

**EMPLOYEE HANDBOOK**

**APPROVED BY  
THE BOARD OF TRUSTEES OF  
THE COAL CITY PUBLIC LIBRARY DISTRICT  
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**LEGAL UPDATES  
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# **EMPLOYMENT-AT-WILL NOTICE**

## **IMPORTANT NOTICE TO EMPLOYEES**

### **PLEASE READ**

**THIS HANDBOOK IS A GENERAL GUIDE AND DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT OR A GUARANTEE TO CONTINUED EMPLOYMENT. IT IS NOT AN EMPLOYMENT CONTRACT. THE COAL CITY PUBLIC LIBRARY DISTRICT RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK AT ANY TIME WITHOUT NOTICE. HOWEVER, EMPLOYEES WILL BE PROVIDED A WRITTEN COPY OF THE CHANGES.**

**EMPLOYMENT AT THE COAL CITY PUBLIC LIBRARY DISTRICT IS EMPLOYMENT AT WILL AND MAY BE TERMINATED AT THE WILL OF EITHER THE LIBRARY OR THE EMPLOYEE. YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND THE LIBRARY HAS A SIMILAR RIGHT.**

# **GENERAL POLICY INFORMATION**

## **MISSION STATEMENT**

The Mission Statement of the CCPLD is as follows: Residents of all ages in the Coal City Public Library District will have a library that is committed to provide comprehensive informational, educational, recreational, historical and intellectual opportunities through a variety of programs, technology, resources and services in a comfortable, safe environment.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The CCPLD is an equal opportunity employer and complies with all applicable federal, state and local employment laws and regulations. CCPLD employs qualified individuals without regard to age, ancestry, color, disability, marital or parental status, military service, national origin, physical or mental disability, race, religion, sex, pregnancy, or sexual orientation.

## **POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND RETALIATION**

The Library is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, the Library will not tolerate harassment of Library employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this Policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, the Library discourages such conduct in the workplace.

### **Discrimination**

The Library prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this Policy, however, does not necessarily rise to the level of a violation of the law.

This Policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at the Library will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

## Harassment

Harassment is a form of discrimination and is prohibited. The Library seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this Policy.

All employees and officials are responsible for conducting themselves in accordance with this Policy. The Library will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this Policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this Policy specifically includes, but is not limited to:

- A. Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status.
- B. Written or graphic material that is circulated, available on the Library's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment.
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person.
- C. Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This Policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. The Library considers the following conduct to represent some of the types of acts that violate this Policy:

- A. Either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors.
- B. Physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature;
- C. Sexual propositions, sexual innuendo, suggestive comments;
- D. Continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;

- E. Displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
- F. Sexually oriented kidding, teasing, practical jokes, or threats;
- G. Referring to or calling a person a sexualized name;
- H. Telling sexual jokes or using sexually vulgar or explicit language;
- I. Making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- J. Harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or
- K. Off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this Policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this Policy before the alleged offending behavior becomes severe or pervasive.

### **Retaliation**

The Library will not retaliate or allow retaliation against an individual who has made a report of a violation of this Policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this Policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this Policy or cooperating in an investigation is strictly prohibited. Anyone who is found by the Library to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

### **Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation**

All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this Policy or otherwise learns of conduct prohibited by this Policy is responsible for reporting the conduct through the Complaint procedure.

This Policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Human Resources Department, the Executive Director, or an official any complaint or observation of conduct which may violate this Policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with

or prohibited by this Policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

Verbal complaints, as stated, must be made immediately. The Library may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this Policy. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

To the fullest extent practical, the Library will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, the Library must inquire of employees or officials involved. The Library also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

A. Illinois Department of Human Rights  
100 W. Randolph St., Suite 10-100  
Chicago, IL 60601  
(312) 814-6200



B. Equal Employment Opportunity Commission  
500 West Madison Street, Ste. 2800  
Chicago, Illinois 60661-2511  
(312) 353-2713

## **ETHICS**

As per the Ethics Ordinance of the CCPLD, you are not to seek or accept any personal gifts or benefit which might be reasonably interpreted as an attempt to influence you in the conduct of your duties nor participate in any “prohibited political activities” as that term is defined by Illinois law. If there are any questions concerning ethics, please refer to Ordinance No. 03-6 An Ordinance Regulating Political Activities and the Solicitation and Acceptance of Gifts by Officers and Employees of the CCPLD.

## **IMMIGRATION COMPLIANCE POLICY**

Federal law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form within three business days of their start date.

## **DRUG AND ALCOHOL POLICY**

The CCPLD has long recognized that the non-medical use of controlled substances is hazardous to the health of the employees of the library. The use of alcohol by employees is not allowed in the library. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any public library location.

“Library location” means in any public library building, on any public library premises, in any library-owned vehicle, or at any library-sponsored activity where employees are working under the jurisdiction of the library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

Individuals present on library property or at a library location who are impaired are in violation of this Policy. An individual is considered impaired when he or she manifests specific, articulable symptoms that decrease or lessen performance of duties or tasks including symptoms of speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment, disregard for the safety of others, or carelessness that results in any injury to others or to property.

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

The library shall obtain and make available materials from local, system, state, and national anti-drug and alcohol abuse organizations with drug and alcohol information and rehabilitation programs to provide information to the library employees.

In order to make employees aware of the dangers of drug and alcohol abuse, the Notice of Library Drug and Alcohol Policy shall be distributed to all employees and prominently posted at the library for patrons and employees to see. **See Appendix A.**

The library shall conduct a biennial review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. Additionally, the biennial review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.

### **EMPLOYMENT OF RELATIVES POLICY**

It is the policy of the CCPLD not to hire family members of employees and board members, subject to any applicable legal provisions. The Board of Trustees will review exceptions on a case-by-case basis depending on the position available and qualifications of the candidates.

### **ADMINISTRATION**

Legal responsibility is vested in the library board of trustees ("board") consisting of seven (7) members who are elected by the voters of the district or appointed by the board to fill a vacancy. The board is the policy-forming body of the library. Appropriate officers (president, vice-president, secretary and treasurer) are elected every two years from among the members of the board. All the board serves without remuneration. Regular meetings of the board are held on the second Tuesday of the month, unless otherwise indicated. Costs billed to the CCPLD and associated with individual staff members contacting legal counsel, auditors or other professional

consultants without specific authority from the board or library director, will be billed to the staff member making the unauthorized contact.

The responsibility of the board includes selection and appointment of the library director who is the administrative officer of the library. The library director shall be responsible to the board in matters pertaining to and concerning the library, be present at monthly board meetings, prepare and present reports and meeting documents as required or requested. The library director is responsible for the implementation of the policies and decisions of the board. The library director will recommend changes in or additions to library policies as needed. The library director is in charge of the library personnel and is responsible for the hiring and termination of all employees, the assignment of duties, employee morale, establishing standards of service and staff development, pursuant to guidelines established by the board. The library director shall hold regular meetings with staff for training and interpreting library policies. The library director is also responsible for preparing and administering the budget with the approval of the board. Other responsibilities include recommending salary adjustments, annual performance evaluations, supervising the maintenance of the building and grounds, taking part in professional and community affairs, and overseeing all programs and internal operations of the library.

