

TITLE: Personnel Policy
POLICY NUMBER: 300
EFFECTIVE DATE: 8/16/23
REVIEW DATE: 8/16/25
SUPERSEDES: 10/18/17



Table of Contents

| | |
|---|-----------|
| Article 1: Introduction to the Waukegan Public Library | 4 |
| Section 1.01 – Welcome | 4 |
| Section 1.02 – The Library’s Mission, Vision, & Values | 4 |
| Section 1.03 – Organizational Overview | 4 |
| Section 1.04 – Employee Classifications | 4 |
| Section 1.05 – Introductory Period | 5 |
| Section 1.06 – Employment at Will | 6 |
| Section 1.07 – Pre-Employment | 6 |
| Article 2: Workplace Guidelines | 7 |
| Section 2.01 – Equal Employment Opportunity Statement | 7 |
| Section 2.02 – Immigration Law Compliance | 7 |
| Section 2.03 – Reasonable Accommodations | 7 |
| Section 2.04 – Anti-Harassment & Discrimination | 8 |
| Discrimination | 8 |
| Harassment | 8 |
| Sexual Harassment | 9 |
| Investigation Procedure | 9 |
| Retaliation Prohibited | 10 |
| Resolution Outside Library | 10 |
| Section 2.05 – Whistleblower Compliance | 11 |
| Section 2.06 – Medical Information | 11 |
| Section 2.07 – Business Ethics | 11 |
| Section 2.08 – Internal Conflicts of Interest/Nepotism | 12 |
| Article 3: Employee Position, Pay, & Progress | 13 |
| Section 3.01 – Job Descriptions | 13 |
| Section 3.02 – Employee Orientation | 13 |
| Section 3.03 – Hours of Work | 13 |
| Section 3.04 – Telecommuting | 14 |
| Section 3.05 – Alternative Schedules | 15 |
| Section 3.06 – Overtime | 15 |
| Section 3.07 – Meals & Breaks | 15 |
| Section 3.08 – Lactation Breaks | 15 |
| Section 3.09 – One Day Rest in Seven | 16 |
| Section 3.10 – Compensation Philosophy | 16 |
| Section 3.11 – Pay Periods | 16 |
| Section 3.12 – Recording Time | 16 |
| Section 3.13 – Attendance and Punctuality | 17 |

| | |
|---|-----------|
| Section 3.14 – Payroll Deductions | 17 |
| Section 3.15 – Garnishment | 17 |
| Section 3.16 – Pay Advances | 17 |
| Section 3.17 – Anniversary Date | 17 |
| Section 3.18 – Promotions | 18 |
| Section 3.19 – Performance Reviews | 18 |
| Section 3.20 – Standards of Conduct | 18 |
| Section 3.21 – Progressive Discipline and Improvement Plans | 20 |
| Section 3.22 – Access to Personnel Files | 20 |
| Section 3.23 – Outside Employment | 21 |
| Article 4: Employee Benefits | 21 |
| Section 4.01 – Employee Benefits Overview | 21 |
| Holidays | 21 |
| Vacation | 22 |
| Sick Leave | 23 |
| Personal Days | 25 |
| Paid Leave for All Workers Act | 25 |
| Funeral and Bereavement Leave | 27 |
| Illinois Municipal Retirement Fund (IMRF) | 26 |
| 457 Plan | 27 |
| Employee Assistance Program (EAP) | 27 |
| Public Transportation Pre-Tax Benefit | 27 |
| Travel Expense Reimbursements | 27 |
| Professional Development | 27 |
| Educational Assistance | 28 |
| Staff Library Card | 29 |
| Social Security | 29 |
| Unemployment Insurance | 29 |
| Workers’ Compensation | 29 |
| Family and Medical Leave (FMLA) | 30 |
| Military Family Leave Entitlement | 30 |
| Victims Economic Security and Safety Act (VESSA) | 33 |
| Section 4.02 – Health Insurance Overview | 35 |
| Section 4.03 – Other Types of Leave | 36 |
| Parental Leave | 36 |
| Article 5: Work Rules & Conduct on the Job | 40 |
| Section 5.01 – Identification Badges and Name | 40 |
| Section 5.02 – Keys & Codes | 40 |
| Section 5.03 – Dress Code | 40 |
| Section 5.04 – Locker Use | 40 |
| Section 5.05 – Good Housekeeping | 41 |
| Section 5.06 – Employee Parking | 41 |
| Section 5.07 – Children of Employees in the Workplace | 41 |
| Section 5.08 – No Solicitation/No Distribution | 42 |
| Section 5.09 – Business Expenses | 42 |
| Section 5.10 – Confidentially | 43 |
| Section 5.11 – Use of Cellular Phones and Ear Buds | 44 |
| Section 5.12 – Use of Library Issued Devices | 45 |

| | |
|---|-----------|
| Section 5.13 – Use of Library Vehicle | 45 |
| Section 5.14 – Use of Communication/Information Systems | 45 |
| Section 5.15 – Social Media | 47 |
| Article 6: Safety & Wellness in the Workplace | 48 |
| Section 6.01 – Health and Safety in the Workplace | 48 |
| Section 6.02 – Accident and Injury Reporting | 49 |
| Section 6.03 – Workplace Security and Inspections | 49 |
| Section 6.04 – Workplace Violence | 49 |
| Section 6.05 – No Smoking or Vaping in the Workplace | 50 |
| Section 6.06 – No Weapons in the Workplace | 50 |
| Section 6.07 – Drug Free Workplace | 51 |
| Section 6.08 – Blood Borne Pathogens | 54 |
| Section 6.09 – Stalking No Contact | 54 |
| Section 6.10 – Automated External Defibrillator (AED) | 54 |
| Section 6.11 – Severe Weather and Emergency Closings | 54 |
| Article 7: Closing Policies | 55 |
| Section 7.01 – Termination of Employment | 55 |
| Section 7.02 – Exit Interviews | 55 |
| Personnel Policy Employee Acknowledgement Form | 56 |

Article 1: Introduction to the Waukegan Public Library

Section 1.01 – Welcome

Welcome to the Waukegan Public Library (hereinafter the “Library”). We are happy that you have joined our team and look forward to a mutually beneficial working relationship. The importance of our employees’ contributions cannot be overstated. Whether making a new patron card, providing research or technology assistance, conducting programs, recommending materials, ordering and processing materials, keeping technology and equipment up to date, or providing any other service to patrons, community groups, or co-workers, what employees do and how they do it directly influences the Library’s role and reputation in the community and our ability to make a positive and lasting impact.

We hope all employees find this an interesting, challenging, fun, and rewarding place to work. Together, we can continue to build a positive present and future for the residents of Waukegan and users of the Waukegan Public Library.

Section 1.02 – The Library’s Mission, Vision, & Values

Our mission is *A community that is always learning and discovering*

Our vision is *To provide the path to empower and support learning and discovery*

Section 1.03 – Organizational Overview

The Waukegan Public Library is a departmental unit of the City of Waukegan. It is governed by an autonomous, nine-member board appointed by the Mayor to serve three-year staggered terms of office. The Board hires an Executive Director to advise it, administer its policies, and manage the Library on a day-to-day basis.

The Library’s organizational chart consists of the following departments: Administration, Collection Management, IT, Facilities, Communications & Community Outreach, Customer Services, Adult Services, and Youth & Teen Services.

Section 1.04 – Employee Classifications

It is the intent of the Library to clarify the definitions of employment classifications so that employees understand their employment status, benefit eligibility, and responsibilities. These classifications do not guarantee employment for any specified period of time. Accordingly, unless provided otherwise by an individual or collective bargaining agreement, the right to terminate the employment relationship, at will, at any time is retained by both the employee and the Library.

All positions in the Library are classified and are grouped in classes which are equivalent in the following respects: kind, complexity, and difficulty of duties; responsibility involved; and the qualifications required, including education, technical training, and experience. As new positions are created and others are changed in responsibility, they are reviewed and reclassified. Position classifications are placed on a Salary Scale as provided elsewhere in this manual or in an agreement covering one or more employees.

Each employee is designated as either non-exempt or exempt according to federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay and are subject to specific provisions of federal and state wage and hour laws. Exempt employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

- **REGULAR FULL-TIME EXEMPT** employees are those who are not in an introductory, temporary, or part-time status and who are regularly scheduled to work at least 30 and up to 37.5 hours per week. These positions are salaried and are not eligible for overtime benefits. Exempt employees may be compensated for overtime with flex time per supervisor approval. Generally, they are eligible for the library's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **REGULAR FULL-TIME NON-EXEMPT** employees are those who are not in an introductory, temporary, or part-time status and who are regularly scheduled to work at least 30 and up to 37.5 hours per week. These positions are paid on an hourly basis and are eligible for overtime. Generally, they are eligible for the library's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **REGULAR PART-TIME IMRF** employees are those who are not in an introductory, temporary, or full-time status and who are regularly scheduled to work between 19 and 29 hours per week. They may be eligible for some of the Library's benefit packages, in addition to those benefits required by law, subject to the terms, conditions, and limitations of each individual benefit program. Employees scheduled to work 1,000 hours per year (average 19.2 hours per week) are eligible and must be enrolled in IMRF.
- **REGULAR PART-TIME NON-IMRF** employees are those who are not in an introductory, temporary, or full-time status and who are regularly scheduled to work less than 1000 hours per year. They may be eligible for some of the Library's benefit packages, in addition to those benefits required by law, subject to the terms, conditions, and limitations of each individual benefit program.
- **TEMPORARY/INTERNSHIP/CONTRACT** employees are those who work over a designated, predetermined period of time, usually not to exceed six months. Temporary/internship/contract employees are not eligible for any of the Library's benefit package, except those benefits required by law.

Section 1.05 – Introductory Period

The first 90 days of employment with the Library serve as an introductory period. The introductory period is an opportunity for the employee and the Library to evaluate whether the employee is suitable for a position with the Library. An employee's introductory status may affect eligibility for some benefits—please see Human Resources for more information. Once the employee successfully completes the introductory period, the employee will be a regular employee. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the Library's employment at-will policy. The Library reserves the right to extend or shorten the introductory period within its discretion.

Section 1.06 – Employment at Will

This handbook is designed to acquaint employees with the Library and provide general information regarding working conditions, employee benefits, and some of the policies affecting employment. Employees are responsible for reading, understanding, and complying with all provisions of this handbook. It describes many employee responsibilities and outlines the programs developed by the Library.

The Personnel Policy is not intended to create a contract of employment. Unless employees have a signed preemployment agreement to the contrary or are covered by a collective bargaining agreement, all employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the Library.

This Personnel Policy supersedes all previous handbooks and written policies on the same or similar subject matters. Any employment contract or collective bargaining agreement shall be read in conjunction with this Personnel Policy to the greatest extent possible. If there is a direct conflict with the provisions of this Personnel Policy and an employment contract or collective bargaining agreement, the terms of the employment contract or collective bargaining agreement shall prevail. The Library reserves the right to revise, supplement, deviate from, or rescind any and all sections of this policy from time to time as it deems appropriate, in its sole and absolute discretion. The Library will make an effort to notify employees of such changes as they occur.

