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PUBLIC NOTICE

The Westmont Public Library will hold its Policy and By-Laws Committee meeting of the Board of Trustees on Thursday, August 14, 2014 at 6:00 P.M. at the Westmont Public Library, 428 North Cass Avenue, Westmont, Illinois 60559

Agenda

(1) Call to Order

(2) Roll Call

(3) Pledge of Allegiance

(4) Approval of the minutes of the Policy and By-Laws Committee meeting: April 15, 2014

(5) Open Forum

(6) New Business

a. Review and recommend the Personnel Handbook
b. Review and recommend the Social Media Policy
c. Discuss and recommend next policy revision assignment for October 2014

(7) Adjournment

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact Ms. Julia Coen, Library Director, 9:00 A.M. to 5:00 P.M. Monday through Friday, Westmont Public Library, Westmont, Illinois, 60559; Telephone (630) 969-5625 x 221 or email jcoen@westmontlibrary.org, within a reasonable time before the meeting.

All interested persons in attendance will be allowed to express their views in accordance with policy.

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BY-LAWS & POLICY COMMITTEE MEETING
APRIL 15, 2014

MINUTES

The By-Laws & Policy Committee Meeting was called to order at 6:05 p.m. by Committee Chair, Jason Fichtel, on Tuesday, April 15 at the Westmont Public Library.

Roll Call:
Present: J. Fichtel (Chair), E. Carmichael, K. O'Connor
Also present: J. Coen, Interim Director, T. Barry, Administrative Assistant, J. Martens and A. Porter

Pledge of Allegiance:

New Business:

Review and recommend the Public Comment Policy:

Coen explained that she developed this policy based on those being used at neighboring libraries. Fichtel suggested including a sign-in procedure prior to the guest speaking. O'Connor asked if Westmont residents and Westmont non-residents would be given priority speaking preference. O'Connor asked if using the word "will" was appropriate or if using the word "shall" would be better. Porter and Fichtel suggested using "shall" instead of "will" throughout the document.

Fichtel asked if a five minute time limit was adequate for public speaking. O'Connor suggested inserting a statement that large groups with a common interest use a representative to avoid repetitiveness and maintain timeliness. Board President could reserve the right to limit the length of public speaking and any redundancy issues. Fichtel suggested adding the words "board responses to public comments will be at the discretion of the Board President". Coen confirmed that an immediate response from the board was not required.

Lastly, Fichtel suggested adding a disclaimer stating that once open forum had been closed that would end public comment. Martens pointed out that the board president may also deem another portion of the meeting appropriate for comment. Coen pointed out that the By-Laws did not break down agendas for special and committee meetings or set out an order of business and asked if open forum should be included on those agendas. Fichtel agreed to keep open forum on all agendas.

Review and recommend the Ethics Act Policy:

No changes at this point.

Review and recommend the Meeting Room Policy:

Coen said that she had primarily condensed the policy at this point. The committee eventually agreed that the policy would remain the same but that more 'meeting place' options such as our free conference room or study rooms would be listed on the drop down link on our website.

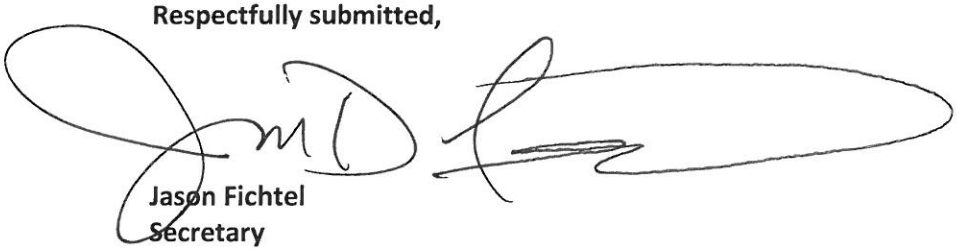
O'Connor suggested adding the words "up to" the 90 and 30 days in advance. He also suggested changing the word "prior" to "advance". Fichtel asked Coen to change the word state, third line down.

Discussion of the policy index and recommend the next revision assignment for July 15, 2014:

Coen suggested re-visiting the schedule of fines and fees, the volunteer policy and the personnel handbook. Coen suggested submitting the handbook to Management Association of Illinois for their review, comments and recommendations.

O'Conner moved to adjourn at 7:00 p.m., Carmichael seconded. All in favor.