### **EMPLOYEE PRIVACY**

The library strongly believes in respect for the rights and dignity of each employee. The library pledges to conduct its business in such a way that the employee rights and privacy are protected. The library will request, use and retain only your personal information that is required for business or legal reasons, and pledges to protect and preserve the confidentiality of your personal information in its records and files.

### **PERSONNEL RECORDS POLICY**

A confidential personnel file shall be established for each employee. The file shall contain all current and subsequent references to materials such as application for employment, letters of reference, disciplinary proceedings, letters of recommendation and commendation.

Access to your personnel records shall be granted after you fill out and submit the Personnel Records Request Form. **See Appendix B.** The library director shall grant at least two inspection requests by an employee in a calendar year when requests are made at a reasonable interval.

The library director will provide you the opportunity for inspection within five working days after the request, or if the library director can reasonably show such deadline cannot be met, the library director shall have an additional five days. Then you will inspect your personnel records in the library director's office during normal working hours or at another time mutually

convenient to you and the library director. Inspection of records will be done under the supervision of the library director. If you are unable to inspect your personnel records in person, the library director will mail a copy of the specified records upon request. You may copy material maintained in your personnel record at your own expense.

You may not remove any part of your record from the file and may not remove any part of the record from the administrative office. Should you be involved in a current grievance proceeding against the library district, you may designate in writing a representative who has authority to inspect the records under the same rights as the employee.

If you disagree with any information contained in the record, you and the library director may mutually agree upon removal or correction of that information. If an agreement cannot be reached, then you may submit a written statement explaining your position. The library director will attach your statement to the disputed portion of the record, and that statement will be included whenever that record is released to a third party. Inclusion of any written statement attached to the disputed record in a personnel file without any further comment or action by the library director will not imply or create any presumption that the library director agrees with the statement's contents.

The library director shall not gather or keep a record in your personnel file of your associations, political activities, publications, communications, or non-employment activities, unless you submit the information or authorize the library director in writing to keep such records. However, nothing herein shall be construed to prohibit the library director from gathering and keeping records concerning activities that occur on the library's premises or during working hours which interfere with the performance of your duties or the duties or activities of other employees, regardless of when and where occurring, which constitute criminal conduct or may reasonably be expected to harm the library's property, operations, processes, or programs, or could, by your actions, cause the library financial liability. Your personnel records are sealed from third party viewing with the following exceptions: subpoena by court order, written request by you to release the information, or Freedom of Information Act request. Information released will be only what is legally requested, not necessarily the entire file.

## **ATTENDANCE**

Good attendance is very important to library operations. The library does not schedule extra staff for coverage. It is also very important that you are prompt in arriving and ready to work at your scheduled times. All employees are responsible for being in their departments, at their workstations able to work, from the start until the end of their assigned shifts. Patrons using the library expect you to be prepared to help them at all times. Poor attendance and/or tardiness will be reflected in your performance evaluation. Tardiness is defined as not arriving at your assigned

workstation at the scheduled time or leaving the workstation before the scheduled ending time. Unexplained absences or tardiness can be a basis for disciplinary action or termination.

If you are unable to report to work as scheduled, you must contact your department head as early as possible before your starting time; provide the reason for your absence, and the estimated time of your return. If the department head cannot be reached, you should contact the assistant library director or library director. Employees who are absent for three or more scheduled days without calling are considered to have voluntarily resigned. When you know in advance that you cannot avoid absence from work, you must make arrangements in advance with your department head. Your department head must approve all schedule changes. If the department head is unavailable, the assistant director or library director may approve schedule changes. In instances of absence due to health, the assistant library director or library director 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 scheduled days requires a report from the attending doctor. Where deemed appropriate, the library director or assistant director may delay a decision as to your physical fitness to return to work until a doctor's report is submitted.

## **CODE OF CONDUCT**

Your personal appearance is important to the library's image. All employees are expected to wear business appropriate clothing when dealing with the public. Typically, appropriate attire means you should dress suitably for the day that is ahead of you.

Employees are expected to act in a professional manner and use good judgment when addressing the public and the media regarding the library and to promote the library in a positive manner.

All staff members should be considerate, courteous and helpful to each other, especially when it may be necessary to work at a task which is not specifically a part of your particular job description.

Your primary duty is to serve the public by giving the same standard of service to all patrons regardless of race, color, religion, sex, national origin, age, marital or veteran status, the presence of a medical condition or handicap. Handle all contact with the public in a friendly and courteous manner. Avoid personal discussions while on duty.

Personal telephone calls should be made only when absolutely necessary. All phone calls regarding library matters will be returned as soon as possible. Use of personal cell phones should be kept to a minimum while you are on duty and only in non-public areas of the library.

You may not use another employee's office or equipment without permission from the employee, library director, assistant library director or charge person.

All employees must check out any library materials for their own use.

Smoking or use of tobacco products will not be permitted in the library. According to the Smoke Free Illinois Act, smoking is prohibited inside the library building or within 15 feet of any library entrance. Chewing tobacco is also prohibited.

### **ELECTRONIC MAIL, VOICE MAIL AND ON-LINE SERVICES**

The CCPLD's email/voicemail/Internet system is intended to be used for business purposes only. All email/voicemail/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process. Consequently, you should always ensure that the business information contained in email\voicemail\Internet messages is accurate, appropriate and lawful. Email\voicemail\Internet messages by employees may not necessarily reflect the views of the CCPLD, its board of trustees, or library director. Abuse of the email/voicemail/Internet systems, in violation of law or CCPLD policies, will result in disciplinary action, up to and including termination of employment.

While the CCPLD does not intend to regularly review your email/voicemail/Internet records, you have no right or expectation of privacy in email/voicemail/Internet. The CCPLD owns the computer and software making up the email/voicemail/Internet system and permits you to use them in the performance of your duties for the library district. Email, voicemail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by authorized CCPLD representatives.

You are also reminded that log-on and other passwords may not be shared with any third party, nor may they be shared with another employee, unless such password(s) is requested by the library director or assistant library director of the CCPLD. The use of personal passwords assigned to the employee is not grounds for an employee to claim privacy rights in the library electronic or communication systems. The library reserves the right to override personal passwords. You may be required to disclose passwords or codes to the library director to allow access.

The CCPLD reserves the right to disclose employee email, voicemail messages, or Internet records to law enforcement or government officials or to other third parties, without notification to or permission from the employees sending or receiving the messages. As a condition of initial and continued employment, all employees must consent to the CCPLD's review and disclosure of email and voicemail messages and Internet records. All employees are required to sign the CCPLD Communication Systems/Email Agreement. **See Appendix C.**

## **PARKING**

Parking in the far south parking lot has been provided for staff members, except for those needing handicapped parking. If there is no parking available in that lot then you can use the closer lot. You should park in the spots farthest from the library allowing our patrons the closest parking. This is just one way we at CCPLD try to give excellent service to our users.