Applicable federal, state, or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state, or local laws or regulations;
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations; or
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

In the pages that follow, you will find helpful information regarding employment policies and benefits available to you. Should there be any questions as to the interpretation of the policies or benefits listed here, the final explanation and resolution will be at the sole and absolute discretion of the Library, subject to applicable federal, state, and local laws. If you have any questions about this policy, please see your supervisor or Human Resources.

Section 1.07 – Pre-Employment

All employees hired after September 1, 2013, must complete a criminal background check to be eligible for hire.

All potential new employees may be required to submit blood and urine specimens to be screened for the presence of illegal drugs prior to employment. No applicant with a confirmed positive result shall be eligible for hire. Any applicant refusing to submit to such required testing shall not be considered for employment.

Article 2: Workplace Guidelines

Section 2.01 – Equal Employment Opportunity Statement

It is the policy of the Library to afford equal employment opportunities regardless of actual or perceived race, color, national origin, ancestry, citizenship status, age, religion, marital status, disability, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law. This policy of equal employment applies to all aspects of the employment relationship, including but not 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.

Any employee who believes this policy has been violated should report the situation to his or her supervisor or Human Resources. All such matters will be thoroughly investigated and rectified if a policy violation is identified. Please refer to the Anti-Discrimination & Harassment Policy for more detailed information concerning the Library's investigative procedures.

Section 2.02 – Immigration Law Compliance

The Library is committed to employing only those applicants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

Expiration of Work Authorization

Employees who have a work authorization that expires will need to provide an updated work authorization. Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate termination.

Section 2.03 – Reasonable Accommodations

The Library supports the Illinois Human Rights Act, the Americans with Disabilities Act as amended, and Title VII of the Civil Rights Act, and will attempt to provide reasonable accommodations for pregnant individuals, qualified individuals with disabilities, and individuals who request such accommodations for their religious beliefs or practices unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all covered employees and applicants and include, but are not limited to, accommodations related to hiring practices, job placement, training, pay practices, promotion and demotion policies, access to benefits, facility and service accessibility, and layoff and termination procedures.

As noted above, individuals who may request a reasonable accommodation include:

- A pregnant individual, which includes any person affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth;
- A qualified individual with a disability, which includes any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of themselves or other individuals in the workplace; and
- An individual who requests reasonable accommodations that will allow the individual to practice his or her religion.

Contact Human Resources for further clarification regarding the Library's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.¹

Section 2.04 – Anti-Harassment & Discrimination

The Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the Library will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, patron, contractor, or other regular visitor of the Library. Violation of this policy by employees shall be considered grounds for disciplinary action up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or a perceived member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

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

¹ For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at www.illinois.gov/dhr, or refer to the posted "Pregnancy Rights Notice."

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

Sexual Harassment

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- Submission to or refusal to engage in such conduct is used as the basis for any employment decision affecting an individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

- Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Displaying sexually explicit objects, photographs, writings, or drawings;
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body; or
- 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.

Even if two or more individuals are engaging in consensual conduct, such conduct may constitute harassment of or discrimination against another individual who witnesses or overhears the conduct and is adversely affected by it.

Investigation Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately tell the harasser to stop and submit a complaint to their supervisor, Human Resources, or the Executive Director. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to Human Resources.

The Executive Director, or their designee, shall promptly ensure the investigation of all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant, the accused harasser/discriminator, or both to discuss the complaint and the results of the investigation.

The right to confidentiality, both of the complainant 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 when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Executive Director. The Executive Director shall, in consultation with legal counsel ensure that an independent review is conducted with respect to the allegations.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment or work opportunities. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination. The Library will also take appropriate action to address a third party or non-employee who engages in retaliation.

Resolution Outside Library

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 180 or 300 days, respectively, of the alleged incident(s) unless it is a continuing offense.

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

Section 2.05 – Whistleblower Compliance

A whistleblower for purposes of this policy is an employee of the Library who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state, or local laws or financial wrongdoing, including but not limited to theft or embezzlement. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their supervisor, Human Resources, or the Executive Director. 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 (when applicable). The Library will not retaliate against a whistleblower. The Library prohibits any form of retaliation against whistleblowers, including, but not limited to, retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact Human Resources or the Executive Director immediately. If the complaint involves the Executive Director, the employee may contact the Board of Trustees. 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 investigated, and corrective action will be taken as necessary.

Section 2.06 – Medical Information

Waukegan Public Library will not seek genetic information in connection with requests for accommodation. An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including termination.

Section 2.07 – Business Ethics

The Library strives to conduct business in ways that bring credit to it as a public service provider and as individuals. The Library takes great pride in maintaining high standards of business ethics, integrity, and treating all people with the utmost professionalism. The Library is committed to conducting daily business activities that foster a healthy work environment for its employees and a fair and honest relationship with its patrons and vendors.

All employees of the Library are expected to conduct business at all times in a legal, ethical, and professional manner. Employees should avoid situations that pose, or appear to pose, a conflict of interest. Activities, actions, or business interests which may jeopardize or overlap with the interests or

business activities of the Library are a potential basis for conflict and are prohibited. The Library's patrons, customers, suppliers, vendors, and employees have the right to expect that the Library will conduct its business in an honest and equitable manner. The Library shall have a constant, sincere commitment to the highest ethical standards.

Employees of the Library shall not engage in any business or transaction, or have a financial or personal interest, whether directly or indirectly, that is incompatible with the proper discharge of their duties or that may tend to impair their judgment. Library employees are expected to deal with suppliers, customers, contractors, and others doing business with the Library on the sole basis of the Library's best interest, without favor or preference based on personal considerations.

Except as provided for in the Illinois State Officials and Employees Ethics Act, employees may not accept any payment, loan, or excessive entertainment from any source or person doing or seeking to do business with the Library. This rule applies to gifts of cash, products, services, food and beverages, entertainment, and all other items of value, regardless of how you receive them. Employees should never place themselves or the Library in a position of obligation to another organization or individual.

Library staff shall not accept cash gifts from Library users or others who wish to make such a gift either as a token of appreciation for services the employee provided in their capacity as a Library employee or for any other reason. If any such gift is "forced" upon an employee and the giver refuses to accept it back, the employee must report this to the Executive Director who will accept it as a donation to the Library, record and deposit it as such. Staff may accept modest gifts of baked goods, candy, and other foodstuff (e.g., during the holiday season) provided any such gift can be and is shared equally with the staff as a whole or with the employee's departmental co-workers, if the latter is more appropriate.

Any gift to an employee that does not fall into either of the categories covered above must be immediately reported to the Executive Director who, with the advice and consent of the Library's attorney, will determine whether the gift can be accepted and, if not, how best to dispose of it.

Section 2.08 – Internal Conflicts of Interest/Nepotism

Members of an employee's family, or those in a close personal or romantic relationship with the employee, will not be considered for employment without prior approval from the Executive Director. Such approval is preceded by a determination that neither a conflict of interest, nor a situation exists whereby any family member or significant other has a supervisory/subordinate working relationship, or any other interference with the Library's operations is likely to occur.

For purposes of this section, the term "family member" shall include the employee's spouse, child, grandchild, parent, stepparent, stepchild, parent-in-law, grandparent, sibling, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, or cousin, or the above categories in a foster care situation or civil union. This policy must also be considered when assigning, transferring, or promoting an employee.

Employees who marry or establish close personal or romantic relationships may continue employment as long as they are not in a supervisory/subordinate working relationship and no other interference with the Library's operations is likely to occur. Employees must inform their manager if they enter into a familial or close personal or romantic relationship with another employee to ensure that no actual or perceived conflict of interest is present. If such conditions should occur, attempts may be made to find a

suitable position within the Library to which one of the employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

Article 3: Employee Position, Pay, & Progress

Section 3.01 – Job Descriptions

The Library maintains a job description for each position in the organization. The job description outlines the essential duties and responsibilities of the position. When the duties or responsibilities of a position change, the job description is revised to reflect those changes. An employee with any questions, concerns, or recommendations about their job description and associated responsibilities, should discuss the issue with their supervisor or the Executive Director as needed.

Section 3.02 – Employee Orientation

Upon joining the Library, employees will be given an orientation, which will begin within the first week of employment and be conducted by the Administration Office and the department in which the employee will work. This orientation includes a review of the Personnel Policy and completion of personnel, payroll, and benefit forms, as applicable. This manual is provided via electronic access for individual review or printing.

The goal of the orientation and initial training is to review the job description; to establish good communication methods and note Library-wide and departmental methods; share information on the Library's vision and values, including long-range plans; introduce new employees to co-workers and develop an understanding of interdepartmental processes and procedures; build an understanding of other roles and responsibilities, such as emergency procedures, or person-in-charge duties; and provide the new employee with information about benefits, training and professional development opportunities, and any other aspects of the Library's work that will foster positive relations and comfort within the new environment.

In addition to a review of this Personnel Policy, staff members will be required to complete Emergency Situation training and IT Security training. All employees will be asked to sign the receipt and acknowledgment for each of these reviews and return it to their immediate supervisor. In the course of business, if updates or insertions are made in these policies and procedures, staff will sign a receipt and acknowledgment for those designated items.

Section 3.03 – Hours of Work

The normal workweek for full-time employees shall be between 30 and 37.5 hours per week, consisting usually of 5 workdays within a 7-day work cycle. The normal workweek for part-time employees may vary but will be less than 30 hours within a 7-day work cycle. The work cycle shall be defined as seven consecutive days, from midnight Sunday to 11:59 p.m. Saturday.

Supervisors will prepare, approve, and share work schedules with employees, providing them with 30 days' notice of changes to their regular schedule, which may include evenings and weekends, or a rotation of both. All employees may be asked to work evening and/or weekend hours. It is the personal responsibility of employees to be at their workstation and fully prepared to begin work at the time the scheduled work hours begin. Employees are not permitted to alter work hours without the permission

of their supervisor. “Altering work hours” includes arriving early and then leaving early, arriving late and staying late, and/or working through lunch and leaving early. Employees are also not authorized to “trade hours” absent the permission of their supervisor.

When an employee is unable to work their scheduled shift, it is the responsibility of the employee to notify their supervisor, as well as any departmental or other public service staff who may be responsible for the employee’s public service responsibilities in their absence. When an employee is calling in sick, the employee needs to notify their supervisor one hour prior to the beginning of the scheduled shift. It is the supervisor’s responsibility to approve and make changes to the employee’s schedule.

Section 3.04 – Telecommuting

Employees who have completed six months of employment with the Library and have demonstrated satisfactory job performance, and do not hold a public service desk or other position requiring physical presence at the Library, may be considered for the telecommuting program. No more than 7.5 hours of telecommuting per week will be granted upon initial approval and may only be increased upon a positive 6-month evaluation.

Employees who wish to participate in the telecommuting program must complete and sign a Telecommuting Application with their supervisor and submit it to the Executive Director. If the application is approved by the Executive Director, a Telecommuting Agreement must be signed by the employee and supervisor. The agreement will outline the specific terms and conditions of the telecommuting arrangement, including schedule, work location, responsibilities, documentation of hours and work product, communication and check-in requirements, safety and security requirements, and other expectations.