Respectfully submitted,



Jason Fichtel
Secretary
Westmont Public Library Board of Trustees

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Review and recommend the Personnel Handbook

In this packet you will find the Personnel Handbook with the recommended changes from the Management Association of Illinois. Additional recommendations by library staff are also included and highlighted in yellow for easy identification. I will bring my notes to the committee meeting to help clarify the Management Association recommendations and staff recommendations.

Note: there are significant changes to the introduction section so please read that section thoroughly. All other content changes are highlighted in yellow. Minor changes to capitalization, grammar, etc. have not been highlighted for the sake of time but I can provide a list of those if requested.

Review and recommend Social Media Policy

The Personnel Handbook now includes a proposed Social Media Policy that outlines employee conduct in relation to library-sponsored and personal social media accounts. Therefore, the *employee comment* section in our current Social Media Policy is no longer necessary and it is recommended we delete it. The Social Media Policy with the proposed changes is enclosed.

Discuss and recommend the next policy revision assignment for October 2014

Enclosed is the policy index. I recommend that the Policy and By-Laws Committee discuss and revise the Volunteer Policy and Public Use of the Internet Policy at the next committee meeting.

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PERSONNEL HANDBOOK

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INTRODUCTION

The Westmont Public Library (WPL) staff is the organization's most important asset since they are responsible for providing excellent library service to the Westmont community. It is the continuing goal of the Westmont Public Library Board of Trustees to maintain fair and equitable employment practices.

The personnel policies are based on the following objectives:

- developing highly-qualified, well-trained, and equitably-compensated staff
- providing a work environment that is conducive to professional and personal growth
- compensating employees based on performance, assigned responsibilities, and education
- using reasonable rules to govern the operation of WPL and interaction of the staff

Following library policy is a pre-requisite for continuing employment with the library. Upon receiving a copy of the Personnel Handbook, each employee shall sign the "Employee Acknowledgement Form." The Library Board reserves the right to amend, revise, supplement, deviate from or eliminate any of the policies or benefits, or portion thereof, described here, except for the policy of employment-at-will. An effort will be made to notify ~~you~~ employees of such changes as soon as possible.

Employment at Will

The handbook is not intended to create a contract of employment. Rather, it is simply intended to describe the library's present policies and procedures, employee benefits, and general guidelines. ~~Your~~ Employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the library. This at-will relationship can only be modified by an enforceable, executed agreement, in writing and signed by the President of the Board of Trustees. All other agreements and/or oral agreements to the contrary will be considered null and void.

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
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations

Some of the subjects described here are covered in detail in official policy documents, e.g., benefit plans. ~~You~~ Employees should refer to these documents for specific information since the handbook only briefly summarizes the library's policies, procedures, and benefits.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the management of the library, subject to federal, state, and local laws.

SELECTION OF STAFF

Selection of staff is based on the essential requirements of each position as stated in the job description. Candidates are evaluated on their educational, professional, technical, intellectual, and personal qualifications as these apply to the position sought. The Library Director is appointed by the Library Board. Staff appointments are made by the Library Director, or his/her designee.

Equal Opportunity Employer

The library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, order of protection status, and sexual orientation all in accordance with applicable law. Such action shall include, but is 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.

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

Any employee who believes this policy has been violated should report the situation to a supervisor/manager or the Library Director. All such matters will be held in confidence, thoroughly investigated, and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the library's investigative procedures.

The library strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

Promotions and Transfers

When a vacancy occurs, consideration will be given to present employees. Administration reserves the right to reassign personnel without posting a vacancy if it is deemed in the best interest of the library. WPL is free, however, to seek candidates from outside the library to fill each position with the best qualified person. Transfers between departments, on either a temporary or permanent basis, may be made upon the recommendation of the managers of the affected departments and the approval of the Library Director. Employees interested in being considered for a job opening must fill out a job application or submit a resume and participate in an interview as any other applicant would.

Reappointment

Staff members who resign in good standing may be considered for reappointment at a future time when an opening is available. If hired, they will not be credited with prior service for the purpose of computing the accrual of vacation time and seniority nor does time served as a substitute contribute to accrual of vacation or seniority.

Nepotism

Members of an employee's immediate family will be considered for employment on the basis of their qualifications.