## **ORIENTATION**

The library director, assistant library director or appropriate supervisor will conduct an orientation program for every new employee, discussing the history, operation, policies and practices of the library. A tour of the building will be given to acquaint you with how the library functions.

## **STAFF MEETINGS**

Each department will hold staff meetings as necessary to inform staff members of actions taken by the board of trustees, to plan or change services, to instruct employees in various phases of library operation, and to discuss new techniques and procedures. All staff members are expected to attend. Interdepartmental meetings, meetings of the department heads, library director, assistant director, all staff and communications coordinator are scheduled as needed. If the staff meeting is held outside an employee's regularly scheduled workday, salaried employees will be given compensatory time off and hourly employees will be paid for the time of the meeting.

# **EMPLOYEE CLASSIFICATION**

## **FULL-TIME , PART-TIME AND TEMPORARY EMPLOYEES**

A full-time employee is any employee who is regularly scheduled to work thirty-seven (37) hours per week. In addition, full time employees are classified as either non-exempt (hourly) or exempt (salary). This is required by law to identify those employees who qualify to be paid at an overtime rate for hours they work in excess of 40 hours in a week. Only non-exempt employees are entitled to receive overtime pay. Non-exempt employees will include pages, clerks, librarians and other as defined by the Fair Labor Standards Act regulations. Exempt employees will receive salary pay for the work week cycle. Their salary will be the same each payday unless they receive a bonus. Exempt employees will be the library director and others who qualify under Fair Labor Standards Act regulations. A part-time employee is any employee who is scheduled to work less than thirty-seven hours per week. A temporary employee is any employee who is engaged in full-time or part-time work, with the understanding that his/her employment will be terminated as of a specified date or upon completion of a specific assignment. Volunteer help will be gladly

accepted, if needed, by the library. Volunteers will operate within the stated policies and procedures of the library.

## **COMPENSATION INFORMATION**

### **RECORDING HOURS WORKED**

All non-exempt (hourly) employees are given a time clock card. You are required to swipe your card each day as you head to your workstation and again each evening as you complete your shift. When taking paid time off you are required to fill out a time sheet edit form. Vacation, sick days, holidays and absences such as jury duty, must be specifically noted.

### **MEAL TIMES**

Employees who work five or more consecutive hours a day shall take a paid thirty minute meal break. Employees who work eleven or more consecutive hours a day shall take two paid thirty minute meal breaks.

### **OVERTIME HOURS**

Hourly employees are considered non-exempt employees and will be paid for overtime. Overtime consists of hours worked in excess of forty hours per week. Hourly employees shall be paid at a rate of one and one-half times their regular hourly rate. Any overtime must be approved by the library director. Salaried employees are considered professional and are exempt employees and will not receive any overtime pay or compensation days for hours in excess of thirty-seven per week.

### **WEATHER CLOSINGS**

The library follows the Coal City School District's weather closings or closes when dangerous conditions exist. The library director will inform all department heads of the library's closing. Each department head is responsible for contacting their staff.

In the event of weather related library closings staff scheduled to work may make up lost work hours within 30 days. Make-up work time is to be scheduled with library director approval.



Employees reporting to work who have not received closure notification will be sent home with 1 hour compensation for travel time.

## **SALARY**

Each position description shall be assigned a job level in the Occupational Dictionary. The Occupational Dictionary will be reviewed bi-annually along with the Employee Handbook by the Policy Committee. The Board may change the Library Director job description at any time as necessary. Employee salaries shall be determined from the appropriate level on the salary scale in **Appendix D**. The board shall consider the salary scale as part of its yearly budget deliberations. Annual adjustments to the salary scale may be approved by the board.

Salaries shall be paid by check to all employees by the fourth day and nineteenth day of each month. Advances in pay and payments other than on authorized paydays may be permitted with the library director's approval. Garnishment of your wages resulting from an unsatisfied debt or other reason may confer an unnecessary burden upon library's bookkeeping and payroll preparation. As a result, you are strongly urged to resolve deteriorating financial circumstances without involving the library in legal proceedings. The library shall be reimbursed for administrative cost in accordance with Illinois Revised Statutes. If the library becomes involved in such third party financial litigation a charge of \$10.00 per check may be deducted at the library director's discretion from your pay until the debt is paid.

## **PAY DEDUCTIONS**

The CCPLD is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security Tax (FICA). All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

## **SALARY REVIEW**

Salary schedules for all employees shall be revised at least once a year for merit and/or cost of living increases. This review normally will be held during May of each year with any authorized increase becoming effective the first pay period following July 1.

# **EMPLOYMENT POLICIES AND PROCEDURES**

## **HIRING**

It shall be the responsibility of the board to interview applicants and hire for the position of library director. Professional and para-professional positions at the library shall be advertised in local area newspapers and/or national library publications depending on the position to be filled. Selection of staff members is based solely on merit, with due attention given to educational qualifications, personality, temperament and aptitude for the particular position. All employees are appointed by the library director. You or the library director may end the employment relationship at any time.

## **HIRING OF MINORS**

State and federal laws regulate hiring of minors (persons under eighteen years of age). A minor between the ages of fourteen and sixteen may work at the library outside of school hours and during school vacations. No minor under sixteen years of age may work six consecutive days in one week or more than forty-eight hours in one week or more than eight hours in one day, or between 7:00 p.m. and 7:00 a.m. from Labor Day until June 1, or between 9:00 p.m. and 7:00 a.m. from June 1 to Labor Day. Minors under sixteen employed outside of school hours may not work more than three hours a day when school is in session. Minors under the age of sixteen may not work more than five continuous hours without a break of at least thirty minutes. Minors under sixteen cannot do the following jobs at the library: oiling or cleaning of machinery, operating power-driven woodworking machines, spray painting or other hazardous jobs. Every employee under sixteen must have an employment certificate on file.

## **JOB DESCRIPTIONS**

There will be a job description for every position which will be revised periodically. You should be thoroughly familiar with your own job description and with those of your co-workers. For any job that is vacant the library director will have an up-to-date job description available for interested applicants. Job descriptions will include the title of position, level, qualifications of the job, and duties and responsibilities of the job listed in detail. From time to time you may be asked to provide assistance in connection with duties and responsibilities not listed in the job description. Job descriptions will be kept in the library director's office and copies will be available upon request.

## **INTRODUCTORY EVALUATION PERIOD**

All new employees are subject to a sixty day introductory period. Your performance will be carefully evaluated during this period. As a new employee, you will be periodically evaluated

by the supervisor, assistant library director or library director. Evaluations occur approximately at thirty days and sixty days. Written evaluations shall be prepared. The library director uses the evaluations to determine your capabilities, work habits and overall performance. At the end of the introductory period, if the evaluation is unsatisfactory, employment will be terminated at that time.

This in no way alters the at-will employment relationship. The CCPLD may end the employment relationship at any time during or after the introductory period.

## **PERFORMANCE EVALUATION**

Your annual performance evaluation is an opportunity for you and your supervisor to establish a mutual understanding of job standards and identify your development objectives. Raises are not guaranteed, but are at the library board and director's discretion. They are based upon a variety of factors, such as assessment of job performance as well as economic or financial conditions.