The Library will provide the necessary equipment and supplies for telecommuting employees. The employee must follow Library policies and procedures related to the use of Library equipment and supplies, including the protection of Library data and resources.

Telecommuting employees must maintain regular communication with their supervisor and colleagues to ensure that they remain connected to the Library’s goals and activities. This may include regular check-ins, attendance at meetings, and participation in Library-sponsored events.

Telecommuting employees must maintain the same level of productivity and performance as if they were working on-site. The employee’s supervisor and Executive Director will monitor the employee’s productivity and performance and may revoke the telecommuting arrangement if the employee’s performance is unsatisfactory.

The telecommuting arrangement may be terminated at any time by either the employee or the Executive Director, including if the employee’s job duties or responsibilities change, or if the Library determines that the telecommuting arrangement is no longer in the best interest of the Library.

The Library is not responsible for any damages or losses that may occur at the employee’s work location while telecommuting.

Section 3.05 – Alternative Schedules

Administration and Managers may create non-traditional schedules based on the need for coverage of public service desks and equitable distribution of duties. Such schedules may include a four-day workweek (4-10 hour days) for full-time staff who work 37.5 hours per week, or a regular 7.5 hour day on a Tuesday through Saturday or Sunday through Thursday schedule.

Section 3.06 – Overtime

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Employees are expected to work overtime if additional work effort is required to serve our patrons. Non-exempt employees must have supervisory authorization prior to working overtime. Working unauthorized overtime is prohibited.

Overtime is paid only after a non-exempt employee has worked more than 40 hours during the work week. Holiday, vacation, personal, sick time, and any other paid time off do not count as hours worked for purposes of overtime. All overtime is paid at 1 ½ times the employee's regular hourly rate.

Section 3.07 – Meals & Breaks

Employees who work 7 or more hours per day are entitled to and must take a minimum 30-minute unpaid meal period by the 5th hour of the workday. Such breaks may not be taken at the beginning or end of a work shift and may not be combined with any meal break. Employees will be relieved of all active responsibilities and restrictions during meal periods.

All employees scheduled to work for 7.5 continuous hours shall be entitled to two 15-minute paid rest periods. All other employees shall be entitled to a paid 15-minute rest period for every 4 hours continuously worked.

Managers will work with staff to schedule their breaks and lunch period. All employees shall be permitted reasonable time to use the restroom facilities during the workday.

Section 3.08 – Lactation Breaks

The Library will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child for one year after the child's birth. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law. Lactation breaks are generally expected to take approximately 20 minutes and cannot be used to replace or reduce any employee's regular work hours.

The Library will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify their supervisor to request time to express breast milk under this policy. The Library reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations in accordance with applicable law. No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in

a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict contact the Executive Director.

Section 3.09 – One Day Rest in Seven

Full-time employees are afforded a minimum of 24 hours of rest within every consecutive 7-day period. Employees should not be scheduled for a seventh day in a row without permission from the Executive Director. Employees who do work on the 7th must have volunteered to do so and will be paid at the applicable overtime rate for all time over 40 hours per week.

Section 3.10 – Compensation Philosophy

The pay plan of the Library consists of a Salary Range for each non-union position. Each range includes a minimum, mid-point, and maximum rate. These ranges necessarily depend on income and existing laws. A copy of the current range is available to each employee.

Each employee's performance is reviewed annually. Pay ranges may be adjusted annually on May 1. Merit raises are based on the annual evaluation and may be awarded at an established rate per current fiscal year's budget. The entire pay plan is reviewed annually as part of the budgeting process in light of current salary, competitive salary within Lake County and Illinois, cost of living rate, or other adjustments.

Section 3.11 – Pay Periods

The workweek runs from 12:00 a.m. Sunday to 11:59 p.m. Saturday. Employees are paid **on a** biweekly basis (every other Friday) for all work performed through the end of the current payroll period, which encompasses the preceding two weeks of work. Employees are encouraged to elect direct deposit so there is no delay in the receipt of pay.

Section 3.12 – Recording Time

All employees must complete daily time reports, ensuring they record their start and end times (including any time worked outside normal work/business hours), as well as meal breaks or other breaks (approved or unapproved) that are outside the earned, paid 15-minute breaks.

It is the employee's responsibility to keep time in accordance with established procedures and to certify the accuracy of all time recorded in the timekeeping system. Any discrepancies or errors that cannot be rectified by the employee must be promptly reported to the supervisor.

Supervisors will review and approve timesheets before submission to Human Resources. Supervisors are responsible for ensuring the accuracy of timesheets and for verifying that all time worked has been recorded. The time report is an employee's time record, and it is important. It is the basis of the employee's pay. Falsification of this record or failure to accurately and/or timely complete the record will subject an employee to discipline up to and including termination.

Timesheets submitted after the due date may result in a delay of pay. Late submission of timesheets may also result in disciplinary action.

Section 3.13 – Attendance and Punctuality

The Library expects all employees to be reliable, punctual, and to attend work regularly as scheduled. Employees are responsible for maintaining a good attendance record and must notify their supervisor as soon as possible if they are unable to attend work as scheduled.

All employees must use the geo-fencing proximity feature when clocking in for their shifts. The Library will provide employees with access to an app equipped with geo-fencing proximity technology. Employees must use this app or a Library computer to clock in and out for their shifts. The geo-fencing proximity feature will ensure that employees are on-site when clocking in and out.

Employees are expected to be punctual and ready to work at the start of their scheduled shift. Employees who arrive late must notify their supervisor as soon as possible and will be subject to the Library's disciplinary process. Repeated tardiness will result in disciplinary action.

The Library's disciplinary process will be followed in cases of attendance and punctuality issues. The disciplinary process may include verbal warnings, written warnings, suspension, and termination. The Library reserves the right to take disciplinary action as it deems necessary in response to attendance and punctuality issues.

Section 3.14 – Payroll Deductions

The Library may make deductions from employee paychecks for taxes, insurance, retirement contributions, or other authorized purposes. Employees may also authorize deductions for other purposes, such as union dues, charitable contributions, or other benefits. It is the policy of the Library 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.

Section 3.15 – Garnishment

When an employee's wages are garnished by a court order, the Library is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The Library will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Section 3.16 – Pay Advances

Pay advances will not be provided to employees.

Section 3.17 – Anniversary Date

The first day employees report to work will be recorded as their anniversary date. This date may be used to calculate various benefits. Those re-employed by the Library may receive a new anniversary date upon their first day, which will apply to all benefits, with the exception of a continuation of IMRF or other applicable benefits.

Section 3.18 – Promotions

The Library is committed to providing opportunities for career advancement and professional growth to its employees. Promotions are based on factors such as performance, qualifications, experience, and organizational needs. Promotion decisions will be made in a fair, transparent, and unbiased manner, in accordance with applicable laws and regulations.

Employees who demonstrate consistent high performance, exceed job expectations, and meet the established criteria for the next level position may be eligible for promotion.

When a promotion opportunity becomes available, the Library will communicate the position requirements, qualifications, and application process to eligible employees. Interested employees will be required to submit an application, participate in interviews or assessments, or complete other evaluation processes as determined by the Library.

Section 3.19 – Performance Reviews

The performance review process is designed to provide feedback to employees on their job performance and to identify areas for improvement. The performance review process will be conducted by the employee's supervisor and will include the following steps:

The supervisor will complete a written evaluation of the employee's performance and the employee will complete a self-evaluation. The supervisor and employee will meet to discuss the evaluation, set goals for the coming year, and evaluate opportunities for continued development.

Supervisors may conduct a mid-year review for employees who have been identified as needing additional support or development. The mid-year review will follow the same process as the annual performance review and will be scheduled at the discretion of the supervisor.

All performance reviews and evaluations will be kept confidential and will be stored in the employee's personnel file. Only the employee, the supervisor, and designated Library administrators will have access to the performance review information.

Section 3.20 – Standards of Conduct

As integral members of the Library's team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

The following is a list of behaviors that could result in disciplinary action, up to and including termination. This list is not intended to be "all inclusive," and that other behaviors may, at the Library's discretion, also result in disciplinary action. 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

- Falsifying an employment application, timesheet, expense report, personnel record, or other documents or records of the Library.

- Theft of Library, patron, or employee property.
- Possession, distribution, or use of weapons or explosives on the premises of the Library in accordance with the Illinois Firearm Concealed Carry Act.
- Fighting or other disorderly conduct.
- Threatening, intimidating, coercing, or using abusive or vulgar language towards other employees or patrons.
- Interfering with the performance of other employees.
- Insubordination or failure to perform reasonable duties that are assigned.
- Unauthorized or inappropriate use of material, time, equipment, or property of the Library.
- Damaging or destroying Library or patron property through careless or willful acts.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of the Library's security or confidential materials.
- Installing unauthorized or illegal copies of software on a Library-owned computer.
- Revealing any confidential, proprietary information to any person who is not authorized to receive it and/or who does not need to know it.
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
- Violation of the Library's drug/alcohol policy.
- Unauthorized access to confidential records and information, including both Library and patron information.
- Failure or refusal to cooperate with Library audits or investigations.
- Rudeness and other inappropriate behavior towards patrons.
- Violations of applicable local, state, or federal law.
- Any behavior that results in an employee not performing their job, including sleeping on the job.
- 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, or its patrons.

Section 3.21 – Progressive Discipline and Improvement Plans

Should performance, work habits, conduct, or demeanor become unsatisfactory in the judgment of the Library, based on violations either of the above or of any other of the Library's policies, rules, or requirements, an employee may be subject to disciplinary actions as follows:

- Verbal Warning
- Written Warning
- Suspension/PIP/Final Written Warning
- Termination

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate termination (especially during the early stages of employment), 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.

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face termination. 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 termination is the proper decision. Following the investigation, if the Library decides not to terminate the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

Section 3.22 – Access to Personnel Files

Personnel files are the property of the Library, 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.

Employees shall be entitled to full access to their individual personnel file as prescribed in the Personnel Record Review Act. Such files shall contain job-related information only. Employees shall have the right, upon written request, to review and copy, under supervision, the contents of their personnel file. Such review will take place in the Library's offices and in the presence of the individual appointed by the Library to maintain the file. Certain records, such as letters of reference, are not available for inspection.

Except when requested by government or law enforcement agencies, or when required by law, an employee must provide a written release for the Library to release information to outside parties. Requests for references should be directed to Human Resources. Only this individual, or their designee, has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify the Library of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents*, marital status*, insurance beneficiary*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

The Library cannot be held responsible for situations resulting from an employee's withholding correct and accurate information.

** Such information need only be disclosed if pertinent to a benefit received.*

Section 3.23 – Outside Employment

In general, the Library does not object if employees engage in professional activities outside of their regular work schedule, which may include evenings and weekends, as long as such employment does not interfere with their job performance, affect attendance, prevent employees from working overtime, involve the use of the Library's equipment, tools, or other resources during working time, or otherwise conflict or compete with the Library's best interests. Employees are prohibited from engaging in outside activities that create any conflict of interest.