Immediate family may not be hired, however, if employment would create actual or ~~substantial~~ *potential* interference with the business operations of the library (such as being supervised by a relative) or would violate Illinois law or applicable conflict of interest laws.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purposes of this policy, immediate family includes: mother, father, husband, wife, son, daughter, sister, brother, the above in-law relationships, and the above ~~step-children~~ *step-relationships*.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above. If the conditions outlined above should occur, attempts may be made to find a suitable position within the library to which one of the employees can transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

Staff Categories

It is the intent of the library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and the library. Each employee is designated as either NONEXEMPT or EXEMPT according to federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. EXEMPT employees 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 employees are those who are regularly scheduled to work ~~the~~ 37.5 hours per week or more. Generally, they are eligible for the library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular part-time employees are those who are regularly scheduled to work less than 37.5 hours per week. Generally they are eligible for some of the library's benefit package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

Temporary employees are those who work for the library for a specific assignment or length of time normally not to exceed six months in duration. Temporary employees are not eligible for any of the library's benefit package except those required by law.

Introductory employees are those employees working within their first 90 days of employment with the library. 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 the Library Director 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 *Board* reserves the right to extend or shorten the introductory period within its discretion.

PERSONNEL PRACTICES

Personnel Records

Each employee's personnel file will contain only such information as is needed by the library in conducting its business or is required by federal, state, or local law. This information will normally include the following: employment application/resumes; payroll information; performance ~~appraisals~~ *evaluations*; disciplinary records; school transcripts; letters of commendation; and promotion, demotion, reclassification justification, etc. All medical information will be maintained in a separate file.

Personnel Records / Duplication

The information contained in each personnel file will be obtained directly from the employee to the greatest extent possible. Duplicate personnel records other than copies of the profile, resume, and performance ~~appraisal~~ *evaluation* will not be maintained on a departmental basis. From time to time, additional data of a sensitive nature, such as written warnings, may be generated and permanently added to the personnel record. The employee will be provided with a copy of performance appraisals and disciplinary action documents.

Personnel Records / Employee Access

Employees may review the library's personnel records pertaining to their employment. Employees will notify the Library Director, who will schedule a time for inspection that is convenient for both the employee and the library. If, after inspecting his or her personnel records, the employee believes that certain material is irrelevant, inaccurate, or obsolete, the employee may submit a written request to the Library Director to correct the information in the file. The record will either be corrected or the employee will be informed why the information should remain in the file. If the employee is not satisfied with the decision, the employee shall be permitted to place a written statement of disagreement in the file.

Personnel Records / Security

To maximize the security of the library's personnel records, all files are kept in locked cabinets. Access to the files is on a need-to-know basis. Examples of individuals who would have a legitimate need to inspect personnel records include the Library Director and the employee's supervisor.

Reference and Background Checks

The library may require professional, personal, and academic references from most employment applicants. Reference checks are conducted by mail, telephone, face-to-face interviews, or a combination of methods. For certain positions, such as those involving financial or security matters, the library reserves the right to use a company representative or third-party agency to conduct background checks. The library will notify applicants before conducting any reference checks.

Reference and Background Checks / Consumer Reporting Agency

For positions involving security responsibilities or significant financial accountability, the library reserves the right to request a consumer reporting agency to prepare an investigative consumer report on the applicant. Along with credit and employment history, such a report typically includes information about an individual's character, reputation, and mode of living, obtained through personal interviews with an applicant's neighbors, acquaintances, associates, and

friends. The library must obtain an applicant's consent before requesting such a report. All federal and state credit reporting laws will be followed during the background check process.

Reference and Background Checks / Criminal Background Check

Certain positions in the library may require an applicant to proceed through a criminal background check prior to receiving a non-contingent offer of employment. All applicants who are a subject to a criminal background check will be notified prior to the time the check is conducted and will be asked to disclose any convictions prior to the check. The existence of a conviction does not automatically disqualify an individual from employment. The library will consider:

- The nature and gravity of the offense or conduct;
- The time that has passed since the offense or conduct and/or completion of the sentence; and
- The nature of the job held or sought.

Should an applicant's background check confirm the existence of a conviction(s), the applicant may be informed that he/she is subject to exclusion from the position due to a conviction and ~~provided with~~ *given* an opportunity to provide further information that he/she should not be excluded (if, in fact, the library is considering exclusion based on the conviction). The applicant may be asked to provide additional information including, but not limited to:

- Confirmation that the conviction does, in fact, belong to the applicant;
- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- The applicant's age at the time of conviction, or release from prison;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct;
- The length and consistency of employment history before and after the offense or conduct;
- Rehabilitation efforts, e.g., education/training;
- Employment or character references and any other information regarding fitness for the particular position; and
- Whether the individual is bonded under a federal, state, or local bonding program.

If the applicant does not respond to the library's fact-finding, the employment decision will be based on the information gathered by the library via the original background check.

