For more detailed information regarding the plan, see the human resources manager.

(Adopted April 16, 2024, Effective May 1, 2024)

9-4.13 Employee Assistance Program

The library participates in an Employee Assistance Program (EAP), which makes available to all library employees confidential counseling, legal support and resources, and financial information and resources to help employees and their family members with personal or professional difficulties before they become a crisis situation.

Any employee may access these resources by going on-line to the website:

- www.guidanceresources.com, or by calling:
- ComPsych Guidance Resources at 800-272-7255. The library ID is NSL131.

All contact with these resources is confidential and provided at no charge to the employee.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5 Leaves of Absence

9-5.1 Paid Leave for Part-Time Employees

Pursuant to the Illinois Paid Leave For All Act (820 ILCS 192), the library provides time off for all part-time staff who are not eligible for time off for paid leave through other library provided policies, such as vacation, personal time, and Bank Time.

All designated staff will earn paid time off through the following accrual schedule:

- Employees who are scheduled to work up to 30 hours per week, (including seasonal and substitute staff), will accrue two (2) hours of paid leave for every 40 hours worked with a rolling 12-month maximum of 80 hours of paid leave.

- Employees who are scheduled to work 20-30 hours per week may use the time accrued under this policy for any day they are scheduled to work.
- Employees who are scheduled to work under 20 hours per week (including seasonal and substitute staff), may use this time under this policy for any day they are scheduled to work or they may designate another day other than a scheduled day as a Paid Leave day.

Implementation and administration of this policy will adhere to the following guidelines:

1. **Accrual Period** – All current employees who fall into this eligibility category, will begin accrual of this paid leave on January 1, 2024. All new hires will begin accrual of this paid leave on their start date.
2. **Notice of Leave** – If the leave is foreseeable, the employee must give their supervisor at least 7 days' notice of the planned leave in accordance with the library's standard procedure for requesting time off. When the need for leave is unforeseeable, the employee is expected to notify the library as soon as practicable and, absent of unusual circumstances, in accordance with the library's normal leave notification procedures.
3. **Use of Paid Leave** – Employees can use paid leave as it is accrued, contingent on following appropriate request and notification procedures.
 - There may be times when the library is unable to grant a request of time off under this policy due to the core operational needs of the library to maintain required staffing levels, to meet patron demands, or to ensure safety objectives are met. This is particularly evident during summer months as well as year-end holidays. To ensure equity, during popular time periods (i.e. Thanksgiving & Christmas), requests will be considered on a yearly rotation.
 - Staff can use time in any increment they choose, however there is a minimum use of 15 minutes.
4. **Carryover** – Employees may carry over any accrued-but-unused paid leave to the following accrual period, but may not use or accrue more than 80 hours of paid leave per accrual period (regardless of carryover). Employees who have access to 80 hours of paid leave through accrual, carryover or both, will not accrue additional time until they fall below the 80 hour mark.
5. **Payment** – Paid leave will be paid at the employee's pay rate at the time the leave is taken. Paid leave is not factored in overtime calculations. At the time of termination, a staff member will be paid-out any accrued but unused paid time off under this policy.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.2 Paid Sick Leave

Full-time employees are given twelve paid sick leave days (90/96* hours) annually. New

full-time employees are given 7.5/8.0* hours per month from the date of hire for the first calendar year.

Part-time employees will accrue prorated sick leave computed on the total hours paid the prior year.

Sick leave may be used to attend to the illness, injury, mental health, medical, or dental appointments of employees or members of their immediate family or household.

“Members of immediate family or household” for the purpose of this policy only include spouse, domestic partner, child/step child, parent, grandchild, grandparent, sibling, and brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, or person living in the same household with whom the employee has a close relationship.

The employee is expected to notify their supervisor, at home if necessary, of any illness as soon as possible, provide an idea of the duration of the absence, and keep the supervisor informed of progress of recovery.

In instances of absence due to an employee’s health, the library reserves the right to require the employee to obtain a doctor’s note verifying the employee’s fitness for work and identifying any restrictions that may need to be accommodated.

Ordinarily, any absence due to illness over three consecutive days requires a report from the employee’s physician. Where deemed appropriate, the library may delay its decision as to the employee’s physical fitness to return to work until a doctor’s note is submitted to the library.

An employee is not entitled to receive pay for unused sick leave. Paid sick leave is cumulative to a maximum of 240 working days (1800 hours), the number of days that may be applied by Illinois Municipal Retirement Fund (IMRF) toward service credit provided the employee's retirement and start of the pension payout occur within sixty days.

After an eligible employee's one-month absence due to illness, provisions of the Workers' Compensation Act or the Illinois Municipal Retirement Fund apply. After a three-month absence, the provisions of the library's supplemental long-term disability policy also will apply (for full-time employees).

Any sick leave, vacation, personal days and/or compensatory time accrued by the employee prior to the illness may be applied to the initial thirty-day waiting period.

The employee is required to use all accrued sick leave and has the option of using all vacation time, personal time, and/or compensatory time before receiving disability income payments.

Sick leave, vacation, and/or compensatory time benefits are not payable during the period

that disability income payments are received.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.3 Bereavement Leave

Time off with pay is given for death in the immediate family. Immediate family for purposes of this policy only includes spouse, domestic partner, child, parent, grandparent, grandchild, sibling, in-law, or person living in the same household with whom the employee has a close relationship.

Full time employees may receive up to four days; part time employees may receive up to two days. Additional paid or unpaid time or leave for persons not covered in the definition of “immediate family member” may be allowed in some circumstances at the discretion of the director in consultation with the employee’s supervisor. In certain circumstances, documentation may be required.

Family Bereavement Leave Act (FBLA)

Eligible employees may take up to 10 days of unpaid leave for the death of a family member. This includes time to grieve, attend a funeral, and make necessary arrangements. Eligible employees have worked for the library for at least 12 months, and have worked at least 1250 hours during the 12-month period.