Article 4: Employee Benefits

Section 4.01 – Employee Benefits Overview

Eligible employees of the Library are provided with 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. Eligibility for other benefits is dependent upon a variety of factors, including employee classification. The Library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

Holidays

The Library observes the following holidays and will be closed. All full-time staff and part-time staff regularly scheduled to work will be paid, with part-time staff being paid for hours typically worked each day. If one of these days falls on a Sunday, the Library will be closed the next day (Monday following the holiday) and observe the same pay parameters.

- New Year's Day
- Memorial Day (Sunday and Monday)
- Independence Day
- Labor Day (Sunday and Monday)
- Thanksgiving Day
- Family Day (the Friday after Thanksgiving)
- Christmas Eve (December 24)
- Christmas Day (December 25)

The Library is not closed on the following holidays, but all employees working these holidays will be compensated at time-and-a-half.

- Martin Luther King, Jr. Day
- Juneteenth

The Library is also typically closed on the following days, which are unpaid days off for all staff:

- Easter Sunday
- The Sunday between Christmas and New Year's Day

In addition, the Library will close early on the following days without compensation for the time after the building is officially closed.

- Thanksgiving Eve at 5 p.m.
- New Year's Eve at 5 p.m.

Employees seeking to observe a religious holiday which the Library does not observe may use vacation or personal time or take a day off without pay. Employees must request this time off at least 10 days in advance.

The following conditions apply to the Library's holiday pay policy:

- Employees will be paid their regular rate and hours of pay, for up to 8 hours, for the paid holidays listed above.
- If a holiday falls on a full-time employee's regular day off, the employee's supervisor will coordinate a day off for the employee during the same work week. Holidays will not be paid to employees who are on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay and a vacation day will not be used for that particular day.
- Non-exempt employees must be present at work (or take a preapproved day off/have an excused absence) on their scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay. However, employees absent and unexcused on the day before or the day after a holiday will not be compensated for that holiday unless they provide acceptable documentation excusing them for the absence within a reasonable time period after the absence.
- Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime.

The Library will be closed no more than 2 days per year (in full or half-day sessions) for mandatory staff training.

Vacation

Because the Library recognizes that the opportunity for rest, recreation, and personal activities is important, it provides full-time employees with paid vacation time. Paid vacation time accrues at the rate of 1/26th of the annual total allotment per pay period. The accrual rate depends on the employee's length of service as of their anniversary date (original date of hire).

Eligibility for paid vacation is as follows:

- Category 1: Administration, Managers, Librarians and Coordinators - 20 workdays
- Category 2: Associates, Assistants, Specialists, Clerks

- Start to completion of 5 years – 10 workdays
- After 5 years to completion of 10 years – 15 workdays
- After 10 years – 20 workdays

Vacation/Time-off Requests & Scheduling

Vacation is available as it is earned and no advancement of vacation will be provided. Employees (including those who do not earn paid vacation) are encouraged to take vacation/time-off in half-day increments based on the shift length an employee typically works. Vacation requests longer than 10 workdays must be approved by the Executive Director. Employees must submit vacation/time-off requests to their supervisor as early as possible and no later than two weeks prior to the requested time off. Exceptions will be considered on a case-by-case basis.

An employee's vacation/time-off schedule will reflect, as nearly as possible, their personal preference for vacation/time off. However, no request for a vacation will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of several employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

Vacation Use & Carry-over

Employees are encouraged to take vacation on a quarterly basis in order to retain work-life balance and have needed rest and relaxation outside of the workplace. The maximum amount of vacation time which can be carried over to a new fiscal year is 150 hours. Any excess vacation time beyond 150 hours will be converted to sick time.

Vacation Pay & Payout

Vacation days will be paid at the employee's base rate at the time the leave is taken. Vacation days are not included in overtime calculations. Pay for vacation does not include any special forms of compensation such as incentives, commissions, or bonuses.

Upon termination of employment, employees will be paid for vacation benefits that have been earned through the last month of work, but not yet taken, and will typically be paid within two weeks of their last day of work.

Sick Leave

Paid sick leave is provided to all regular full-time employees. Sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own illness or injury; to take care of a child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent who is ill or injured; and necessary medical treatment or medically advised rest. Visits to doctors and dentists by the employee or the employee's family member (as detailed above) also are acceptable reasons for taking sick leave. Sick leave may be taken in no less than 1-hour increments, except in the instance that an employee reports to work and must leave because they become ill or are notified of a medical emergency with an immediate family member that requires their presence. Taking sick leave under false pretenses is a

violation of trust that is subject to disciplinary action, up to and including termination.

Sick Leave Accrual and Pay

Full-time employees, upon starting employment, accrue one sick day per month, based on the shift that full-time employee generally works (7.5 hours per 37.5 hour workweek, 6 hours per 30 hour workweek). Employees must be in an active pay status on the last day of the pay period to accrue sick leave for that pay period. An employee who is on a leave of absence does not earn sick leave.

Sick time is earned by full-time employees at a rate of one day (7.5 hours) per month and may be accrued to a maximum of 60 days (450 hours). Full-time employees who have accumulated the maximum sick leave accrual of 450 hours may continue to accrue, for Illinois Municipal Retirement Fund creditable service purposes only, additional sick leave time up to a maximum of two hundred forty (240) sick days (1800 hours) based on the Illinois Pension Code (40 ILCS 7/5-139(a)(8)), which allows retiring members of the Illinois Municipal Retirement Fund (I.M.R.F.), including library staff, to convert unused, unpaid sick leave to service credit. Up to 240 days (1800 hours) can be converted, and a member will receive one month's service credit for every 20 days (or fraction thereof) of unused, unpaid sick leave time up to a maximum of one year's pension credit or as determined by IMRF.

Sick Leave Pay

Sick leave will be paid at the employee's base rate at the time the leave is taken. Sick leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be reimbursed for unused sick leave upon separation of employment, though they may receive service credit for IMRF purposes.

Notice of Absence

Employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request advance sick leave, the employee must notify the supervisor as soon as possible and at least 60 minutes prior to the employee's start time.

Proof of Need for Absence

When an employee is absent on sick leave, the Library may require a note from a health care practitioner certifying that the employee or their family member was unable to work for health reasons and, when applicable, a note that the employee is fit to return to duty. (Please see the Attendance Policy for more information). Failure to provide appropriate documentation may result in the time off being unpaid and/or considered an unexcused absence.

Fitness for Duty

The Library reserves the right to require employees to submit to medical evaluations, by medical providers of the Library's choice and at the Library's expense, to determine whether they are physically and mentally fit to perform the essential functions of their positions with or without reasonable accommodations.

Personal Days

The Library recognizes that occasionally it may be necessary for an employee to miss work because of personal reasons. Approved personal reasons may include personal business that cannot be accomplished outside of the employee's regular working hours, such as banking and legal transactions, car or home repairs, furniture deliveries, etc.

Full-time employees are granted 3 workdays of paid personal leave annually on May 1st. Part-time employees with at least 2 years of service will be awarded a proportionate amount of personal time based on their hours worked in the year preceding each May 1st.

Requests and Scheduling of Personal Time

Personal leave must be taken in no less than 1-hour increments. Employees must request advance approval, when possible, to use personal time. While the Library will make every effort to provide employees with requested time off, no request for personal time will be approved when the effect would be to leave an office or department without adequate personnel to perform the required services during any working period. When the absence of multiple employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

Accumulation of Personal Days

Employees must use personal days by the end of the calendar year in which they were granted. Any time not used by the end of the calendar year will be forfeited.

Payment of Personal Days

Personal days will be paid at the employee's base rate for the hours the employee is normally scheduled to work at the time the leave is taken. Personal time will not be included in overtime calculations. Pay for personal days does not include any special forms of compensation such as incentives, commissions, or bonuses.

Paid Leave for All Workers Act Leave for Part-time Employees

Pursuant to the "Paid Leave for All Workers Act," part-time employees shall be eligible for up to 40 hours of paid leave in a year which shall accrue at the rate of 1 hour leave for each 40 hours worked to a maximum of 40 hours. This paid leave may be used after 90 days of employment. There shall be no advancement of paid leave. Hours shall carry over to the next year, but no more than 40 hours of paid leave may be used in any year. Hours carried over to the next year shall be forfeited if not used by the end of the next 12-month period. Paid leave must be used in no less than 1-hours increments.

Upon termination of employment for any reason accrued paid leave shall not be paid to the employee as part of their final compensation. Requests for paid leave shall be made in writing by the employee reasonably in advance of the requested date of the leave, unless precluded by emergency conditions. The request shall be submitted to the employee's supervisor who is not in the bargaining unit. Employees do not have to provide a reason for using the paid time off.

Funeral and Bereavement Leave

In the event of a death in the immediate family of an employee, the employee shall be granted up to 5 days off with pay. The employee's immediate family is defined as spouse, domestic partner, parents (including step), children (including step and half), sibling (including step and half), father-in-law, mother-in-law, grandparents, and grandchildren.

Employees shall be granted 2 days off with pay in the event of a death in the following extended family members: daughter-in-law, son-in-law, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, or first cousin.

If needed, additional time may come from vacation or personal time subject to supervisory approval.

Pursuant to 820 ILCS 154, full-time employees shall be entitled to use a maximum of 2 weeks (10 workdays) of combined paid and unpaid bereavement leave to:

- attend the funeral or alternative to a funeral of a covered family member (covered family member shall be the same as the immediate family above for paid bereavement leave);
- make arrangements necessitated by the death of the covered family member;
- grieve the death of the covered family member; or
- be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Unpaid bereavement leave taken pursuant to 820 ILCS 154 will generally be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under subparagraph d. above occurs. However, employees may be granted more than 60 days to take unpaid bereavement leave at the discretion of the Executive Director.

Employees will endeavor to provide the Employer with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable.

Unpaid bereavement leave shall be designated as FMLA time and is subject to the FMLA's maximum of 12 weeks in a 12-month period.

Leave under this policy is only available to employees who have not exhausted their FMLA leave entitlement at the time the bereavement leave is requested. An employee requesting leave under this policy generally must provide the Library with at least 48 hours' advance notice of the intention to take bereavement leave, unless providing such notice is not reasonable and practicable under the circumstances.

The Library may require reasonable documentation in connection with leave taken under this policy.

Illinois Municipal Retirement Fund (IMRF)

IMRF is a retirement and disability fund for public employees. All employees who are under 70 years of age at the time of employment and are hired for a position normally requiring 1000 hours or more of work in a 12-month period (600 hours per year for employees who participated in the plan before January 18, 1982) must contribute to IMRF through payroll deductions in an amount determined by statute. The Library also contributes to IMRF on behalf of all participating employees. The retirement pension and disability benefit is determined by a combination of date of hire, years of service and average earnings. Employees may contact Human Resources or IMRF for more information.

457 Plan

The Library offers a 457 plan to eligible employees. A 457 plan is a retirement savings plan that allows employees to invest a designated portion of their salary on a pretax basis.