The library director shall be evaluated during the third, sixth, and twelfth months of his/her first year of employment. Thereafter, the library director shall be evaluated annually during April by the board.

A formal performance evaluation or a performance check may be conducted at any other time as circumstances warrant. A performance evaluation form, such as **Appendix E** or similar form, shall be used to document areas of unsatisfactory performance and problem areas, as well as areas of superior performance. This form will then serve as a basis for comments and recommendations. Your evaluation will be kept in your personnel file. All employees have access to their evaluations and may examine them at any reasonable time. You will be given the opportunity to write your comments and will also sign the evaluation. Your rights to access of personal records shall be in accordance to state statutes.

## **CONFIDENTIALITY POLICY**

The CCPLD abides by Illinois Law, which states that the records of patron transactions and the identity of registered library patrons are confidential material. The CCPLD does not make available the records of patron transactions or lists of registered library patrons to any party except in compliance with the law by subpoena.

A patron must present their library card number, either in person or on the telephone, before any information will be given concerning items charged out, items overdue, fine information, and/or hold information (either items on hold or those awaiting collection).

When speaking to a family member and not to the patron, information about the material should be restricted to information that does not reveal the content. You should say "A

videocassette is overdue and should be returned” or “A book that had been reserved is now in and can be picked up.”

If a person other than the patron requests information, you should state that you are permitted to discuss specific information only with the patron. Patron information such as address, phone number, or any other personal information from a patron’s record may not be given out.

## **LEAVE OF ABSENCE AND TIME OFF**

### **SICK LEAVE**

Each full-time employee shall be entitled to thirty-seven hours of sick leave per year. New employees shall not be allowed to take sick leave with pay for the first six months of employment. Part-time employees are not entitled to sick leave. In the case of illness or in the event of an emergency, you need notify your supervisor as soon as possible. Sick leave may be used for absences due to the illness, injury or medical appointment of the employee’s child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparents, or stepparent. You will be docked for full-day personal absences and for full-day absences due to illness where you are not eligible for sick day benefits or have exhausted them. Sick leave may be accumulated from year to year not to exceed 444 hours of paid time off. An additional unpaid 1,480 hours may be accrued for IMRF retirement. You will not be compensated for accrued or unused sick leave upon separation from the library.

### **VACATIONS**

All vacations are based upon an employees’ regularly scheduled work week. All full-time employees must complete one year of continuous service with the library before vacations are allowed. Vacation time commences with the new fiscal year. All part-time employees who complete one year of continuous service and work an average of twenty hours per week are entitled to an annual vacation with pay. Vacation for part-time employees shall be computed based upon the average number of hours worked per week during the fifty-two weeks immediately preceding the vacation period.

The library director shall have the following vacation schedule:

<u>Year(s) of Service</u>	<u>Vacation with Pay</u>
1 through 4	2 weeks

5 through 9	3 weeks
10 through 14	4 weeks
15 and over	5 weeks

Other full-time employees have the following vacation schedule:

<u>Year(s) of Service</u>	<u>Vacation with Pay</u>
1 through 5	2 weeks
6 through 10	3 weeks
11 through 14	4 weeks
15 and over	5 weeks

Part-time employees eligible for vacation shall have the following vacation schedule:

<u>Year(s) of Service</u>	<u>Vacation with Pay</u>
1 through 5	1 week
6 through 10	2 weeks
11 through 14	3 weeks
15 and over	4 weeks

The vacation schedule “year” will be July 1 through June 30. You may carry over one week of earned vacation to the next year with the approval of the library director. Holidays falling within a vacation period shall not be counted as part of the vacation allowance. Vacations are subject to prior approval by your supervisor. In case of two or more requests being received for the same period, priority will be given to the first request received.

**PERSONAL DAYS**

Upon completion of six months employment, each full-time employee shall be allowed one paid personal day every six months. This six month period for determining personal days shall be January 1 – June 30 and July 1 – December 31. A personal day may be used at your discretion with the approval of the library director, assistant library director or department head. Two personal days may be accumulated per year. Only one personal day may be carried over to the next six month period.

### **BEREAVEMENT LEAVE**

In the case of death in the immediate family of a full-time employee, leave with pay for three working days shall be granted. The immediate family is defined as: father, mother, husband, wife, children, brother, sister, grandparent, grandchildren, father/mother/brother/sister-in-law, or step-father/mother/brother/sister/children. In special circumstances where the employee was primarily raised by another person not listed, that person will be considered a member of the immediate family. In case of death of another family member or friend, you shall be allowed time off without pay, with the approval of the library director. All requests for bereavement leave should be directed to your department head.

### **LEAVES OF ABSENCE**

The CCPLD is committed to assisting you in response to individual family situations, with the opportunity for leaves of absence. All employees are eligible for paid or unpaid leave after completing six months of continuous service. Employees taking a leave of absence must first use all earned sick leave and accrued vacation time while on leave. A written request should be submitted in a timely manner to the library director who will inform the board of the request. A leave for the library director must be approved by the board and submitted in a timely manner. If you fail to report to work promptly at the end of the approved leave period, the library director will assume that you have resigned and all benefits will cease. When you are on unpaid leave you are responsible for all insurance costs and other benefit premiums/deductions that may apply.

### **FMLA – FAMILY MEDICAL LEAVE ACT**

While the CCPLD is a government body and governed by The Family and Medical Leave Act (FMLA), you are not eligible for FMLA, because we do not have fifty or more employees. To obtain more information about FMLA, please see the Department of Labor’s website at [www.dol.gov](http://www.dol.gov).

### **HOLIDAYS**

The library will be closed on the following holidays:

New Year’s Day

Thanksgiving Eve

Good Friday	Thanksgiving Day
Easter Saturday	Observed Memorial Day
Christmas Eve Day	Independence Day
Christmas Day	Observed Labor Day
New Year's Eve Day	

The Board may approve any other holiday closings. Full-time employees with six months of service will be paid for holiday closings. When a holiday falls on a Sunday, the library board will designate either the Saturday preceding or the Monday following as the observed holiday.

Part-time staff is offered the opportunity to make up hours missed due to the holiday closures.

**JURY DUTY AND WITNESS LEAVE**

Full-time employees who are called for jury duty will be granted time off with pay to perform their civic duty based on normally scheduled work days and hours. You are permitted to keep any payment received for your jury service. Part-time employees working twenty or more hours per week will be given the time off with compensation. Part-time employees working nineteen or less hours per week will be given the time off without compensation. You need to provide your department head with a copy of the jury summons promptly after receiving notification to appear. If you are chosen to sit on a jury, immediately inform your department head how long the trial is expected to last. Thereafter you are required to regularly check in with your department head to keep us updated as to the expected date of your return to work. During periods of such service, on days when not actually engaged in court proceedings, you are expected to report for work. If you are released from jury duty before lunch on your regularly scheduled day you are required to report for work for the rest of the day.

Under the FLSA (Fair Labor Standards Act) the library is required to pay exempt employees for absences less than a week for jury duty or court appearances.