In addition, this act allows employees to use the leave in conjunction with the loss of a pregnancy, failed adoption, failed surrogacy, failed fertility treatments, negative fertility diagnosis, and stillbirth. Should the employee experience the death of more than one child in a 12-month period, the employee may take up to 6 weeks of unpaid leave.

Employees need to give at least 48 hour notice prior to taking leave (when practicable), and can use their own paid benefit time to substitute the unpaid leave.

FBLA expands the scope of why an employee may take unpaid leave, but it does not grant additional leave outside of the employee’s Family Medical Leave Act (FMLA) benefits. Once an employee has exhausted their 12 weeks of FLMA time they are not entitled to an extension of leave or additional bereavement leave.

The library will ask the employee for supporting documentation at the time a request for this leave.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.4 Parental Leave

Parents of newborns or newly adopted children may be eligible for paid leave of up to eight weeks. Paid Parental Leave must be taken within the first 12 months of the birth or adoption of the child(ren). The amount of Paid Parental Leave does not increase with multiple births or adopted children.

Eligibility

Full-time employees who have worked for the library for at least 12 consecutive months are eligible for Paid Parental Leave. The leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within the 12 month timeframe. Paid Parental Leave can be taken intermittently but must be taken in full week increments by prior arrangement with the director and in consideration of the needs of the library. Unused Paid Parental Leave may not be carried over to a time period following the 12 months after the birth or placement of the child(ren), and there is no payment of unused Paid Parental Leave upon termination of employment. Paid Parental Leave runs concurrently with FMLA benefits.

Benefits

During an approved Paid Parental Leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed.

Requesting the Leave

If the need for leave is foreseeable, the employee must submit a written leave request to the Director at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken.

Where the need for leave is not foreseeable, the employee must submit a written leave request to the Director as soon as practicable in the form of a proposed schedule of leave to be taken.

When both parents are eligible employees

Paid Parental Leave may be taken concurrently, consecutively or intermittently within 12 months of the birth or placement of the child(ren).

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.5 Disability Leave

IMRF provides retirement, disability, and death benefits to eligible participants. Contact IMRF for information.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.6 Jury Duty Leave

Employees will be granted leave to serve on a jury. The library will grant paid time off for up to two weeks of regularly scheduled work hours to employees who are summoned for jury duty. Any remaining time required for jury service may be unpaid.

Any employee summoned for jury duty should provide a supervisor with as much notice as possible. Employees requesting and/or returning from jury duty leave may be required to provide verification of jury duty service.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.7 Voting Leave

An employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls.

If time off is needed in order to vote, the employee's supervisor should be notified no later than the day before the election. The supervisor will notify the employee of the two hour block of time assigned for voting purposes. Proof of attendance at the polls may be required.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.8 School Visitation Leave

In compliance with the Illinois School Visitation Rights Act (820 ILCS 147), the library will provide unpaid time off for school visits to regular full-time and regular part-time employees who are parents or guardians of dependents attending grades kindergarten (K) through twelve (12).

The act grants unpaid leave to employees to attend school conferences, behavior conferences or classroom activities of their children when these activities cannot be rescheduled during non-work hours. "School" is defined as any public or private primary or secondary school or educational facility in Illinois, and "child" includes biological, adopted, foster, stepchild of the employee, and/or a legal ward.

Eligible employees may request one or more periods of unpaid school visit time off, up to a total of 8 hours per child, each school year (August through July). Employees must give reasonable notice of intent to take time off (at least seven days in advance; 24 hours in advance in the case of an emergency). Employees are limited to four hours of time in one day. This time is only available if the employee has exhausted all additional paid time off

(except sick time).

Where both parents work for the library, the library may deny time off to both parents of a dependent at the same time and limit the time off granted to both parents to a total of 8 hours per child, each school year (August through July).

Employees may be required to provide documentation from the school indicating that the school visitation took place.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.9 Blood and Organ Donation Leave

Eligible employees may take limited paid time to donate blood or donate an organ.

Definitions

- Eligible Employee – a full-time employee who has been employed for at least 6 months at the library.
- Blood Donation Benefit – eligible employees may take up to one paid hour with every 56 days to donate blood or attempt to donate blood.
- Blood Donation –the act of donating blood in accordance with the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America’s Blood Centers, the American Association of Blood Banks, or other blood bank.
- Organ Donation Benefit – eligible employees who donate a kidney, liver, lung, pancreas, intestine, bone, or skin may be eligible for up to 10 days of paid leave in a 12-month period to serve as an organ donor.

Notice, Approval and Verification Requirement

Employees must get approval prior to taking this leave and will be required to provide medical documentation for organ donations, and documentation from the blood bank agency before the leaves are taken.

An employee is required to give reasonable notice to the library in the event that the employee chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day or days the employee wishes to use the leave along with a written statement:

- from healthcare providers confirming organ donation procedure, or
- from the blood bank indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood.

Upon the employee’s return from an approved leave, the employee will be required to submit a written statement from the blood bank verifying that the employee kept the

appointment.

In regards to organ donations, this leave may run concurrently with the Family Medical Leave Act (FMLA), however employees who have exhausted their FMLA may be entitled to take additional leave under this law.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.10 Victims' Economic Security and Safety Act Leave

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

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

Eligible employees may use up to two workweeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:

- a. Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
- b. Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- c. Grieving the death of a family or household member who is killed in a crime of violence.
- d. Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.

Definitions

- **12-Month Period** - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

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

Coverage and Eligibility

Both full and part-time employees are eligible to apply for this leave.

Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution of Time Off

An employee may elect to substitute accrued paid vacation, sick, or personal time, or any other applicable paid time off, for any part of VESSA leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

An employee is required to give 48 hours' notice to the library in the event of a foreseeable leave. 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.

Certification

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

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

- a. Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;

- b. A police or court record;
- c. A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence; or
- d. Other corroborating evidence.