Employee Assistance Program (EAP)

The Library recognizes that a wide range of issues can adversely affect an employee's health, well-being, and job performance. These may include alcoholism, drug dependence, emotional or psychiatric illnesses, marital and/or family discord, stress and anxiety disorders, legal difficulties and/or financial problems. The Employee Assistance Program (EAP) available to all employees provides confidential and professional assessment, short-term counseling and/or referral services, as well as guidance, support, and encouragement of healthy living, self-care, and self-awareness. While the Library believes that it is in the best interest of the employee, the employee's family, and the community to provide an EAP, using the services offered by the EAP does not relieve employees of the responsibilities attendant with their jobs.

Public Transportation Pre-Tax Benefit

The Library will offer Ventra's pre-tax transit benefit program for as long as it is available to commuters. Employees who travel by public transportation can save by setting aside a portion of their salary for travel on CTA, Pace and Metra, which lowers taxes taken from the employee's paycheck. Each month, the funds are deposited into an employee's Ventra Account, ready to use. Contact the Human Resources Department for more information or to sign up.

www.ventrachicago.com/transitbenefits/

Travel Expense Reimbursements

The Library will reimburse employees and board members for reasonable expenses incurred through pre-approved business travel per the Local Government Travel Expense Control Act, Public Act 99-0604. Any out-of-state travel must be approved in advance by the Board of Trustees.

Professional Development

Employees are encouraged to engage in professional development activities, including but not limited to membership in professional organizations (i.e., the American Library Association, Illinois Library Association and LACONI) and attendance at seminars, conferences and meetings that will assist the employee in performing their essential job functions and increase the employee's contribution to the organization.

Employees are typically eligible for full reimbursement of professional development activities. To obtain such reimbursement, the employee must request and obtain advanced approval from their supervisor or the Executive Director.

Reimbursement for attendance at such activities typically includes:

- Mileage expense at the current Internal Revenue Service rate;
- Tolls and parking;
- Airfare;
- Registration fees;
- Reimbursement for meals; and
- Overnight lodging

For more information regarding reimbursement of expenses, contact Human Resources or a supervisor.

Educational Assistance

Waukegan Public Library recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education, at an accredited, degree granting institution, so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Library profession.

Application requirements are:

- They have been on the active payroll with a regular schedule of at least 20 hours per week for one year
- Have received a satisfactory performance review and continue such performance throughout completion of each course

Employees interested in tuition reimbursement must submit a completed Tuition Reimbursement Application Form to the Human Resources Department at least 2 weeks prior to the start of the coursework. The application must include the following information:

- Employee's name, position, and department
- Description of the educational program or course
- Estimated costs, including tuition, fees, and required materials
- Explanation of how the program relates to the employee's job responsibilities and professional development goals
- Supervisor's recommendation and approval, which implies acceptance of any change in schedule required

The Library will review applications that have been dated and accepted by Human Resources twice a year (based on typical semester calendar) and may provide reimbursement to the applicant based on

successful completion of the course with a grade of B or above (with a final grade report, transcript, or certificate from the institution).

Reimbursement amounts will not exceed the actual costs incurred for tuition and mandatory fees up to \$1,000 per course. The Library may accept up to 2 applications per staff member per fiscal year (total of 2 courses per staff member). The Library administration reserves the right to adjust the maximum reimbursement limit based on the availability of funds and the number of qualified applications received. Funding for courses taken by the Executive Director is at the discretion of the Library Board of Trustees.

It must be noted that employees are not compensated for their time spent attending these courses; that participation in formal education or receipt of reimbursement will not entitle any employee to automatic advancement, a different job assignment, or a pay increase. It is expected that the staff member receiving reimbursement will remain an employee for at least 12 months after completion of reimbursable coursework. Should the employee resign or be terminated, the Library may request repayment of said reimbursement up to 75% of the cost.

Employees are responsible for any tax obligations resulting from the reimbursement. The Library will include the reimbursement amount in the employee's taxable income.

Staff Library Card

The Library provides a staff Library card to all employees to facilitate gathering of materials for programs and support recreational reading, listening, and viewing, which allows us to make recommendations to patrons. This card is a privilege, and while staff do not incur overdue fines, they are responsible for lost or damaged materials. The staff Library card is forfeited upon resignation or termination and all items left unreturned will be billed to the employee.

Social Security

The employee and the Library both contribute funds to the federal government to support the Social Security program. This program is intended to provide employees with retirement benefit payments and medical coverage once they reach retirement age.

Unemployment Insurance

Upon separation from employment, employees may be entitled to state and federal unemployment insurance benefits. Human Resources can refer employees to other agencies or information regarding the application process for them to determine their eligibility and other requirements.

Workers' Compensation

On-the-job injuries are covered by the Library's Workers' Compensation insurance policy. This insurance is provided at no cost to the employee. If an employee is injured on the job, no matter how slightly, report the incident immediately to your supervisor, Human Resources, or the Executive Director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. The Library asks for an employee's assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Family and Medical Leave (FMLA)

This policy contains information consistent with and addition to the information contained in the “Employee Rights and Responsibilities” (found on the last page of the policy) 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” and this policy, the “Employee Rights and Responsibilities” 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 provided that the employee has worked for the Library for at least 12 months AND worked at least 1250 hours in the last 12 months. The “12-month period” is a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

Reasons for Leave

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

The Library may designate an employee’s qualifying absence as FMLA leave.

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, child, or parent.

Qualifying exigencies include: (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) 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 service member during a single 12-month period. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) 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); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Limitations of Leave

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.

Notice of Leave

If the FMLA 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 practicable and, absent unusual circumstances, in accordance with the Library’s normal leave procedures.

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. 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 status, 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 Leave

FMLA is unpaid leave. Requested or designated leave for any FMLA covered reason shall run concurrently with an employee's paid leave. Employees may be required to exhaust any remaining applicable paid time, such as vacation, personal, sick days, etc. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as disability or workers' compensation, these leaves will also run concurrently with FMLA (where appropriate) and will not extend the FMLA period. When using paid leave in conjunction with FMLA, employees must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

Accrual of paid time off benefits such as vacation, sick, personal, bereavement, holiday, jury, etc. (except as otherwise detailed above) will be suspended during the unpaid FMLA leave and will resume upon return to active employment.

During an approved FMLA leave, the Library will maintain the employee's health insurance benefits as if the employee continued to remain actively employed. If paid leave is substituted for unpaid FMLA leave, the Library will deduct the employee's portion of the premium as a regular payroll deduction. If the leave is unpaid, the employee is responsible for timely submitting the premium payment to the Library. Failure to make payments may result in termination of coverage(s).

If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

Intermittent 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 schedule 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 concerns exist concerning the employee's ability to perform required job duties.

Job Restoration

Most employees are 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 would have been laid off, terminated, or otherwise subject to changes in employment conditions but for the FMLA leave, the

employee will not by virtue of having been on FMLA leave, be entitled to reinstatement or greater employment rights than the employee would have absent the FMLA leave.

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 before returning to work. Employees failing to provide the certification will not be permitted to resume work until it is provided.

Victims Economic Security and Safety Act (VESSA)

All employees may use unpaid VESSA leave for up to 12 weeks during a 12-month period for any one or more of the following reasons:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member.
- Obtaining services from a victim services organization for the employee or the employee's family or household member.
- Obtaining psychological or other counseling for the employee or the employee's family or household member.
- 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 or sexual violence or ensuring economic security.
- 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 or sexual violence.

Definitions

- "12-Month Period" means a rolling 12-month period from the date leave is taken and continuous with each additional leave day taken.
- "Family or Household Member" means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, a person who shares a relationship with the employee through a child, and persons jointly residing in the same household.
- "Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- "Domestic or Sexual Violence" means domestic violence, sexual assault, or stalking.

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 vacation or personal time, as well as sick time, if applicable, for part of the VESSA leave. Such substitution will not extend the employee's total allotment of time off under this policy. Once paid time off benefits are exhausted, the balance of VESSA leave will be without pay.

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.

While on VESSA leave, employees must give notice to their supervisor as soon as practicable (within two business days, if feasible) if the dates of leave change, are extended, or initially were unknown and now are 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: 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 in addressing domestic or sexual violence and/or its effects; a police or court record; or 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.

Effects on Benefits

During an approved VESSA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct the employee's portion of the premium as a regular payroll deduction. If the leave is unpaid, the employee is responsible for timely submitting the premium payment to the Library. Failure to make payments may result in termination of coverage(s).

If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control.

Job Protection

With certain exceptions provided in VESSA and other applicable law, if an employee wishes to return to work on or prior to the day following the expiration of leave, the employee will be returned to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. If the leave is taken because of an employee's medical condition, medical certification must be provided to resume work. If the employee would have been laid off, terminated, or otherwise subject to changes in employment conditions had the employee not been on VESSA leave, the employee will not by virtue of having been on VESSA leave, be entitled to reinstatement or greater employment rights than the employee would have been absent the VESSA leave.

If an employee fails to return to work upon expiration of a designated VESSA leave, the Library will assume that the employee has voluntarily resigned and waived the right to job restoration.

Reasonable Accommodations

The Library will attempt to provide reasonable accommodation for qualified individuals who are entitled to protection under VESSA in a timely fashion unless such accommodation would present an undue hardship for the Library. A qualified individual is an individual who, but for being a victim of domestic or sexual violence or having a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

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 or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

To request reasonable accommodation pursuant to this policy, employees must contact their supervisor or the Executive Director.

Section 4.02 – Health Insurance Overview

Health & Dental and Vision Insurance

The Library offers health, dental and vision insurance benefits to full-time employees. The Library pays the majority of the premium. Family members may also be eligible to participate in the plan at a different rate of coverage than the individual plans. Employees are eligible to participate in the plan after 30 days of employment in accordance with plan requirements. Specific enrollment and plan information will be provided by the Library as part of the hiring process. If an employee has questions about this benefit, please contact Human Resources.

COBRA

Employees covered by the Library's insurance plan and their covered dependents will have the opportunity to continue medical and/or dental benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental coverage for an employee and their covered dependents would otherwise end due to the employee's death or because:

- The employee's employment terminates, for a reason other than gross misconduct; or
- An employee's employment status changes due to a reduction in hours; or
- An employee's child ceases to be a "dependent child" under the terms of the medical and/or dental plan; or
- The employee becomes divorced or legally separated; or
- The employee become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, the employee or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage at the individual's expense.

For more information regarding COBRA, you may contact Human Resources.

Flexible Spending and Dependent Care Accounts

The Library offers full-time employees the opportunity to participate in a flexible spending account (FSA) and dependent care account (DCA), which allows employees to set aside and use pre-tax monies to pay for certain medical, dental and vision care related expenses, as well as certain dependent care expenses, up to a maximum amount determined by IRS regulations.

Employees are eligible to participate in this plan after completing 30 days of employment. Specific enrollment and plan information will be provided by the Library when an employee becomes eligible to participate. Questions about this benefit should be addressed to Human Resources.

Life and Accidental Death & Dismemberment Insurance

The Library provides all employees with group life insurance and accidental death and dismemberment (AD&D) insurance in case of certain serious injuries or death of the employee. These benefits are at no cost to employees and employees will be automatically enrolled upon employment. Questions about this benefit should be addressed to Human Resources.