**MILITARY LEAVE**

The CCPLD will grant employees called into military service an unpaid leave of absence and reemployment rights as required by state and federal law. Employees on military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence but there is no requirement to do so.

Under the FLSA (Fair Labor Standards Act) the library is required to pay exempt employees for absences less than a week for temporary military leave.

## **INSURANCE AND BENEFIT INFORMATION**

### **HEALTH INSURANCE**

The CCPLD provides group health care benefits to its employees following federal laws. The library provides full-time employees and other employees as required by law with group health insurance coverage. The CCPLD pays a percentage of the premium cost for the employee, reviewed annually. The plan also provides optional coverage for dependents. The premium cost for dependent coverage is the sole responsibility of the employee, to be paid through payroll deduction. As with all policies in this handbook, health care coverage may change at any time. For details on your health care coverage plan, contact the Library Director. For new employees health care benefits will begin the thirty-first day of employment. Any employee who has previously waived insurance coverage may change their status during open enrollment, unless they have a qualifying event. Open enrollment is from December 1 – December 31 with coverage beginning January 1. Qualifying events include death of a spouse, divorce or legal separation, termination of spouse's employment, or reduction of spouse's hours of employment or spouse becomes eligible for Medicare.

### **COBRA (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)**

Continued coverage under CCPLD's group medical plan following termination of employment may be available to you or your qualified beneficiaries under applicable law. The cost of coverage is paid solely by the former employee and may be subject to an administrative fee.

### **LIFE INSURANCE**

Life insurance will be provided for all full-time employees. Coverage will begin the first month after the new employee's six months evaluation is completed. The premium for the life insurance will be paid fully by the library. Supplemental insurance may be purchased by part-time employees through payroll deduction provided the minimum participation requirement is met. The board reserves the right to modify the insurance program, including termination, as may be in the best interests of the library.

### **SOCIAL SECURITY, IMRF AND WORKER'S COMPENSATION**



All library employees are covered by Social Security and contribute as mandated by law. All employees working more than one thousand (1000) hours per year are members of the Illinois Municipal Retirement Fund (IMRF) and contribute at the rate prescribed by law. Coverage under IMRF is in addition to Social Security coverage. All employees are covered by Worker's Compensation Insurance and State Unemployment Insurance without cost to the individual.

### **SERVICE AWARDS**

You may receive a service award for five years of service and every five years thereafter. Service awards may consist of any appropriate item which is determined and approved by the board.

### **OTHER BENEFITS**

Photocopies, laser copies and faxing will be charged at half price. All employees shall be entitled to local library privileges.

### **FLEXIBLE SCHEDULING**

Scheduled work hours are flexible at the discretion of the library director.

### **STAFF DEVELOPMENT/CONTINUOUS LEARNING**

Job related courses must be approved by the library director prior to registration. Educational assistance for employees who have completed one year of continuous service with the library shall be in the form of paid tuition and books upon approval of the library director. You must receive a grade of C or better and courses taken should be related to library service and should increase your value to the library. If you do not receive a grade of C or better you must reimburse the library for the class. If you leave the library, within six months after completion of a job-related course, you are required to reimburse the library for half the costs of the tuition and books for that course. **See Appendix F.**

Upon the recommendation of the library director, the library will pay the tuition for job-related courses taken by an employee who works at least twenty hours per week. Employees working less than twenty hours per week may petition the board of trustees for similar reimbursement. Approval from the board of trustees for reimbursement must be obtained before the course begins.

You are encouraged to participate in professional meetings, workshops, associations and conferences. You shall be excused from regularly scheduled hours to attend any meetings, workshops and conferences with the library director's approval. You will be reimbursed for expenses incurred in order to attend such events. These expenses may include workshop fees,

meals, necessary overnight stays and appropriate travel expenses. The library district reimburses permitted expenses as set forth in the Permitted Travel Expenses (**Appendix G**). If any reimbursable expense exceeds the maximum amount the employee may complete the reimbursement request form (**Appendix H**). The expense may be approved only by a roll call vote at an open meeting of the Board of Library Trustees. Using a cellular device while driving on library business is prohibited unless you are using a hands-free device or voice activated mode. Hourly employees will be paid their normal per diem rate. Salaried employees will be paid their normal scheduled hours and will not be compensated for any additional time.

### **PROFESSIONAL MEMBERSHIP**

Membership for full-time staff members in the associations of the profession is allowed. The library will pay basic dues as the budget allows and upon library director approval.

### **RETIREMENT**

The library does not have a mandatory retirement age. Unused vacation shall be paid upon retirement. All full-time employees will give at least a one month written notice of their retirement. All part-time employees will give at least a two week written notice of their retirement.

## **SAFETY AND HEALTH**

### **SAFETY POLICY**

The CCPLD takes your safety very seriously. We will make every effort to provide a safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. You are expected to take an active part in maintaining this environment by observing all safety rules, and to keep the work place neat and clean. Report all injuries (no matter how minor) to your department head immediately, as well as anything that needs repair or is a safety hazard.

### **WORKPLACE VIOLENCE**

It is the CCPLD's policy to promote a safe environment for its employees and patrons. The library is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Employees are prohibited from carrying a weapon on Library premises in accordance with the Firearm Concealed Carry Act. Regardless of whether an employee possess a concealed carry permit or is allowed by law to possess a weapon, weapons are prohibited on Library property or at

any location in which the employee represents the Library for Library purposes, including, but not limited to other libraries, conferences, system meetings, etc. This prohibition further includes when employees are attending any work-related event or performing Library work. If an employee is found to have violated this policy, the employee will be disciplined up to and including termination of employment. Violence, threats, harassment, intimidation, and other disruptive behavior in the library will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Your cooperation is needed to implement this policy effectively in order to maintain a safe working environment. Violent, threatening, harassing, intimidating, or other disruptive behavior should not be ignored. If such behavior is observed or experienced by anyone on library property, you should report it immediately to your department head. If your department head is not available please report this to the charge person, library director or assistant library director. The Emergency Procedures Plan will be followed. The board of trustees will support all efforts made by department heads, charge people, library director and assistant library director in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in the library.

### **ACCIDENTS/FIRST AID/UNSAFE WORKING CONDITIONS**

All accidents involving employees during working hours or while on library premises, and all other accidents in which the library or its property are involved directly or indirectly, including those involving patrons of any age, are to be reported immediately to the charge person, department head, assistant library director or library director,. Any time an accident occurs, an Accident/Incident Report form must be filled out. **See Appendix I.** Any unsafe working conditions are to be reported as soon as possible to the library director, assistant library director, department head, or the appropriate charge person. First aid kits are available throughout the library.

### **BLOODBORNE PATHOGENS POLICY**

While normal library operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens, the CCPLD complies with Illinois Department of Labor regulations and therefore the Federal Occupational Safety and Health Administration (OSHA) regulations relating to occupational exposures to blood borne pathogens, which have been incorporated by administrative actions.