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

Effect on Benefits

During an approved VESSA leave, the library will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the library for the cost of the premiums paid by the library for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence, any other crime of violence, or other circumstances beyond your control.

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

When your need for leave also qualifies for bereavement leave under Illinois' Family Bereavement Leave Act (FBLA), FBLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will typically be eligible in cases of bereavement is 10 days. However, in such cases, the 10 days of bereavement leave will not be deducted from the employee's total VESSA allotment of 12 weeks.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

Wilmette Public Library supports VESSA and will provide reasonable accommodations to qualified individuals who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the library.

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

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

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact the human resources manager.

Confidentiality

All information provided to the library pursuant to this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this Section will be retained in the strictest confidence by the library, except to the extent that disclosure is (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or State law.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.11 Family Medical Leave Act (FMLA) Leave

This policy contains information consistent with and in addition to the information contained in the “Employee Rights and Responsibilities” notice (Appendix A) and is meant to provide additional information about the library’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights and Responsibilities” notice and this policy, the “Employee Rights and Responsibilities” notice will prevail.

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 library for at least 12 months AND worked at least 1,250 hours in the last 12 months.

The “12 month period” in which the 12-week leave entitlement occurs will be a rolling 12-month period measured backward from the date an employee uses any leave under FMLA. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

- a. the birth and/or care of a newborn child of the employee;
- b. the placement of a child with the employee for adoption or foster care;
- c. to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition;
- d. the employee’s own serious health condition which renders the employee unable to perform the functions of the employee’s position.
- e. For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

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

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA 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 the following:

- a. attending certain military events;
- b. arranging for alternative childcare;
- c. addressing certain financial and legal arrangements;
- d. attending certain counseling sessions;
- e. addressing issues related to short-notice deployment;
- f. spending time with a covered family member who is resting and recuperating;

- g. attending post-deployment briefings; and
- h. for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12 month period. This single 12-month period begins with the first day the employee takes the leave.

A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was discharged or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the library 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 library as soon as practicable and, absent unusual circumstances, in accordance with the library's normal leave procedures. The employee is required to contact the supervisor on the first day of the absence prior to the employee's normal starting time.

In the event the employee cannot personally contact the supervisor, the employee should leave a voicemail with a contact number where the employee can be reached. The employee should be prepared to explain the reason for the absence and give an expected date of return to work. Keep the Library informed.

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 library, at its expense, may require an examination by a second health care provider designated by the library, if it reasonably doubts the medical certification initially provided.

If the second health care provider's opinion conflicts with the original medical certification, the library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion.

The library may also require medical recertification periodically during the leave and 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 library 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 Servicemember with a serious injury or illness, the library may require the employee to supply certification completed by an authorized health care provider of the covered Servicemember.

In addition, the library may also request additional information pertaining to the leave.

Substitution of Paid Benefit Time/Leaves

FMLA leave is unpaid leave. If leave is requested for any FMLA covered reason, the employee will be required to exhaust any remaining applicable paid benefit time. The exhaustion of this paid benefit time does not extend the FMLA leave period.

In addition, if the employee is eligible for any other paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FMLA leaves (where appropriate) and will not extend the FMLA leave period.

When using other paid leave in conjunction with FMLA leave, employees must comply with the requirements of the other paid leave policy.

Benefits During Leave

During an approved FMLA leave, the library will maintain the employee's health benefits

as if the employee continued to remain actively employed.

Intermittent Leave/Reduced Schedule Leave

Leave because of a serious health condition, to care for a servicemember 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 library 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 library 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.

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 may 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.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.12 Military Leave and Military Reserve Duty Leave

Leaves of absence for military or reserve duty are granted to all employees of the library. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Eligibility for reinstatement after the completion of their military duty and training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.13 Family Military Leave

The Illinois Family Military Leave Act entitles eligible employees, who are the spouses, parents, children, or grandparents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of unpaid, job protected leave during any 12 month period when the federal or state deployment orders are in effect.

To be eligible for Family Military Leave, employees must have been employed by the library for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave. Employees are not entitled to Family Military Leave unless they have exhausted all accrued vacation leave, personal leave and any other leave to which they are entitled, except sick leave. In addition, the library will require employees requesting Family Military Leave to provide certification by the proper military authority that verifies the employee's eligibility for Family Military Leave.

Employees must give 14 days' notice of the need for Family Military Leave if the leave will consist of five or more consecutive days' duration. Employees requesting Family Military Leave for less than five consecutive days must provide as much advance notice as is practicable. During any Family Military Leave, employees will be eligible to continue their benefits at their own expense.

Upon an employee's return to work at the library, he or she will be restored to their prior position or to an equivalent position with equivalent employment benefits and pay.

(Adopted April 16, 2024, Effective May 1, 2024)

9-5.14 General Leave of Absence

In the event an employee does not qualify for any other leave of absence described in this handbook, the employee may apply for a general leave of absence. In order to be considered for a general leave of absence, the employee must have exhausted all vacation time, earned bank time, and personal days.

You must apply in writing for this leave of absence and submit your request to your supervisor. Your request should include the reason for the leave, the date on which you wish the leave to begin, the date on which you will return to active employment with the library. If reason for the leave of absence is reasonably foreseeable, you should request the leave at least 30 days in advance.

The granting of a general leave of absence and the terms and conditions surrounding such

a leave are at the sole discretion of the director in consultation with the employee's supervisor. A general leave of absence will not normally exceed four weeks.

Failure to return from a leave of absence at the time agreed upon is normally regarded as a voluntary resignation. Requests for an extension of a general leave of absence should be submitted in writing to the director prior to the agreed upon return date.

(Adopted April 16, 2024, Effective May 1, 2024)

9-6 Training and Development

9-6.1 Tuition Reimbursement

The board of library trustees recognizes that the skills and knowledge of its employees are critical to the success of the library's mission and goals. The tuition reimbursement program encourages professional development through formal education so that employees can maintain and improve their skills and/or provide opportunities for new services beneficial to the library and community.