Section 4.03 – Other Types of Leave

Parental Leave

Upon the birth or adoption of a child, an employee may elect to take up to two weeks of paid parental leave and be restored to the same or an equivalent position upon return. Parental leave will run concurrently with any eligible FMLA leave.

Jury & Witness Duty Leave

Employees will be granted necessary paid time off when summoned for jury or witness duty. It is the employee's responsibility to provide their manager with a copy of the notice at least seven days prior to the court date. The employee will receive their normal straight time pay, for the duration of their jury service. In cases where jury or witness duty does not require a full day, employees are expected to

spend as much time as possible on their regular duties at the Library. Employees who are “on call” for jury or witness duty must report to work if not required to serve that day. Employees requesting and/or returning from jury or witness duty leave may be required to provide verification of service.

Voting Leave

An employee will be permitted 2 hours of paid leave for the purpose of voting in a state or national election if the employee’s working hours begin less than 2 hours after the opening of the polls **AND** end less than 2 hours before the closing of the polls. If an employee needs to take time off to vote, they should notify their supervisor of their plans no later than the day before the election. Your supervisor will notify the employee of the 2-hour block of time assigned to them for voting purposes. Proof of attendance at the polls may be required.

Military Service 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. This includes time off for: (i) service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; (ii) service covered in the Illinois State Guard as defined by the Illinois State Guard Act; and (iii) a period for which an employee is absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

Employees will be granted a military leave of absence for the period of military service or training 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. Their eligibility for pay, 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. For any unpaid leave, employees may elect, but are not required, to use any applicable paid time off entitlement for the absence.

Volunteer Emergency Workers Job Protection Act

In compliance with the Illinois Volunteer Emergency Worker Job Protection Act (50 ILCS 748/), all Library employees and volunteers who are also volunteer emergency workers, as defined by this act and are called to serve in response to an emergency or disaster will be granted an unpaid leave of absence from their library duties. Leave will be granted upon receipt of the worker’s call to service for the duration of the emergency or disaster and for a reasonable time afterward.

The Library will protect the employee's job while they are serving as a volunteer emergency worker. The employee will not lose any seniority or benefits as a result of their absence. The Library will make reasonable efforts to place the employee in a similar position upon their return.

School Visitation

Employees are allowed up to eight hours without pay during any school year to attend their K-12th grade child's educational or behavioral conferences or classroom activity if such activity cannot be scheduled during non-work hours. Leave may not exceed four hours on any given day. Time taken for leave may be

made up in accordance with the School Visitation Rights Act, or employees may choose to use available paid time off.

Employees must provide at least 7 days' advance notice for time off, except in case of emergency. The leave should be scheduled so as not to disrupt the operations of the Library. The supervisor may request documentation of the school activity from the employee.

Employee Blood Donation Leave Act

All employees who have been employed for at least 6 months may take up to 1 hour of paid time off during each 56 day period to donate blood. The employee must provide a written request stating the day and time and approval is subject to staffing considerations. The employee will be required to provide a written statement from the blood bank verifying that the employee kept the appointment.

Election Judge Leave Act

Employees who serve as election judges in Illinois will be granted unpaid leave on the day of an election. Employees must provide at least 20 days' written notice of the need for leave and provide documentation demonstrating the appointment and the dates of the required service.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Civil Air Patrol Leave (CAP)

Employees who serve as a member of the Civil Air Patrol, and who are called to perform a civil air patrol mission are entitled up to 15 days of unpaid leave.

To be eligible for leave under this policy, the employee must have:

- Been employed by Waukegan Public Library for at least 12 months; and
- Been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave.

Eligible employees must give at least 14 days' notice of the date which leave will commence if it consists of 5 or more consecutive workdays. Consult with your supervisor to schedule leave so as not to unduly disrupt business operations.

Employees may be required to provide certification from a civil air patrol authority of eligibility for the requested leave.

Employees may elect to continue their health insurance and other eligible benefits at their own expense while taking leave in accordance with this policy.

Volunteer Fire Protection Trustee Leave

An employee who serves as an elected or appointed trustee of a fire protection district is entitled to unpaid leave to attend a meeting of the board of trustees, including travel time.

Employees utilizing this leave shall make reasonable efforts to notify the Library of the need for leave under this policy.

Exempt employees may be provided paid time off when necessary to comply with state and federal wage and hour laws.

General Leaves of Absence

Under special circumstances, full-time and part-time employees who have completed 1 year of employment may be granted a leave of absence without pay no more than once during any 12-month period. Examples of personal reasons for leave include, but are not limited to, educational opportunities, extended stays out of the country, or other family emergencies. If an employee is eligible for Family and Medical Leave (FMLA), VESSA, Military or Parental Leave, or other applicable leave, these leaves take precedence and must be taken first.

Eligible employees are those who:

- Have satisfactorily completed 1 year of employment and have a positive annual review on file;
- Have exhausted all accrued vacation time prior to commencement of the planned leave; and exhausted all sick time in instances where sick time use is applicable. No advances of vacation time will be provided; and
- Have provided a written request 30 days in advance of the requested start date that outlines the purpose and expected duration of the leave. If emergency conditions exist, the advance notice may be waived.

The granting of this type of leave is discretionary and dependent upon the written approval of the Executive Director. The terms of the leave of absence will include an assurance of the intent to return to work at the end of the leave. An acknowledgment form of all terms and conditions will be signed by the Executive Director, employee, and their supervisor.

Leaves may not exceed 90 calendar days during which time no benefits will accrue. Employer contributions to all medical and dental insurance premiums will be suspended during any leave of absence and will be the responsibility of the employee during said leave.

The Library will make reasonable efforts to return employees to the same or similar job they held prior to the leave of absence, subject to staffing and business requirements. Such leave does not change the anniversary date of the employee.

Requests to extend the unpaid leave of absence shall be made in writing at least 10 days before expiration of approved leave and may be granted by the Executive Director in additional blocks of time not to exceed 30 additional days. An employee who fails to return from leave, as scheduled and agreed upon in the acknowledgment form, or who takes unpaid leave without prior written consent as outlined here, will be subject to dismissal from employment.

An employee must apply in writing for this leave of absence and submit their request to their supervisor. The employee's request should include the reason for the leave, the date on which the employee wishes the leave to begin, the date on which the employee will return to active employment with the Library,

and any documentation supporting the employee's need for leave. If the reason for the leave of absence is reasonably foreseeable, the employee should request the leave at least 30 days in advance. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library. While the Library will make every effort to reinstate the employee to the previously held position, there are no guarantees.

Benefit accruals (e.g., vacation and sick leave) will not be continued during the leave. Holiday benefits occurring during unpaid leave will not be paid. Insurance coverage may be continued during authorized unpaid leave as long as the employee pays the premiums if the unpaid leave exceeds 2 weeks. If the employee fails to pay group health care premiums, coverage may cease if premium payment is more than 30 days late.

Abuse of the general unpaid leave will constitute grounds for dismissal. Abuse includes but is not necessarily limited to:

- Overstaying the leave without the approval of the Executive Director;
- Filing for unemployment compensation while on the leave; and/or
- If a full-time employee, accepting other employment while on leave.

Article 5: Work Rules & Conduct on the Job

Section 5.01 – Identification Badges and Name

Employees will be issued an identification badge upon hire. It must be worn where it can be seen at all times when working in order to support our goal of proactive customer service and making community connections.

Section 5.02 – Keys & Codes

Depending on their level of responsibility, employees may be provided keys, key codes, and alarm codes during their employment. Such keys or codes must not be copied or shared with others. If a key is lost, it must be immediately reported to their supervisor. All keys will be required to be returned upon separation from the Library.

Section 5.03 – Dress Code

The Library adheres to a business casual appearance, based upon duties and responsibilities, whether on the premises or representing the Library in the community. While jeans, library-promotional or solid-colored t-shirts, hats or head coverings, and walking shorts (knee-length) are acceptable, sweatpants, hoodies, torn clothing, t-shirts with printed advertisements, logos, other promotions, or clothing that does not cover undergarments are not allowed. In addition, staff should use fragrances in moderation.

Section 5.04 – Locker Use

Lockers are provided to employees for storage of personal belongings. Lockers are assigned for the duration of employment. The Library cannot be responsible for loss of personal property. Purses, wallets, and other personal items should never be left in unsecured areas and it is the responsibility of the employee to keep their locker locked when not in use. Employees are also responsible for

maintaining the cleanliness of their assigned lockers and must report any locker maintenance issues to their supervisor immediately.

Pursuant to 430 ILSC 66/65, Firearm Concealed Carry Bans prohibit staff from carrying a concealed firearm into the building and storing it in a locker or anywhere in the building or on the grounds.

The Library reserves the right to inspect lockers for security, safety, or other purposes at any time. Therefore, employees have no expectation of privacy in use of the Library's lockers.

Section 5.05 – Good Housekeeping

Good work habits and a clean, neat, and organized place to work are essential for job safety and efficiency. Employees are expected to keep their place of work always organized and materials in good order. Items that need to be repaired or replaced must be reported to a supervisor. This includes, but is not limited to, shared public service desks, shared offices and workrooms, shared programming and storage rooms, and personal desk space.

Section 5.06 – Employee Parking

The Library will provide staff commuting by car with a parking pass to the City garage located at the corner of County and Clayton Streets. A form, available from the Administration office, must be completed to receive a pass. If the pass is lost, there may be a replacement charge from the City. The Library is not responsible for employees' parking violations or other situations involving their personal vehicles.

The Library has a rear parking lot on Martin Luther King, Jr. Ave. The primary purpose of this lot is to provide ready access to the garage, trash collection, recycling, and deliveries. No parking is allowed that blocks access to these areas.

The rear parking lot is also used to provide easy access for Trustees, Friends or Foundation members, and administrative staff. There are designated parking spaces for Administrative office staff, along with accessible parking spaces and 1-3 spaces that rotate monthly among all other interested staff. Staff requiring permanent or temporary accommodation may request an accessible parking space and fill out all required paperwork with the Administrative Services Manager.

As needed, the Library may tow, at the owner's expense, vehicles parked in violation of the rules above.

Section 5.07 – Children of Employees in the Workplace

Children of employees that require the direct supervision of the employee are not allowed in the workplace. However, it is acceptable if another caregiver is on site to monitor the child or attend to their needs. The employee may use their allowed meal or breaks to visit with the child.

Children of Library employees, while in the Library, must adhere to the same rules and regulations that apply to all patrons. These rules encompass maintaining appropriate behavior, refraining from disruptive activities, and showing respect for the rights and privacy of other Library users. A child on the premises may not interfere with employees' ability to attend to their duties.

Section 5.08 – No Solicitation/No Distribution

Employees may not:

- Solicit other employees during working time;
- Distribute literature during working time; or
- Distribute literature at any time in working areas.

Definitions

Solicitation includes, but is not limited to, approaching someone in person or through employer-owned property such as computers, smartphones, email systems, and intranets for any of the following purposes:

- Offering anything for sale.
- Asking for donations.
- Collecting funds or pledges.
- Seeking to promote, encourage or discourage participation in or support for any organization, activity or event, or membership in any organization.
- Distributing or delivering membership cards or applications for any organization.