Exposure Determination: No particular job classification of the library has occupational exposure (meaning “reasonably anticipated... contact with blood or other potentially infectious

materials that may result from the performance of an employee's duties"); however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

**Universal Precautions:** All potential circumstances of exposure must be taken into account by the library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

**Exposure Control Plan:** Any time within the library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc. shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.). If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is accomplished. Hand-washing facilities are provided by the library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the OSHA regulations.

**Training and Immunizations:** The library shall provide directly or through system, state, or associational programs, annual in-service training/educational programs for affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

### **AMERICANS WITH DISABILITY ACT (ADA)**

The ADA provides a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities in areas of employment, public services, public accommodations and services operated by private firms. It also requires employers to make a "reasonable accommodation" where appropriate. Employers with fifteen or more employees must

make a reasonable accommodation for disabled employees. Regulations are constantly being updated.

The ADA prohibits discrimination in all employment practices, including hiring, compensation, training, advancement and termination. The Act also applies to recruiting, advertising, leaves of absence and fringe benefits.

The ADA protects any “individual with a disability”. This is defined to mean a person who has a physical or mental impairment that substantially limits one or more major life activities. Major life activities include such functions as caring for oneself, walking, seeing, hearing, speaking, working and reproduction. The ADA also includes all persons discriminated against because they have a known association or relationship with a disabled individual.

Impairment includes any physiological disorder or condition, cosmetic disfigurement, anatomical loss affecting one or more of the major body systems or any mental or psychological disorders such as mental illness or retardation.

Mitigating measures are used by persons to eliminate or reduce the effects of impairment. Mitigating measures may include medication and assistive devices such as hearing aids, glasses, walkers or canes.

The ADA prohibits discrimination against any qualified individual with a disability. “Qualified” means a person with a disability who meets legitimate skill, experience, education or other requirements of an employment position that she holds or seeks and who can perform the essential functions of the position with or without reasonable accommodation.

“Reasonable accommodation” is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to perform the essential job function. Reasonable accommodations include such things as:

- A. Making existing facilities readily accessible.
- B. Acquiring or modifying interpreters.
- C. Providing readers or interpreters.
- D. Restructuring the job.
- E. Modification of work schedules.
- F. Reassignment to vacant positions.
- G. Acquisition or modification of equipment or devices.
- H. Adjustment or modification of examinations, training materials or policies.

A reasonable accommodation cannot cause “undue hardship” for the employer.

“Undue hardship” is defined as an action requiring significant difficulty or expense when considered in light of such factors as the nature and cost of the accommodation in relation to the size, resources, nature and structure of the employer’s operation. The library must provide a reasonable accommodation to a job applicant to facilitate the application process.

If an employee requests an accommodation and a reasonable accommodation is not obvious, the library director may ask the employee for a written evaluation/report from a physician/qualified clinician. The evaluation/report must be current, comprehensive and include a specific diagnosis. The evaluation/report must conform to well-established practices in specific areas/fields. An accommodation must relate to the employee’s specific job related functional limitations within the work place setting.

The library director will determine if an accommodation can be made without undue hardship on the library. Evaluating a proposed accommodation requires balancing an employee’s reasonable needs (vs. an employee’s wish or personal preference) with the library’s business needs or performance of essential job functions at the library.

### **PREGNANCY FAIRNESS ACT**

The Illinois Human Rights Act was amended by adding pregnancy as a protected class. The amendment requires employers to provide reasonable accommodations to women affected by pregnancy, childbirth or related conditions.

### **VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT (VESSA)**

The Illinois Victims’ Economic Security and Safety Act (VESSA) provides twelve weeks of unpaid leave within a twelve month period to an employee who is a victim of domestic or sexual violence or whose family or household member is a victim. Employees can take their full allotment of unpaid leave under VESSA and then also take any earned paid time off, such as vacation or paid time off. Employees must be restored to the same or equivalent position upon return from VESSA leave. Employee benefits, pay and terms of employment must also be restored. VESSA prohibits employers from discharging, discriminating or retaliating against employees who are victims of domestic violence and must take time off from work. Leave may be taken intermittently or on a reduced work schedule basis. VESSA requirements are posted in the staff lounge.

VESSA grants leave to employees who work for the library and who are:

- A. Victims of domestic or sexual violence

OR

- B. Employees who have a family or household member who is a victim of domestic or sexual violence. Family or household members include any person who is related by blood or by present or prior marriage, and any other person who shares a relationship through a son or daughter

AND

The leave must be for one or more of the following reasons:

- A. To seek medical attention for physical or psychological injuries caused by domestic violence directed toward the employee or the employee's family member.
- B. To obtain services from a victim services organization.
- C. To participate in safety planning, including relocation or other actions to address safety issues.
- D. To obtain psychological or other counseling.
- E. To seek legal guidance or remedies to ensure the victim's family safety such as time off or relevant civil and criminal court matters.

A victim of domestic violence must give the library director forty-eight hours advance notice of the need for leave, unless reasonable notice is not practicable. If advance notice is not feasible, the employee has a reasonable period of time to provide certification of the qualifying VESSA event. The library may require additional documentation such as medical or police reports.

The library is required to maintain group health coverage, including family coverage, for an employee on VESSA leave on the same terms as if the employee continued to work.

VESSA requires the library to make reasonable accommodations to the "known limitation" of an employee or applicant who is a victim of domestic or sexual violence or whose family or household member is a victim. Reasonable accommodations include a modified work schedule, reassignments, a changed telephone number, installation of a lock or safety program in the workplace in response to actual or threatened domestic or sexual violence.

## **DISCIPLINE AND TERMINATION OF EMPLOYMENT**

### **DISCIPLINARY ACTION AND TERMINATION**

All employees are expected to meet the CCPLD's standards of work performance and conduct. If you deviate from these rules and standards, we reserve the right to take corrective action. Infractions that may result in discipline include but are not limited to, performance related problems and/or violation of the library's rules and policies.

Depending upon the facts and circumstances, disciplinary actions may include counseling sessions, verbal warnings, written warnings, suspension, probation, or termination. The disciplinary process will be determined by the library director in light of the facts and circumstances of each case. We reserve the right to alter the order of disciplinary action described above, eliminate disciplinary steps, or to implement new disciplinary measures. We may also immediately terminate employment based on certain policy violations, the seriousness of the employee's misconduct, and the employee's past record.

Conduct that may result in immediate termination includes: insubordinate behavior, theft, destruction of company property, untruthfulness about personal background, drug or alcohol abuse or threats of violence. These are some examples but it is not a complete list of offenses for which you may be subject to immediate dismissal. The library director will inform the board by telephone and/or email when an employee has been terminated. A terminated employee may request a review of the termination by the board, and a written reply of the board's final decision in the matter will be furnished to the employee.

### **INVOLUNTARY TERMINATION**

The library director may take disciplinary action as warranted and may terminate an employee at any time. The library director will inform the board by telephone and/or email when an employee has been terminated. A terminated employee may request a review of the termination by the board, and a written reply of the board's final decision in the matter will be furnished to the employee. Accumulated sick leave and personal days will not be paid upon termination.

If a reduction in force becomes necessary, when possible, salaried employees shall receive one month notice; all other employees shall receive two weeks' notice.