To be eligible for participation in the tuition reimbursement program, the employee must have been continuously employed by the library for one (1) year and request approval from their manager and the director.

Tuition reimbursement is available for eligible employees enrolled in an MLIS, MLS or LTA program of study. The director may also consider tuition reimbursement for staff who are enrolled in an accredited program of study with a demonstrable value to the services of Wilmette Public Library.

To receive tuition reimbursement, an employee must:

- Notify human resources of their participation in the tuition reimbursement program before March 1 to allow for budget preparation for fall enrollment
- Complete the Tuition Reimbursement Application and be approved before the class begins
- Contact human resources regarding reimbursement procedures
- Earn a grade of "A", "B", or "pass" (for pass/fail classes)
- Submit grade(s) and paid tuition receipt within 45 days of receiving grade(s)

All eligible employees, budgeted for 15 hours or greater, are reimbursed at the following rates:

- 15 to 29 hours at 35% per course
- 30 to 37.5 hours at 50% per course

The maximum amount approved for tuition reimbursement is \$5,000 per person per fiscal year, subject to available budget funds. The maximum lifetime benefit for tuition reimbursement is \$12,000.

Employees who voluntarily leave the library prior to completion of a class will not be eligible for reimbursement. Employees who leave the library within one (1) year of receipt of a tuition benefit will be expected to repay the tuition reimbursement unless the director waives this requirement in whole or in part.

Class attendance and preparation must be completed on the employee's own time. Classes approved for tuition reimbursement do not imply approval of additional classes, job promotion, or an increase in salary.

(Adopted April 16, 2024, Effective May 1, 2024)

9-6.2 Professional Memberships and Meetings

The library will pay annual American Library Association (ALA) dues, including one Division fee, and Illinois Library Association (ILA) annual dues of those full-time employees who wish to belong.

Staff may attend national, state, and local library conferences and meetings on a rotating basis determined by the director, in consultation with department supervisors.

Payment for attendance at a conference is dependent upon a variety of factors (including applicable law) and will be discussed with the employee prior to the employee's registration for the conference.

Employees will be reimbursed for applicable travel expenses.

(Adopted April 16, 2024, Effective May 1, 2024)

9-6.3 Committee Assignments and Conference Attendance

A staff member who is invited to serve on a committee for ALA, PLA, ILA, or another professional association must submit a written request for approval to the director before accepting such an assignment. The request should include the name of the committee and unit, tenure of the assignment, and meeting obligations. Other current committee obligations should also be listed on the request. This will enable the director to act on the request with knowledge of impact on the schedule for the individual and for the department.

A person who has obtained approval for committee service may expect to be approved for conference attendance during the tenure of the assignment, up to four years. The library supports such attendance by granting a certain number of days off with pay to attend the conference, and by financial subsidy of conference expenses. Financial support will include the cost of registration and airfare, and may cover lodging and meals, budget permitting.

After four years of conference attendance, a staff member may not expect approval of subsidized attendance, even if continuing to serve on a committee. Limitation is necessary in order to enable other staff the opportunity to get involved and attend conferences. The department manager may continue to approve a certain number of days off with pay for conference attendance, schedule permitting, beyond the four-year period, with staff assuming conference expenses. Additionally, if other staff members are not interested in attending a conference, a staff member's attendance may be subsidized for more than four years, with the department manager's recommendation.

After a staff member has been off subsidized conference expense for as many years as they served with library support, they again become part of the priority pool for conference attendance.

(Adopted April 16, 2024, Effective May 1, 2024)

9-6.4 Expense Reimbursements, including Travel, Meal, and Lodging

In accordance with the Illinois Wage Payment & Collection Act (IWPCA) (820 ILCS 115), employees will be reimbursed for all necessary expenses that are incurred by the employee within the employee's scope of employment and that are directly related to services performed for the library.

Employees are required to submit an expenditure within 30 days of incurring the expense. Employees must submit an Expense Reimbursement Form which details what the expense is, the amount of the expense, and the accounting number that it should be charged to, along with their supervisor's signature. In addition, supporting documentation, such as receipts and/or invoices must accompany the reimbursement form. If an employee does not have a receipt, other supporting documentation, such as a bank statement confirming payment of an expense, will be accepted.

Expense reimbursement records will be kept on file for a minimum of 3 years.

The library will pay only those travel expenses, including for transportation, meals, and lodging, that are ancillary to or otherwise necessary for the following types of official library business: conferences; meetings; inter-governmental relations activities; or other events or programs which an employee attends to further the mission of the library.

The library will only approve reimbursement of travel-related expenses of an employee if the proposed expenses are submitted on the library's Travel Expense Request Form available on the library's staff intranet.

The library will not reimburse any employee for any entertainment expense unless such expense is ancillary to the purpose of a program or event which constitutes official library business.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7 Working Conditions

9-7.1 Workplace Attire

Wilmette Public Library is committed to promoting a professional and welcoming environment. Employees dress in a manner that reflects the community's confidence in the library's nationally-recognized reputation for providing exceptional services.

Employees dress to perform their work safely, effectively, and to maintain a professional image, while also expressing their individual style. For staff who are working at public service desks or in the community representing the library, business casual is the general standard for workplace attire, with the understanding that staff representing the library in more formal situations may need to dress more professionally on occasion. For staff who are not working in public service areas or who are performing more physical duties (such as shelving, cleaning, and other maintenance tasks), the dress code is more relaxed for comfort and ease of mobility. Supervisors are responsible for monitoring this policy, and if clothing is deemed inappropriate, the employee will be asked to change.

All employees must be well groomed, exhibit good hygiene, and their clothing and footwear choices must be neat, clean, and in good repair at all times. Staff who receive library-issued clothing or uniforms must clean and maintain the apparel so that they look professional. Nametags are provided by the library and should be worn at all times, especially in public areas. Appropriate hygiene is also required, including but not limited to the appropriate use of odor-reducing products and effective oral hygiene products. Employees who use perfume or cologne should do so with discretion as other staff or patrons may have sensitivity to scents.