Non-employees may not solicit employees or distribute written material on Library property.

Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, emails, and intranets any literature or other materials including circulars, notices, papers, leaflets or other printed, written or electronic matter.

Working time includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to perform work tasks. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and mealtimes.

Working areas include areas controlled by the employer where employees are performing work, excluding, for example, cafeterias, break rooms and parking lots.

Section 5.09 – Business Expenses

The Library will reimburse employees for reasonable business expenses incurred while conducting Library business away from their normal work location or for business equipment that is required to do one's job. Employees are expected to limit expenses to reasonable amounts, exercising good business judgment. *All expenses must be approved in advance by a supervisor.* When approved, the actual and reasonable costs of travel, meals, lodging, and other expenses directly related to accomplishing business objectives will be reimbursed by the Library.

The Library reserves the right to deny reimbursement of any expenses deemed unreasonable in type or

amount. Employees must contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business expense issues.

Expense Reports

All expenses are to be submitted to a supervisor, with proper substantiation, within 15 days of the expenses being incurred. Failure to submit proper substantiation or verification will result in the expenses not being paid. Abuse of the expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

Section 5.10 – Confidentiality

All employees must safeguard confidential information obtained as a result of working for the Library. This confidential information includes trade secrets, information regarding patron lists, patron information (including but not limited to patron bank account numbers, credit card information, addresses, phone numbers, and email addresses), patron histories and preferences, business plans and operations, research and development, mailing lists, mailing list strategies, technical information, information and electronic systems information, and in particular, any material identified by the Library as “proprietary and confidential.”

Access to confidential information is on a “need to know” basis and must be authorized by the Executive Director. Unauthorized use or disclosure of any confidential information will cause irreparable harm to the Library and thus the Library may seek all remedies available under the law for any threatened or actual unauthorized use or disclosure of confidential information. Any employee who is unsure about the confidentiality of any information must immediately seek the assistance of a supervisor prior to disclosing such information.

Employees shall use reasonable security measures with respect to confidential information, including but not limited to the following:

- Confidential information shall not be disclosed to any third party except upon the Library’s prior written approval;
- Confidential information shall not be removed from the work site without the permission of the Library;
- No copies or pictures shall be made of any confidential information except to promote the purposes of the employee’s work for the Library;
- Employees shall not use confidential information for their own benefit, nor for the benefit of any third party, without the Library’s prior written approval.

All confidential information shall remain the sole property of the Library, and all copies must be returned to the Library upon termination of employment or upon demand at any other time.

Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

(1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. (2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

Section 5.11 – Use of Cellular Phones and Ear Buds

Cell phones are often used to communicate in the workplace and may be allowed in public spaces, however, personal calls must not be made or accepted in public service areas.

The use of cell phones, just as with Library phones, should be limited and out of sight of patrons or visitors. Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow. If the use of a personal cell phone causes disruptions or loss in productivity, employees may be barred from carrying cell phones while on work time.

The Library encourages and promotes cell phone safety when operating a motor vehicle for Library business. If an employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following should be observed:

- Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode;
- Place calls while stopped or have someone place the call for you;
- Avoid intense, emotional, or complicated conversations;
- Assess traffic conditions before making a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain;
- Give driving your full attention;
- Ensure that the phone is within easy reach;
- Use memory dial to minimize dialing time;
- Do not take notes or look up phone numbers while driving; and
- Do not compose, send, or read electronic messages or otherwise review or send material on your phone while operating a motor vehicle.

To ensure clear lines of communication, response to emergency situations, and the ability to provide proactive customer service, staff are not permitted to use ear buds at public service desks or while working in office areas unless they are participating in a webinar or other computer-based training or meeting. Administration will review any accommodation for such use in staff areas as needed.

Section 5.12 – Use of Library Issued Devices

Designated employees may be issued cell phones, laptops, or iPads for use in their work. All workplace rules regarding cybersecurity, social media use, email, and other IT Safety procedures apply to staff use of these devices. These items do not belong to the individual and must be returned to the Library upon separation.

Section 5.13 – Use of Library Vehicle

The Library provides certain employees use of a Library vehicle to perform their jobs. Use is strictly limited to business purposes. Personal use or loaning the vehicle to friends, neighbors, relatives, or anyone else is strictly prohibited. From time to time, employees may have a need to carry business associates; however, transporting strangers or hitchhikers is a violation of Library policy. Employees also may not carry alcohol, drugs, or weapons in the vehicle.

Employees are required to keep the vehicle in a clean, well-maintained condition. If the vehicle needs maintenance or has been involved in any type of accident, employees must immediately report this to their supervisor.

Employees who drive a vehicle for business purposes must possess a valid driver's license and insurance coverage. Any change in status to an employee's driver's license or insurance coverage must be reported immediately to the employee's manager (i.e., suspended, revoked, limitations, etc.).

Section 5.14 – Use of Communication/Information Systems

This section governs employee use of the Library's computers, networks, communications systems, phone systems, Internet, and other IT resources (collectively "information systems"). All such information systems, and all communications and stored information transmitted through, received on, accessed on, or contained in the Library's information systems are Library property and are to be used primarily for job-related purposes during working time. When using the Library's information systems, employees must comply with the following:

- Excessive personal use of information systems by employees during working time is prohibited. While limited personal use is permissible, such use must not interfere with the employee's job performance. See the Use of Cellular Phones policy for more information.
- The Library will, or reserves the right to, monitor the use of electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
- The electronic systems of the Library may not be used by employees for commercial purposes, personal financial gain, or illegal or criminal purposes at any time.

- All workstations will be configured with virus protection software, which must not be removed or disabled. Each employee is responsible for protecting Library computers against virus attack by following appropriate guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on workstations. All data disks and files entering or leaving the Library must be scanned for viruses.
- Personal software or messages shall not be installed or stored on the Library's information systems unless prior approval is obtained.
- To maintain network and information security, the sharing or misuse of passwords is prohibited. Employees are responsible for protecting the confidentiality of their password(s). Passwords should not be written down or left in places where they are accessible to others.
- The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the information systems or any data or content stored therein. Employees may be required to disclose passwords or codes to the Library to allow access to the systems. The Library reserves the right to override personal passwords.
- Employees are prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization.
- Employees are prohibited from bringing unauthorized electronic equipment to work to use with Library-provided information systems and from accessing Library systems with their devices absent explicit permission from The IT Manager or the Executive Director. Such prohibited equipment includes but is not limited to any type of external computer drives, such as flash drives, to save information from computer drives, and personal laptops and other wireless communications devices. Using such unauthorized equipment with Library-provided information systems and/or accessing Library information systems without permission is considered to be theft of the Library's intellectual property.
- Employees who create a Library profile/email account on their personal devices without permission (or who refuse to delete their Library profile/email account on their personal devices when asked to do so) will automatically have their devices reset to factory default by Library. This setting will delete all Library information from the devices but may also delete any and all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.
- The Library's prohibition against sexual, racial, and other forms of harassment is extended to include the use of the Library's information systems. Harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy are to immediately report this activity to their supervisor.
- Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly by email, facsimiles, etc.
- Employees must respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Library's own copyrights, trademarks, and brands.

- Internal and external emails are considered business records and may be subject to discovery in the event of a FOIA request or litigation. Be aware of this possibility when sending email within and outside of the Library.
- Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or the Library. Therefore, employees should be cautious and use the systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated.

Section 5.15 – Social Media

The Library understands that social media can be a fun and rewarding way for an employee to share their life and opinions with family, friends, and co-workers. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, the Library has established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including web logs or blogs, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the Library, as well as any other form of electronic communication. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees must consider some of the risks and rewards that are involved. Conduct that adversely affects job performance, the performance of fellow employees and/or otherwise adversely affects patrons, suppliers, and people who work on behalf of the Library is prohibited.

Know and Follow the Rules

Employees must carefully read these guidelines, Conduct & Work Rules, Anti-Harassment and Discrimination, Confidentiality, and other applicable policies, and ensure their postings are consistent with the Library's policies.

Be Respectful

Always be fair and courteous to fellow co-workers, patrons, suppliers, or people who work on behalf of the Library. Employees are more likely to resolve work-related complaints by speaking directly with their co-workers than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages patrons, suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Library policy.

Be Honest and Accurate

Employees must always be honest and accurate when posting information or news, and if a mistake is made, correct it quickly. Be open about altering any previous posts. Never post any information or rumors known to be false about the Library, fellow co-workers, patrons, suppliers, people working on behalf of the Library or its competitors.

Post Only Appropriate Content

Employees are free to express their personal opinions. Employees who do not have the job responsibilities to speak on behalf of the Library must never represent themselves as a spokesperson for the Library. If the Library is the subject of the content being created employees must be clear and open about the fact that they are employees and make it clear that the views expressed do not represent those of the Library, fellow employees, patrons, suppliers, or people working on behalf of the Library. Employees who publish a blog or post online related to their work or on subjects associated with the Library, must clearly state that they are not speaking on behalf of the Library. It is best to include a disclaimer such as *"The postings on this site are my own and do not necessarily reflect the views of the Library."*

Social Media and Work

Employees cannot use their email address to register on social networks, blogs or other online tools utilized for personal use.

Media Contacts

Employees must not speak to the media on the Library's behalf without contacting the Executive Director. All media inquiries must be directed to the Executive Director.

Article 6: Safety & Wellness in the Workplace

Section 6.01 – Health and Safety in the Workplace

Establishment and maintenance of a safe work environment are shared responsibilities of the Library and all employees. The Library will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities.

All employees have an obligation to promptly report any unsafe working conditions, hazards, or potential risks they identify within the workplace to their immediate supervisor, designated safety personnel, or through an established reporting system. Not only supervisors, but employees at all levels of the organization are expected to correct unsafe conditions as promptly as possible. The Library will not retaliate against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area they reasonably feel is unsafe. A supervisor will review the equipment or work area which an employee has identified as unsafe and will make a determination of whether the equipment or work area is safe.

Section 6.02 – Accident and Injury Reporting

All accidents, injuries, or near-miss incidents that occur on Library premises (Main Building and Grounds, Branch location), during Mobile Service deliveries, or during Library-related activities on or off the premises must be reported immediately to the employee's immediate supervisor or Human Resources.

Accurate and timely reporting is essential for assessing the incident, implementing corrective measures, providing necessary support and medical attention, contacting insurance agents, processing benefit applications, and conducting any needed investigations.

Section 6.03 – Workplace Security and Inspections

To safeguard the property of employees, patrons, and the Library; help prevent the possession, sale, and use of illegal drugs on the Library's premises in keeping with the spirit and intent of the Library's substance abuse policy; and help prevent the possession of illegal weapons on the Library's premises, 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. In addition, the Library reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, 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 in 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 in an inspection will be subject to disciplinary action.

Section 6.04 – Workplace Violence

The Library is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States. Due to this concern, the Library has taken steps to help prevent incidents of violence from occurring at the Library. The Library expressly prohibits any acts or threats of violence by any employee, former employee, or any third party (including patrons, vendors, and visitors) both in the workplace or at any Library-related events. This includes threatening comments that are intended to be made in a joking manner.