Reference and Background Checks / Inaccurate or Fraudulent Information

The library will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on his or her job application, resume, during an interview, or during a background check process. Employees hired based on false information discovered after employment begins are subject to discipline, up to and including discharge.

Reference and Background Checks / External Employment Information Requests

From time to time, outside organizations or individuals file information requests with the library, seeking information about current or former employees. To ensure consistency and fairness, protect individuals' privacy rights, and maintain the security and confidentiality of all employment and personal information in its record systems, the

library adheres to the following standards and procedures in dealing with all external requests for employment information.

Reference and Background Checks / Requests from Other Employers

The library will only disclose the following information when responding to requests from other employees regarding current and former employees:

- The individual's start and end date of employment;
- Title of last position held; and
- Wage and salary information.

The library must have a signed consent form authorizing WPL to release this information from the individual's personnel records to the specifically named library. To be acceptable, this consent form must indicate the general and specific types of information that can be released and release the library from all potential liability related to the authorized disclosure.

Reference and Background Checks / Other Information Disclosures

In responding to information requests from parties other than ~~other~~ employers, the library generally releases information only if a signed consent form is supplied by the individual involved. Even with a consent form, the only information normally released is the individual's employment dates, most recent job title, and, where authorized, most recent pay rate.

To obtain disclosure of any other information, a former or current employee must submit a request to the Library Director, specifying the type of disclosure sought and the identity of the ~~library~~ *organization* authorized to receive the information.

Government Requests for Information

The only exception to the above procedures applies to information requests received by the library from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. The library normally honors all such requests and provides the information sought in the form requested by the agency or official. Where the library releases information about an employee or former worker in response to a subpoena, it normally informs or attempts to inform the individual about the disclosure. However, the library reserves the right to refrain from informing individuals of government information requests related to an ongoing investigation of criminal activity.

Workweek and Schedule

The workweek begins on Monday and ends the following Sunday. All employees may be scheduled to work days, evenings, and weekends. Employees work as scheduled at the convenience of the library. Non-exempt staff may not work over their normally scheduled hours without prior approval of the Library Director or *Assistant Director*. Working unauthorized overtime may result in discipline up to and including termination. The Library Director may, when necessary, schedule time to be worked in excess of normally scheduled hours. A regularly scheduled increase in part time hours requires approval of the Library Director.

Temporary Emergency Closing

When WPL is closed for an emergency situation, full and part-time non-exempt employees who are working at the time of the closing will be paid for the hours scheduled. Staff being paid during a temporary closing will be considered to be "on call" and are expected to return to the library for the remainder of their scheduled work day should conditions allow the library to reopen.

Staff who choose not to attend work due to weather conditions may use a personal or vacation day, or opt to take the day off without pay. Proper notification to the supervisor is required. Should an emergency closing later be declared, only those staff on the premises will be compensated.

Full and part-time non-exempt employees who are told not to come in or who choose not to come in due to an emergency closing are eligible to make up the hours and must arrange for the make-up hours with their supervisor. Make-up hours should not incur overtime (exceeding 40 hours in a week) without the approval of the Library Director.

Payroll

Employees will be paid bi-weekly. The pay period will begin with the workweek ~~(Sunday)~~ *(Monday)* and end thirteen days later. Employees will be paid on the Friday following the end of the pay period. Automatic payroll deductions will be made as required by law and as authorized by the employee.

Deductions from Pay

It is the policy of Westmont Public 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). Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Library Director. If the employee is ~~unsatisfied~~ dissatisfied with the findings of the investigation, the employee may appeal the decision in writing to the Library Board President. Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after reporting the improper deduction. Likewise, the employee should report to the Library Director if an overpayment has been made. The issue will be promptly investigated and the results of the investigation will be reported to the employee.

Salary Schedule

The salary schedule establishes a salary range for each position level and includes a minimum and maximum rate. The schedule is reviewed annually by the Library Director with reference to current library standards and cost of living and any adjustments made are effective July 1st. On the effective date of a new or revised salary schedule, any employee receiving less than the new minimum salary for that position will automatically be raised to the new minimum salary for his/her position, unless performance evaluation results in below par performance. New appointments will normally be at the minimum salary for that level, although previous experience will be considered and the beginning salary may be established at a higher rate.

Bonus Pay

Regularly scheduled part-time and full-time employees have the potential to receive a special bonus (not to exceed 1% of annual pay) relative to extraordinary work completed. Bonus pay will be awarded no more than once per quarter of the fiscal year. Bonus pay is awarded at the discretion of the Library Board.