Acceptable Business Casual Attire (for public areas or in the community):

- Any clothing issued by the library
- Formal business attire

- Business-appropriate shirts, blouses, knit tops, cardigans, sweaters, and polos
- Dresses, skirts, trousers, chinos, capri pants
- Business casual jeans (hemmed and free of any holes, tears, fading, or fraying)
- Dress, athletic, or walking shoes, loafers, boots, and flats

Acceptable Casual Attire (for non-public areas or performing physical duties):

- Any clothing issued by the library
- Casual shirts, blouses, knit tops, cardigans, sweaters, and polos
- Dresses, skirts, trousers, chinos, capri pants
- Business casual jeans (hemmed and free of any holes, tears, fading, or fraying)
- Athletic or walking shoes, loafers, boots, and flats

Examples of Inappropriate Attire:

- Any clothing that is unclean, torn, faded, ill-fitting, sheer, or excessively tight, short, revealing, or baggy
- Any clothing with text or images that violate the library's anti-harassment policy, or may be offensive to other staff or patrons, is inappropriate
- Printed t-shirts, unless issued by the library or aligned with library culture
- Athletic clothing (including sweatshirts, sweatpants, yoga pants, tank tops)
- Leggings (unless worn with longer tunics, tops, sweaters, skirts, or dresses)
- Shorts (unless approved for outdoor activities)
- Flip flops
- In the interest of safety, staff who perform maintenance, security, and materials handling duties (including staff using book or technology carts) may not wear open-toed shoes

Employees who fail to meet the above dress code standards, as determined by a supervisor or the human resources manager, may be sent home to change attire and receive a verbal warning. Time taken away from work to correct wardrobe or hygiene matters will not be paid. In the event an employee's violation of this policy becomes excessive, further disciplinary action, up to and including termination, may be taken.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.2 Rest Breaks

The library is committed to providing a productive and engaging work environment. We recognize that employees need to take short periods of time away from their workstations throughout the day to refresh and refocus. Our guidelines for rest breaks are designed to be fair and flexible, and we expect employees to understand and follow our guidelines.

Employees may take breaks from work activities to rest, get a snack or beverage, use the restroom, or perform other personal tasks. Breaks should be 5–20 minutes in length, and not exceed more than 20 minutes per rest break. Employees who abuse break time will be required to use vacation time or non-compensated time to account for the time away from work activities. Employees who abuse guidelines for breaks will be subject to disciplinary action up to and including termination from employment.

Each employee is allowed two paid rest breaks during a 7.5 hour work day. One 15-minute rest period may take place during the first 3.75-hour period of continuous work, and one 20-minute rest period during the remaining 3.75-hour period of continuous work. Rest periods are scheduled by the supervisor for staffing purposes. An employee working a five-hour shift is entitled to one 20-minute rest period within the first four hours of continuous work.

Breaks may not be saved for use at the end of the workday nor added to meal breaks to extend the break.

If an employee does not use a rest break during a regular work day, the unused time is not cumulative and does not accrue, meaning that it cannot be used after that work day.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.3 Meal Breaks

Employees receive a 30 to 60 minute unpaid meal period when they are scheduled to work 7.5 hours or more in a single day. Meal periods must begin no later than five hours after the start of the work period. Meal times are scheduled by the supervisor for staffing purposes.

If an employee does not use a meal period during a regular work day, the unused time is not cumulative and does not accrue, meaning that the meal cannot be used after that work day.

Non-exempt employees may not work through their meal break without recording the time as worked. Time worked must be compensated. Employees wishing to use their meal break to “flex” their day (come in late or leave early) must discuss this with their supervisor.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.4 Nursing Breaks

In accordance with the Nursing Mothers in the Workplace Act (820 ILCS 260/5), the library will provide reasonable break time to an employee who needs to express breast milk for their nursing infant child each time the employee has the need to express milk for one year after the child's birth.

The break time may run concurrently with any break time already provided to the employee. An employee's compensation may not be reduced for time used for the purpose of expressing milk or nursing a baby. The library will provide reasonable break time as needed by the employee unless to do so would create an undue hardship.

The library will make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, where an employee can express their milk in privacy.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.5 Remote Work Policy

The Remote Work Policy provides guidelines and expectations for employees who are permitted to work from a location other than the library. We understand there may be circumstance that warrant a need for an employee in an eligible position to be able to work from home. This policy aims to establish clear expectations to ensure that both the employee and the library will benefit from this work arrangement.

Eligibility

Eligibility is based primarily on the responsibilities and autonomy of the actual position. Some roles can more readily accommodate remote work while others, based on the nature of the job, cannot. Full-time or part-time employees, who are in good standing in terms of performance and conduct, may be considered.

Policy Elements

Remote work arrangements will be granted on a one-time, or limited re-occurring basis per the manager's and director's approval, with the following qualifying criteria:

- The quantity, quality, and timeliness of the work must be enhanced or maintained.
- The remote work arrangement must not cause a need for additional staff or for existing staff to work additional hours.
- The remote work arrangement must also not adversely affect the services provided to the Library's patrons, departments, or any business or services the Library conducts or provides.

Procedures

Other than the occasional one-time arrangement, employees who wish to request a remote work arrangement will complete the Remote Work Agreement form and submit to their direct supervisor. Upon their approval, the direct supervisor will submit the request to the director for review. If the arrangement is approved and the schedule is agreed upon, then the director and supervisor will both sign the agreement.

Work Hours

If approved, the proposed remote work working schedule will be outlined in this agreement. It is the employee's responsibility to give accurate and up-to-date information to their direct supervisor regarding work location and hours. The employee will maintain, for the purpose of Workman's Compensation liability, the hours and schedule stated in this agreement. Supervisory, technical, and administrative support cannot be assured beyond the hours of 9:00am – 5:00pm when most regular working hours are scheduled.