### **VOLUNTARY TERMINATION**

A salaried employee wishing to leave the library in good standing should submit his/her resignation in writing one month in advance. Two weeks written notice is requested of all other employees. All resignation notices must include a separation date. Unused vacation will be paid upon resignation. Accumulated sick leave will not be paid upon resignation. Any employee who resigns and later returns to the employ of the library may be reinstated at previous seniority based on the discretion of the library director. You will be asked to participate in an exit interview.



Upon termination for any reason, an employee will leave library property in working order. This includes but is not limited to all documentation and information stored on library computers and discs. Accumulated sick leave and personal days will not be paid upon voluntary termination.

### **FINAL PAY**

Involuntarily and Voluntarily terminated employees will receive all compensation to which they are entitled, including accrued but unused vacation pay.

### **REFERENCES**

It is the library's general policy not to give references, whether favorable or unfavorable in nature, for former employees. The library will only verify the dates of employment, job title and the salary/wages as of separation of employment.

The library reserves the right to provide reference information in addition to the foregoing upon receipt of written authorization from a former employee authorizing the library to provide additional reference information. **See Appendix H.** The library reserves the right to require that a reference request be submitted in writing.

### **EMPLOYEE PROBLEMS AND COMPLAINTS**

When problems or questions that may affect your work arise during the performance of any duties, it is best for all concerned to discuss and try to resolve these matters as soon as possible. You should feel free to present any problem or complaint to the head of your department, assistant library director or the library director and should not fear discrimination or reprisal for so doing.

The board expects all staff to respect and follow the chain of command when registering complaints and making suggestions. Staff members who take complaints, requests, criticism or other library business directly to the board or individual trustees without working through the process will be considered insubordinate and subject to disciplinary measures by the library director.

You may ask for a conference to discuss the problem with the head of your department. This investigative step should be approached openly to permit all involved to discover the source of the problem and attempt to resolve or adjust the difficulty.

Should the department head be unable to resolve the problem, a request to meet with the library director should be made. The request must be submitted in writing within seven calendar days of the department head's final recommendation or suggestion. The request must include a brief description of the problem and the proposed solution. The library director will conduct an investigation and attempt to resolve the problem.

If the library director's decision does not satisfy you, you may appeal to the board. Such an appeal must be in writing and must be filed within seven working days following the receipt of the library director's decision. The appeal must include the statement of the problem, the reply by the person(s) involved, the action taken at the conclusion of each prior step and a statement of each action signed by the appropriate person.

In the case of the library director having an issue, this should be discussed with the board president. If the board president is part of the library director's problem, the issue/grievance should be submitted in writing for the board and be delivered to the vice president, who will notify the board president of the issue/grievance. The vice president will present the issue, during closed session, to the full board at the next or a special board meeting.

Each problem should be initiated, heard and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of the essential personnel. Most complaints for problems should be settled within thirty working days after initiation. The board's decision shall be the final adjudication of the problem.

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

## **MISCELLANEOUS INFORMATION**

### **CHANGE OF PERSONAL STATUS**

In order to keep personnel records current, you should notify the library director as soon as possible of any changes in address, telephone number, marital status, name change, citizenship, tax withholding allowances, emergency contact information, or any other information that would change your personal status.

**NOTICE OF LIBRARY DRUG AND ALCOHOL POLICY**

The CCPLD has long recognized that the non-medical use of controlled substances is hazardous to the health of the patrons and employees of the library. Additionally, the use of alcohol by patrons is recognized as both hazardous and illegal. The use of alcohol by employees is not allowed in the library. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any public library location.

“Library location” means in any public library building, on any public library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

Individuals present on library property or at a library location who are impaired are in violation of this Policy. An individual is considered impaired when he or she manifests specific, articulable symptoms that decrease or lessen performance of duties or tasks including symptoms of speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment, disregard for the safety of others, or carelessness that results in any injury to others or to property.

Any employee who violates the terms of the library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the library and applicable state statutes. The library may, at its discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The library’s employees, as a condition to their employment, agree to abide by the terms of this policy and to notify the library, not later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at the library location. The library, if or when required by law, shall report such conviction to the appropriate authorities.

A patron who violates the terms of this policy may be expelled from the public library location involved or any library location at the discretion of the library, and privileges may be suspended . The library may, at its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed library regulations and procedures.

The library shall obtain and make available materials from local, system, state, and national anti-drug and alcohol abuse organizations with drug and alcohol information and rehabilitation programs to provide information to the library patrons and employees.

In order to make patrons and employees aware of the dangers of drug and alcohol abuse, the Notice of Library Drug and Alcohol Policy shall be distributed to all employees and prominently posted at the library for patrons and employees to see.

The library shall conduct a biennial review and evaluation of the measures taken by this policy to determine its effectiveness and to implement changes to the program where needed. Additionally, the biennial review and evaluation shall determine whether or not the sanctions required by this policy are consistently in force.

**COAL CITY PUBLIC LIBRARY DISTRICT PERSONNEL  
RECORDS REQUEST FORM**

Requestor's Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Description of Records Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Library Response (Requestor does not fill in below this line)*

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**Approved:**

\_\_\_\_\_ You may inspect the records at 85 N. Garfield Street, Coal City on the date of \_\_\_\_\_.(Under section 2 of the Personnel Record Review Act the employer has seven business days to comply.)

\_\_\_\_\_ The documents will be made available to you upon payment of copying costs in the amount of \_\_\_\_\_ (pursuant to section 3 of the Act).

\_\_\_\_\_ The documents you requested are enclosed (upon demonstration by the employee that he/she is unable to come to review the records in person, pursuant to section 2 of the Act.)

**Denied:**

\_\_\_\_\_ Request delayed for the following reasons: \_\_\_\_\_ (pursuant to section 2 of the Act, the employer has an additional seven days to comply if reason for the delay is reasonable).

\_\_\_\_\_ The requested materials are exempt under section 10 of the Personnel Records Review Act for the following reasons: \_\_\_\_\_ Request denied by: \_\_\_\_\_

Personnel Officer: \_\_\_\_\_ Date of Reply \_\_\_\_\_

**COAL CITY PUBLIC LIBRARY DISTRICT  
COMMUNICATION SYSTEMS/EMAIL AGREEMENT**

I understand that all communications systems, including, but without being limited to electronic and telephone communications systems, and all information transmitted, received, or stored in these systems are library property. I also understand that employees are to use such systems solely for job-related purposes and not personal use. Accordingly, I have no expectation of privacy in connection with the use of this equipment or the transmission, receipt, or storage of information in such equipment.

I further understand and agree not to use a code, access a file, or retrieve any stored information or communication unless authorized. I also acknowledge and consent to the library's monitoring my use of this equipment at any time. Such monitoring may include printing and reading all email entering, leaving, or stored in these systems.