In keeping with the spirit and intent of this policy, and to ensure that the Library's objectives in this regard are attained, is the commitment of the Library:

- To provide a safe and healthy work environment;
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures;
- To take appropriate action when dealing with patrons, former employees, or visitors to the Library's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law;

- To prohibit employees, former employees, patrons, and visitors from bringing unauthorized firearms or other weapons onto Library premises in violation of the Illinois Firearm Concealed Carry Act; and
- To establish viable security measures to ensure that the Library's facilities are safe and secure to the extent reasonably possible and to properly handle access to the Library's facilities by the public, off-duty employees, and former employees.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, each employee has a duty to report any threat, instance of harassment or violent act observed or experienced at work to their supervisor, Human Resources, or the Executive Director. In addition, any employee who has a reason to believe that a violent act may be committed on the worksite or against an individual related to the business in any way, must promptly report that belief or suspicion to the employee's immediate supervisor, Human Resources, or the Executive Director. No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Library, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action.

Any employee who applies or obtains a protective or restraining order which lists Library premises as being protected areas should inform Human Resources. The Library may require the employee to furnish it with a copy of the order.

Section 6.05 – No Smoking or Vaping in the Workplace

The Library is committed to protecting the safety and welfare of its employees, patrons, and visitors. No smoking of any kind will be permitted in the Library's facilities, the Library vehicles, or within 30 feet of any the Library entrance, exit, window that opens, or ventilation intake that serves an enclosed area where smoking is prohibited. This policy applies to the use of both traditional smoking products, such as cigarettes, cigars, and pipes, and electronic smoking devices, such as e-cigarettes and vaporizers.

Smoking is only allowed during authorized break times and in authorized areas. This policy applies equally to all employees, patrons, and visitors.

Section 6.06 – No Weapons in the Workplace

No person, including employees, contractors, volunteers, or visitors, may possess, use, or display any weapons in the library, on Library property, including the Library parking lot, in the outreach services van, in any personal motor vehicle brought to the premises, or at any Library-sponsored event, whether held on or off-site. Weapons include concealed or visible weapons, including but not limited to, firearms, explosives, knives, blades, tasers, or any other items designed or intended to cause harm or injury.

This prohibition applies to all areas of the Library, including but not limited to, offices, meeting rooms, parking areas, and outdoor spaces under the Library's control.

Any employee who becomes aware of a person in possession of a weapon on Library premises must immediately report the situation to their supervisor or the designated safety personnel. Employees are encouraged to report any concerns or suspicions related to weapons possession, use, or display in the workplace to ensure prompt and appropriate action can be taken.

The Library will cooperate fully with law enforcement authorities in the investigation of any weapons-related incidents and will take appropriate legal action, as required. Employees who violate this policy may be subject to disciplinary action.

The only exception to this policy is for duly authorized law enforcement officers who are required to carry weapons in the performance of their official duties.

Section 6.07 – Drug Free Workplace

The Library is committed to providing a safe, healthy, and productive workplace that is free from alcohol, cannabis, and illegal drugs as classified under applicable laws. In furtherance of this commitment, the Library maintains a policy in which employees may be requested or required to submit to drug and alcohol testing in certain situations.

Work Rules

Whenever employees are working, operating Library vehicles, or present on Library premises, they are prohibited from: (1) using, consuming, possessing, buying, selling, manufacturing, or dispensing illegal drugs, cannabis, or alcohol (except a moderate amount of alcohol may be consumed at approved Library events, provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle); and (2) being under the influence of alcohol, cannabis, or illegal drugs.

This policy does not prohibit employees from the lawful use and possession of prescribed medications, except that employees may not use or possess cannabis (even medical cannabis) on Library premises, while operating a Library vehicle, or while working. In all other cases, employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclosing any restrictions to their supervisor. In the event an employee fails to report such restrictions 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.

Employee Assistance

The Library will assist and support employees who voluntarily seek help with 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, be placed on a leave of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment.

Required Testing

- Pre-Employment: All applicants may be required to pass a drug test before beginning employment or receiving an unconditional offer of employment.
- Reasonable Suspicion: Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol, cannabis, or other drugs while they are working, on Library premises, or operating Library vehicles.
- Post-Accident: Employees are subject to testing when they cause or contribute to accidents which seriously damage a vehicle or Library machinery or equipment or result in an injury requiring emergency medical treatment away from the scene of the accident. Employees will be tested under these circumstances when a member of management has a reasonable belief that the use of alcohol, cannabis, or other drugs contributed to the accident/injury.
- Return to Duty and Follow-Up: Employees who have tested positive or violated this policy, and who are 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 3 years.

Collection and Testing Procedures

Employees subject to alcohol testing shall be sent or driven to a Library-designated clinic and directed to provide breath specimens. Specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee. Positive or inconclusive breath tests or other indications that an employee may be under the influence may require the employee to be subjected to additional tests (urine or blood).

Applicants and employees subject to drug testing shall be sent or driven to a Library-designated clinic and directed to provide urine specimens. Applicants and employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated, or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested in accordance with applicable law and Library policy. There shall be a chain of custody maintained from the time specimens are collected through testing and storage.

The laboratory shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the testing facility or Library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within 3 working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

Consequences

- Applicants who refuse to cooperate in or fail to pass a drug test will not be hired.

- Employees who refuse to cooperate in required tests, found to be under the influence of alcohol or illegal drugs or who use, possess, buy, sell, manufacture, or dispense alcohol or illegal drugs in violation of this Policy will be subject to disciplinary action.
- Employees found to be under the influence of cannabis or who possess or consume cannabis on Library premises, while operating a Library vehicle, or while working will be subject to disciplinary action.

Confidentiality

Information and records relating to test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed to managers and supervisors on a need-to-know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding.

Definitions

- **“Cannabis”** includes, all forms of cannabis or marijuana, including both recreational and medical cannabis and marijuana.
- **"Library Premises"** includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased, or managed by the Library.
- **“Illegal Drugs”** means substances (1) that are illegal under state or federal law; or (2) whose use or possession is controlled by federal or state law but are not being used or possessed as directed by a supervising licensed health care professional. This definition includes, but is not limited to, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates, but, for purposes of this policy only, does not include cannabis.
- **“Refuse to Cooperate”** means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.
- **“Under the Influence of Alcohol”** means an alcohol concentration of .04 or more, or actions, appearance, speech, or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
- **“Under the Influence of Cannabis”** means actions, appearance, speech, or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of cannabis use, which may or may not be accompanied with a confirmed positive test result.
- **“Under the Influence of Illegal Drugs”** means a confirmed positive test result for illegal drug use or actions, appearance, speech, or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of illegal drug use.

Notification of Drug Arrest, Charge or Conviction

All employees are required to notify the Executive Director if they have been arrested, charged, or convicted of a criminal drug or alcohol related offense. Such notification must take place within 5 working days after the arrest, charge and/or conviction.

Section 6.08 – Blood Borne Pathogens

This section pertains to spills of blood or other body fluids. It is not a first aid/emergency response procedure. This section is specific to cleaning up of such fluids. The Library complies with state and federal regulations relating to occupational exposures to blood-borne pathogens. When blood or other blood-borne pathogens (microorganisms that can cause serious diseases and infections, such as HIV, hepatitis B, and hepatitis C) create a risk to staff or other Library users the following protocols will be followed:

- A supervisor or the Executive Director should immediately be advised of the situation and/or need for clean-up, including the names of the individual(s) doing the actual clean-up;
- Affected individual or area of the Library will be quarantined;
- All blood will be cleaned up, using appropriate protective equipment and materials, and disposed of safely and effectively. (Blood-borne pathogen disposal kits, with instructions, are kept in each public service desk and in the Library administration office);
- All necessary reports shall be completed upon completion of clean-up; and
- If necessary, staff will seek advice and assistance from the Waukegan Fire Department.

Section 6.09 – Stalking No Contact

As a workplace that also functions as a public building open to all, the Library will work to protect employees, volunteers, and patrons who are victims of stalking and their petition to limit such persons from entering the Library. The Illinois Stalking No Contact Order Act (740 ILCS 21/1) allows for a petition for a stalking no contact order to be filed when relief is not available to the petitioner under the Illinois Domestic Violence Act of 1986. Such petition must be made by the victim of stalking or on behalf of a minor child or adult victim who cannot file due to age, disability, health, or inaccessibility.

Section 6.10 – Automated External Defibrillator (AED)

The Library maintains an AED in a labeled cabinet in a publicly accessible area of the Library. The AED has voice activated instructions which will guide an individual through the process of using it to assist someone.

Section 6.11 – Severe Weather and Emergency Closings

When the Executive Director or Deputy Director believe the Library should close for the safety and security of the staff, patrons, and/or the facility, due to severe weather, building related issues, or other emergencies, they will contact the Library Board President to discuss the issue and reasons for the closure. If the Board President is unavailable, Administration will contact the Vice-President, Treasurer, or Secretary, as needed to inform them of the decision, and then inform the full Board by email.

In the case of a life-threatening emergency, police ordered lockdown, or power outage, the Library will take immediate action in accordance with safety procedures or guidelines provided by emergency personnel or a facility vendor.

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 or e-mail. If the decision to close the Library is made during the workday, the Executive Director, or their designee, will contact each supervisor with the scheduled closing time to be communicated to employees.

All staff who are precluded from working by the Library will be paid for their scheduled hours for any day the Library Board deems an Emergency Closing. 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 vacation or personal time or take a day without pay.

Article 7: Closing Policies

Section 7.01 – Termination of Employment

All employment relationships with the Library are on an at-will basis. Thus, although the Library hopes that its relationship with employees is long-term and mutually rewarding, both the employee and the Library reserve the right to terminate the employment relationship at any time.

Professional staff desiring to terminate their employment relationship with the Library are urged to notify the Library at least 4 weeks in advance of their intended termination. All other employees are asked to provide at least 2 weeks' notice of their intended termination. Such notice preferably should be given in writing to the employee's supervisor. Proper notice generally allows the Library sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck.

Section 7.02 – Exit Interviews

Exit interviews are normally scheduled for outgoing employees after the notice of intent to terminate is received. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all property that may be in the employee's possession (uniforms, keys, tools, phones, laptops, etc.), to receive all login information for work-related programs, software, and systems, and to provide employees with an opportunity to discuss their job-related experiences. At this time, employees will also be provided with a list of Library property that must be returned, such as keys, staff Library card and materials checked out on that card, phone, etc. as well as end dates for staff email and computer access or other items per IT procedures.

Personnel Policy Employee Acknowledgement Form

The Personnel Policy describes important information about the Library, and I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the policy.

Since the information and benefits described herein are necessarily subject to change, I acknowledge that revisions to the policy may occur. All such changes will normally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have entered into my employment relationship with the Library voluntarily and acknowledge that, unless covered by an employment agreement or collective bargaining agreement to the contrary, there is no specified length of employment and either the Library or I may terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the policy, and I understand that it is my responsibility to read and comply with the sections contained in this policy and any revisions made to it.

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

EMPLOYEE'S SIGNATURE