Communication

For all remote work arrangements, it is expected that the employee will send an email to their supervisor as well as any invested constituents (i.e. team members, leadership team, etc.) no less than the day prior to telecommuting. This communication will serve as the notice that the employee will be working remotely and will include contact information so that others may communicate with the remote employee.

When working from home, it is expected that the employee will check in via phone or email with their direct supervisor at least once during the day. Employees must be available to attend scheduled meetings and participate in other required library activities at the home office as needed. Employees who telecommute may be required to attend meetings and other activities in person.

Equipment

All library equipment is for library-related projects only. Employees may not use library equipment for unlawful purposes or for work other than for the organization. Any hardware or software purchased by the library remains the property of the library and will be returned to the library on request. For further information, please review the policy for Use of Electronic Equipment/Internet/E-mail in the employee handbook.

Security of Information

Employees may not compromise the confidentiality or security of library information due to telecommuting, remote computer access, etc. Breaches of information security, whether by accident or design, must be reported promptly and may be cause to discontinue the remote work arrangement or further action as appropriate.

Duration and Termination of Agreement

The duration of this agreement will be agreed upon and approved by the director and the employee's direct supervisor. The arrangement of any remote work request will be reviewed on a regular and routine basis.

Further the employee's direct supervisor or director may at any time change any or all of the conditions under which an employee is permitted to work from a remote location, or withdraw permission to work remotely for any or no reason. It is also understood that any requests for a change in hours, days, work schedule, or work location must be submitted in writing, and have the approval of both the employee's direct supervisor and the director. Any violations of this policy will result in termination of the remote work agreement.

Overtime

Any employee working overtime is required to get prior supervisor approval. Any overtime hours worked will be compensated in accordance with applicable state and federal laws as per library policy. The employee agrees that failing to obtain proper approval for overtime work may result in removal from the remote work program and be subject to disciplinary action up to and including discharge.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.6 Personal Property

Employees are responsible for exercising care in safeguarding their personal property while at work. Lockers are available for each employee for this purpose. Employees must keep their lockers locked and their combinations confidential. Contents of the locker are the responsibility of the employee to whom the locker is assigned. Lockers are intended only for the storage of personal items; they are not designed or expected to store valuable personal property. Lockers may not be used to store unauthorized library property or prohibited items (e.g., drugs, weapons, volatile substances, etc.). All borrowed library materials must be checked out prior to taking for personal or library-related use. Purses and wallets should be kept out of sight and never left unattended on top of or under desks, or in other areas of the building, including restrooms.

Lockers remain the property of the library and not employees. Employees have no expectation of privacy with regard to their lockers. Lockers may be subject to inspection or search at the sole discretion of the library, or as necessary for safety and security reasons. In order to maintain order and discipline, the library, at its discretion, may seize any unauthorized material, or anything else from lockers that, in the library's discretion, has the potential to interfere with the operations of the library.

The library is not responsible for employee personal items and will not reimburse

employees for lost, damaged, or stolen items, including cash or charges on stolen credit cards. This also applies to vehicles damaged in our designated parking lots, including damage from accidents, weather, other employees, patrons, or contractors of the library.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.7 Use of Personal Devices

This policy outlines the use of personal cell phones, tablets, and other mobile devices at work and the safe use of these devices by employees while driving on library business.

While at work, employees are expected to exercise the same discretion in using personal cell phones, tablets, and other mobile devices as is expected for the use of library devices. Excessive personal calls, texts, messaging, etc. during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls or business on non-work time when possible, away from public work areas, and to ensure that friends and family members are aware of the library's policy.

To avoid disrupting the work of other staff and patrons, cellphones should be on the vibrate setting or turned off when entering the library.

Cellphones may be used in work-appropriate situations such as calendar use, note taking, reference referrals, and conducting library business.

Use of headphones at any public service desk during operating hours is strictly prohibited. Staff may use headphones in office areas, or in the staff break room. Shelving staff may wear one wireless ear piece while shelving on the public service floor as long as one ear is free to hear safety announcements and address customer service questions from patrons.

The library encourages and promotes cell phone safety when operating a motor vehicle for library business, including being aware of and adhering to all local and state regulations regarding cell phone use while driving.

The library will not be liable for the loss of personal cell phones, tablets, or other mobile devices brought into the workplace.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.8 Use of Technology Resources and Communications Systems

Technology resources and communication systems resources are provided by the library for use by library employees in the performance of their work. Technology resources and

communication systems include all library owned, licensed, or managed hardware and software; the library's network; and use of the library's network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. Examples include, but are not limited to, the telephone system, email, two-way radios, the local network, server resources (including the ILS), and the internet; desktop computers, laptops, tablets, mobile devices, and printers; applications, files, and documents accessed from local hard drives, network drives, cloud storage, and other online services.

These resources and systems are provided for business use. Personal use should be minimized and on employees' own time.

Employees have no expectation of privacy in connection with use of the library's technology resources and communication systems. Computer applications, files, and documents stored on local and network drives, on cloud storage, or on other online services are the property of the library. Employees have no right of privacy in any matter stored in, created, received, or sent through or with the library's technology resources or communication systems. The library, in its discretion as owner of its technology resources and communications systems, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created by, received, or sent with any library communication system or technology resource.

The library's policies against sexual and other harassment, discrimination, and retaliation and other conduct standards apply fully to communications via the library's technology resources and communications systems, which include the internet when accessed through the library's resources, systems, and library email. Violations of these policies will be taken seriously and may result in disciplinary action up to and including termination. Use of the library's technology resources and communications systems is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The director and/or IT will make all decisions regarding whether a user has violated these policies and may deny, revoke, or suspend access at any time.

Use of any library technology resource or communications system constitutes consent by the employee to all of the terms and conditions of this policy. Any employee who discovers misuse of any library technology resource or communications system should immediately contact their supervisor, human resources manager, or director.