Print Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX D**

**SALARY SCALE**

<b><u>LEVEL</u></b>	<b><u>POSITION</u></b>	<b><u>MINIMUM SALARY</u></b>	<b><u>MAXIMUM SALARY</u></b>
I	PAGES	MINIMUM WAGE (\$8.25)	\$12.00
II	CLERK	HOURLY – \$9.10	\$16.00
III	LIBRARY TECHNICAL ASSISTANT	HOURLY – \$11.10	\$20.00
IV	LIBRARIANS	HOURLY - \$11.65	\$22.00
V	DEPARTMENT HEADS	HOURLY - \$13.20	\$24.00
VI	ASSISTANT LIBRARY DIRECTOR	HOURLY - \$14.75	\$28.00
VII	LIBRARY DIRECTOR	Determined by board	Determined by board
VIII	SUPPORT STAFF		
	BOOKKEEPER	\$11.10	\$20.00
	MAINTENANCE	HOURLY – \$11.75	\$30.00
	CUSTODIAN	MINIMUM WAGE (\$8.25)	\$15.00
	RECORDING SECRETARY	PER MEETING - \$43.00	\$70.00

**COAL CITY PUBLIC LIBRARY DISTRICT  
PERFORMANCE CHECK**

EMPLOYEE NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

	<b>Unsatisfactory</b>	<b>Requires Improvement</b>	<b>Satisfactory</b>	<b>Excellent</b>
<b>Quantity</b>	<input type="radio"/> Non-producer	<input type="radio"/> Produces little	<input type="radio"/> Produces with some supervision	<input type="radio"/> Produces without supervision
<b>Quality</b>	<input type="radio"/> Fails to complete work as assigned	<input type="radio"/> Occasionally completes work	<input type="radio"/> Completes necessary work	<input type="radio"/> Produces value-added work
<b>Knowledge</b>	<input type="radio"/> Knows very little about job	<input type="radio"/> Has some working knowledge of job	<input type="radio"/> Has good working knowledge of job	<input type="radio"/> Has detailed knowledge of job
<b>Desire to learn</b>	<input type="radio"/> Shows no desire to learn	<input type="radio"/> Seldom willing to learn more	<input type="radio"/> Is willing to learn more	<input type="radio"/> Eager to learn more
<b>Initiative</b>	<input type="radio"/> Shows no initiative	<input type="radio"/> Shows little initiative	<input type="radio"/> Shows some initiative	<input type="radio"/> Shows considerable initiative
<b>Reliability</b>	<input type="radio"/> Is completely unreliable	<input type="radio"/> Needs increased supervision	<input type="radio"/> Is generally reliable but needs supervision at times	<input type="radio"/> Is very reliable
<b>Attitude</b>	<input type="radio"/> Negative	<input type="radio"/> Occasionally positive	<input type="radio"/> Positive	<input type="radio"/> Shows enthusiasm
<b>Punctuality</b>	<input type="radio"/> Habitually late	<input type="radio"/> Occasionally late	<input type="radio"/> Arrives on time	<input type="radio"/> Arrives before shift begins

OTHER COMMENTS REGARDING EMPLOYEE'S PERFORMANCE

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THE EMPLOYEE SHOULD FOLLOW THESE PROCEDURES FOR IMPROVEMENT (INCLUDE DATES TO BE ACCOMPLISHED):

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I acknowledge that this evaluation has been discussed with me. \_\_\_\_\_ Employee \_\_\_\_\_ Date  
\_\_\_\_\_ Supervisor \_\_\_\_\_ Date  
\_\_\_\_\_ Director \_\_\_\_\_ Date

AGREEMENT FOR REIMBURSEMENT FOR EDUCATION

I, \_\_\_\_\_, the undersigned agree as follows:

1. To take \_\_\_\_\_ which is related to or will enhance my position at the library.

2. To reimburse the library for 50% of the cost of this class and the materials if I should terminate employment with the library before \_\_\_\_\_.

3. To reimburse the library for 100% of the cost of this class and the materials if I do not receive a grade of C or better.

Signed \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX G**

**PERMITTED TRAVEL EXPENSES**

The Library District shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library District business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library District’s mission.

The maximum reimbursable amounts are as follows:

•                      •                      •

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (\$0.54 for 2016)
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

•                      •                      •

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

•                      •                      •

<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago and Suburban Cook County	\$132.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$80.00 / night
All other Illinois Counties	\$70.00 / night
Outside of Illinois	As approved by the Board

**APPENDIX H**  
**REIMBURSEMENT REQUEST FORM**

- (1) Name and title of the person who received or is requesting reimbursement of travel, meal, or lodging expense:

\_\_\_\_\_

Name

\_\_\_\_\_

Job Title/Office

- (2) Date or dates and nature of the Library District business in which the travel, meal, or lodging expense was or will be expended.

\_\_\_\_\_

Name of Event or Program

\_\_\_\_\_

Date(s) of Event or Program

\_\_\_\_\_

Location of Event or Program

\_\_\_\_\_

Purpose of Event or Program

- (3) Documentation describing the Library District business event or program is attached, if appropriate.
- (4) Attachments:
- (a) An explanation of the basis for your estimated travel expenses if expenses have not yet been incurred; or
- (b) Receipts if the expenses have been incurred.
- (5) You may provide the Library Board with such other documentation as would assist the Library Board consider your request for reimbursement.
- (6) In the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

\_\_\_\_\_

Name

\_\_\_\_\_

**COAL CITY PUBLIC LIBRARY DISTRICT  
ACCIDENT/INCIDENT REPORT FORM**

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

LOCATION: \_\_\_\_\_  
\_\_\_\_\_

NATURE OF INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAMES, ADDRESSES, PHONE NUMBERS OF THOSE INVOLVED:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN BY STAFF MEMBERS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REPORTED BY: \_\_\_\_\_

**RELEASE OF EMPLOYMENT INFORMATION**

As an employee/former employee of the Coal City Public Library District (library district), I authorize the library district and it's trustees, officers, employees or agents to release to academic/scholastic institutions or prospective employers, information relevant to my employment at the library district. I understand there may be questions about my experience, character, personality, "people skills", and performance. I authorize the library district to answer such questions. I waive any and all rights I have or may have to receive notice from the library district regarding the release of information to academic/scholastic institutions or prospective employer relevant to my employment with the library district.

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Signature

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Printed Name

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Date signed

**RECEIPT OF EMPLOYEE HANDBOOK**

**EMPLOYEE ACKNOWLEDGEMENT**

This Employee Handbook describes important information about the Coal City Public Library District.

I understand:

1. The information, policies, and benefits described in the handbook are subject to change.
2. Revised policies may supersede, modify, or eliminate existing policies.
3. Only the Board has authority to revise the handbook.

I have entered into an employment relationship with the Coal City Public Library District voluntarily.

I acknowledge:

1. There is no specified length of employment.
2. I can terminate the employment relationship at will, at any time, with or without cause, as long as there is no violation of applicable law.
3. The Coal City Public Library District can terminate the employment relationship at will, at any time, with or without cause, as long as there is no violation of applicable law.
4. This Employee Handbook is not a contract of employment.
5. This Employee Handbook does not create any right of continued employment.

I received this Employee Handbook and I understand it is my responsibility to read this Employee Handbook and comply with policies contained in this Employee Handbook.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print