The library adheres to the policies set forth below for its technology resources and communications systems. The library reserves the right to change such policies at any time without prior notice as it deems fit.

9-7.8.1 Computer and Device Use Policy

Care and good judgement must be exercised to protect staff, library equipment, and network security.

Employees may only use the computers, computer accounts, and computer files for which they have authorization. Employees may not use another individual's account, or attempt to capture or guess other individual's passwords. Employees are not permitted to share or disclose their individual passwords. Intentional and unauthorized manipulation of information on any application such as accounting, patron, and item records is strictly prohibited.

Tampering and unwarranted access to other employees' personal network files stored in individual home directories is not permitted. Sensitive files should be stored in a secure place. Only documents and files stored on a network drive are backed up by the library. Individual employees are responsible for backing up their own files and documents if stored on local drives (i.e., thumb drives, external hard drives, and local workstation hard drives).

Employees are allowed to download and install software and apps on their computers and devices only to the extent their access privilege allows and/or as established by IT.

All hardware and software purchases for employees must be requested through the IT department.

Employees must lock, log off, or shut down their PCs prior to leaving their workstation for an extended period of time. Employees logged in under an individual account should log off a computer in a common work area if leaving for more than 10 minutes.

Violations of the computer and device use policy may result in disciplinary action up to and including termination from employment.

9-7.8.2 Library-Issued Devices

Employees in possession of library equipment, including but not limited to laptops, tablets, mobile phones, mobile hotspots, cameras, and/or two-way radios are expected to protect the equipment from loss, damage, or theft. Upon resignation, retirement, or termination of employment, the employee must return any issued devices. At any time, the employee may be asked to produce issued devices for inspection, maintenance, or return.

9-7.8.3 Internet Services Policy

Employees may be provided with access to the internet to assist them in performing their jobs. Access is granted for the purpose of performing library work, and inappropriate use is not permitted.

Inappropriate internet use includes, but is not limited to:

- Illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law

- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
- Downloading of copyrighted material for other than personal use
- Using another user's account or password
- Posting material authored or created by another without their consent
- Operating a business for personal gain
- Using the networks for private financial or commercial gain
- Wastefully using resources, included excessive file space on the servers
- Advertising for or selling products or services
- Piracy
- Extortion
- Blackmail
- Hacking or gaining unauthorized access to files, resources, or entities
- Printing sexually explicit messages or images
- Accessing, retrieving, viewing, or printing obscene, indecent, or sexually explicit materials or images
- Invading the privacy of individuals, including unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Threatening or disrupting library processes or procedures by interfering with the rights of others at any time before, during, or after business hours
- Using the internet in any manner that intentionally disrupts the information network traffic or interferes with the network and/or connected systems
- Using the networks while access privileges are suspended or revoked
- Vandalizing or attempting to vandalize (physical or electronic) the library computers, the library network, files of others, files of the library, or to the computer network system. Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses, and the unauthorized deletion and editing of files and documents.

Employees are responsible for exercising appropriate care to protect the library's technology resources and communications systems against the introduction of viruses. When using the library's internet access or electronic communications, equipment, and capability, individuals must:

- Use the internet or electronic communications systems only in accordance with library policy
- Maintain the conditions of security (including safeguarding passwords) under which they are granted access to such systems
- Check with appropriate staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety

If an employee accidentally introduces a virus to their PC, they must notify the IT department immediately.

Copyrighted materials may not be transmitted by employees on the library's network. All employees obtaining access to copyrighted materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only.

The library is not responsible for material viewed or downloaded by users from the internet. The library may use software to identify and block inappropriate or sexually explicit internet sites. The library has the right, but not the duty, to monitor any and all aspects of its computing resources and communications system, including, but not limited to, monitoring sites visited by employees on the internet, monitoring chat groups and newsgroups, reviewing materials downloaded or uploaded by users of the internet, and reviewing email sent and received by library employees.

Violation of the Internet Services Policy may result in disciplinary action up to and including termination from employment.

9-7.8.4 Email Policy

Employees are provided with email accounts to assist them in performing their jobs. Access is granted for the purpose of performing library work, and inappropriate use is not permitted. The library's conduct standards as well as its nondiscrimination, anti-harassment, and non-retaliation policies apply to email use.

Inappropriate email use includes, but is not limited to:

- Sending harassing statements to an individual or group of individuals for any reason including, but not limited any other classification protected by law, or in the library's Nondiscrimination and Anti-Harassment policies
- Sending sexually explicit text or images
- Soliciting money
- Engaging in excessive personal use

Non-exempt staff members are not permitted to access library email for purposes of performing work on non-work time. Accessing library email during non-work time must be limited to non-work tasks such as checking schedules, communicating with co-workers about schedule changes, and submitting time off requests.

Employees have no right of privacy in any matter stored in, created, received, or sent over the library's email system. Unless email communications specifically deal with matters exempted by state law, they are considered to be open public records and not private or personal. The library, at its discretion, may monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the email system for any reason and without the permission of the employee. Use by employees of passwords or other security

measures does not in any way diminish the library's rights to access materials on its system or create any privacy rights in employees in the messages and files on the system.

The maintenance of an individual user's electronic mailbox is the user's responsibility. This includes staying within an assigned disk quota. Requests for a larger disk quota are at the discretion of the IT department.

Communications sent via email and stored electronically are, by definition, public records, and are subject to Freedom of Information Act (FOIA) requests.

- Information that is traditionally treated in a confidential manner should be carefully considered prior to being included in email communications.
- Library business conducted through a personal email account (e.g., Gmail, Hotmail, or Yahoo) is subject to FOIA, regardless of whether such emails are generated on private equipment or in personal accounts.
- Employees are responsible for the preservation of emails subject to FOIA requests. IT staff are available to help users set up email archives for the preservation and retention of email for the required three years.

Each employee is responsible for the content of all text, audio, or images that they place on or send over the library's email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Because the library's name is attached to all email messages, employees recognize that their emails reflect on the library itself and must exercise good judgement in formulating messages.

Any employee who violates this policy or uses email for improper purposes may be subject to disciplinary action, up to and including termination from employment.

9-7.8.5 Voice Mail Policy

Every library employee is responsible for using the voice mail system properly and in accordance with this policy. The voice mail system is the property of the library and has been provided to employees for business use. All communications and information transmitted by, stored in, or received from the phone system, are library records and property. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the library voice mail system. The library, in its discretion as owner of the voice mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created by, received, or sent over the system.

9-7.8.6 Social Media Policy

Social media is defined as media for social interaction, such as blogs, other types of self-published online journals, and collaborative web-based discussion forums including, but not limited to, Facebook, Instagram, LinkedIn, Pinterest, Snapchat, Twitter, and YouTube.

The following rules and guidelines apply to the use of social media by all employees:

1. Employees are prohibited from sharing, transmitting, or publishing confidential library information through the use of social media without proper approval. Employees have a duty to protect all employees' home addresses and other personal information and the confidentiality of library patron account information, strategic business plans, business contracts, and other proprietary and non-public library information.
2. Employees may not use social media to harass, threaten, libel, or slander co-workers, managers, patrons, or vendors, any organizations associated or doing business with the library, or any members of the public, including website visitors who post comments.
3. This policy is not intended, nor will it be applied, to restrict employees from discussing their wages, hours, and working conditions with co-workers.
4. Employees may not use the library's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by the library.
5. Employees may not post the library's copyrighted or confidential information or library-issued documents bearing the library's name, trademark, or logo without proper approval.

Employees should report any violations of this policy to the human resources manager. A violation of this policy may result in discipline up to and including termination of employment.

Library-Sponsored Social Media

Library-sponsored social media is used to convey information about library services; advise patrons about library updates; obtain patron feedback; exchange ideas about trends; issue or respond to breaking news, or respond to publicity; brainstorm with patrons; and discuss library activities and events.

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

1. Only employees designated and authorized by the library can prepare content for or delete, edit, or otherwise modify content on library-sponsored social media.
2. All library-sponsored social media content must comply with all state and federal law concerning copyright, intellectual property rights, and legal uses of network computers. Employees cannot post any copyrighted information unless written permission is obtained in advance. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
3. Designated employees are responsible for ensuring that library-sponsored social media conform to all applicable library rules and guidelines. These employees are authorized to remove any content at their discretion immediately and without advance warning.

4. Employees who post comments representing the library's response to content must identify themselves as employees.

Permissions for posting to library-sponsored social media may only be granted by the communications and events manager.

Library Monitoring

The library reserves the right to monitor employees' use of library-sponsored social media accounts as well as personal posts made using library equipment. Employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. The library reserves the right to monitor, review, and block content that violates the library's rules and guidelines.

The library will investigate and respond to all reports of violations of the library's rules and guidelines or related library policies or rules. Employees are urged to report any violations to the human resources manager. A violation of these guidelines may result in discipline up to and including termination of employment.

9-7.8.7 Disclaimer

The library makes no warranties of any kind, whether expressed or implied, for the computer network system and internet services it is providing to its staff. The library will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The library denies any responsibility for the accuracy or quality of information obtained through the internet system.

9-7.8.8 Security

Security in any computer network system is a high priority and must be a priority for all users. If a staff member is aware of any security risk or abuse of the computer or internet system, the staff member must notify IT, the human resources manager, or director immediately.

9-7.8.9 Personal Communications, Personal Phone Calls and Faxes

Telephones and computers are provided to conduct library business. Personal calls and personal use of email and the internet should be conducted only during break and meal times, and should not be conducted at public service desks, except in case of emergency.

While we expect that our phones will be used for library purposes, we recognize that some personal business may need to be conducted during the workday. For emergencies or to meet personal needs that cannot be handled during non-work hours, short personal phone calls or faxes may be made, provided the call or fax does not conflict with library business.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.9 Solicitation Policy

In the interest of maintaining an appropriate business environment and preventing interference with work and inconvenience to others, employees may leave solicitation materials only in the staff lounge or a designated area in their department. Employees may not distribute literature or printed materials of any kind outside the designated locations, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature or printed material of any kind to employees who are on working time.

Non-employees are likewise prohibited from distributing material or soliciting employees on library premises at any time. The library premises include all property bordered by the public sidewalks, the alley and the north boundary of the library parking lot.

The email system may not be used for non-work-related solicitation except for library-sponsored and sanctioned fundraising and library social committee activities, such as staff-related parties and showers. Employees should contact Administration for guidance when unsure as to whether using the email system is appropriate.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.10 Acceptance of Gifts

On occasion, patrons or vendors may wish to express appreciation for exceptional library service, recognition of a holiday, or an employee's retirement. Employees may accept gifts such as food or flowers from patrons or vendors. These gifts must be received only in compliance with the state's Gift Ban Act (5 ILCS 430/10-15 through 10-40). Employees may not accept any gift in the form of a service, loan, tangible item (other than food or flowers), or tip from any library patron or vendor.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.11 Political Activity

Library employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should not affect the quality of service received from the library or any library employee.

Library rules do not preclude an employee from becoming a political candidate or taking part in election campaigns or other political activities. However, employees may not engage in political activities at any time during their work hours. Political activities include, but are not limited to, running as a candidate for public office, soliciting or

receiving funds for a political party or candidate for public office, soliciting votes for a party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

Employees are prohibited from interrupting or disturbing other employees for purposes of communicating political messages while those employees are working or during their working hours.

Political affiliation, preference, or opinion will not influence an individual's employment, retention as an employee or promotion, or any other condition of employment with the library.

(Adopted April 16, 2024, Effective May 1, 2024)

9-7.12 Recording Policy

It is a violation of library policy to record conversations with a recording device unless prior approval is received from the supervisor or all parties to the conversation to give their consent.

(Adopted April 16, 2024, Effective May 1, 2024)