Overtime Pay

Non-exempt full and part-time employees will be paid at the regular rate for all hours up to 40 hours per week and at 1½ times the regular rate for hours in excess of 40 hours per week, Monday to Sunday. Hours in excess of 40 per week must be approved in advance by the Library Director. If the Library Director is not available, the Assistant Director ~~or Person in Charge~~ may approve the overtime. Working unauthorized overtime may result in discipline up to and including termination of employment. Exempt employees do not receive overtime pay.

Holiday Pay

WPL is closed on New Year's Day, Memorial Day eve, Memorial Day (Monday observance), Independence Day, Labor Day eve, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. When Independence Day, Christmas Day, or New Year's Day fall on Sunday the library will be closed on Sunday and on the following Monday. Monday will be considered the holiday.

Holiday Pay / Full-Time Employees

Full-time employees receive holiday pay after they have worked 90 days during their first year of employment. ~~Full-time employees receive holiday pay for those holidays which the library is closed.~~ *Full-time employees receive holiday pay for the holidays listed above excluding those that fall on Sundays.*

Holiday Pay / Part-Time Employees

Part-time employees receive holiday pay on a pro-rated basis after they have worked 90 days during their first year of employment. Part-time employees receive holiday pay at a pro-rated basis *for the holidays listed above excluding those that fall on Sundays.* ~~If they continue to work a minimum of 19.5 hours preceding the week of the holiday, they are entitled to receive holiday pay pro-rated on the total number of hours worked. Therefore, an hourly employee who meets the above conditions and works at least 19.5 hours a week, is entitled to a prorated day's pay for each holiday.~~

Employees regularly working fewer than 19.5 hours are paid for holidays if they fall on their regularly scheduled work day and they worked their usual hours during the preceding week. Regularly scheduled means worked more than 51% of the year on that day of the week.

Breaks

Relief breaks are permitted to allow employees time to rest during the workday. Meal breaks are required by law for nonexempt employees working 7.5 hours or more consecutive hours. Breaks should follow these guidelines:

- Employees are allowed a paid fifteen (15) minute relief break for every half day (4 hours) worked. Relief break time does not accumulate;
- Employees working at least 5 hours but fewer than 7.5 hours may take an unpaid meal break of 30 minutes, in addition to a paid 15 minute relief break as approved by the supervisor;
- Employees are scheduled to take a one-half hour unpaid meal break no more than 5 hours after the start of the work period when scheduled to work continuously for 7.5 hours or more. Meal break time does not accumulate;
- With permission of their supervisor and based on library needs, relief breaks may occasionally be combined or used to extend meal breaks;
- Unused meal or relief breaks cannot be used to adjust the employee's scheduled arrival or departure times;

and

- No compensation will be given for relief breaks not taken.

Reduction in Hours

An employee who no longer receives benefits due to a reduction in hours will be paid for any earned vacation time on the first payroll following the change. Unused sick time will remain on the employee's account and may be used as designated under the sick leave policy.

Termination of Employment / Resignation

Employees are encouraged to give advance notice of resignation. A minimum of four weeks notice is requested for the Library Director, Assistant Director, Managers, Librarians, and Administrative Assistants. A minimum of two weeks notice is requested for all other positions. On the last day of employment the employee is required to return his or her library card (if a non-resident), any library keys assigned to the employee, his or her name badge, and to pay for all outstanding fines and personal orders.

Termination / Salary Adjustment

Payment shall be made for unused vacation leave. Vacation leave is accrued up to the last day actually worked. The maximum which may be accrued is limited to total hours earned in a year plus 25% of the prior year's untaken vacation. No payment shall be made for accumulated sick leave or personal day hours, or other paid time off.

Drug-Free Workplace

The library regards drug and alcohol abuse as a serious social, economic, and medical problem. All procedures and guidelines required by this policy are for the benefit of employees, their families, the library, and the community.

Drug-Free Workplace / Work Rules

Whenever employees are working, operating library vehicles, or present on library premises, or performing safety-sensitive functions, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing illegal drugs;
- Being under the influence of alcohol or illegal drugs; and
- Possessing or consuming alcohol.

This policy does not prohibit employees from the lawful use (use must be lawful in accordance with both federal and state law) and possession of prescribed medications. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. (Employees should not, however, disclose underlying medical conditions unless specifically directed to so.)

Drug-Free Workplace / Employee Assistance

The library will assist and support employees who voluntarily seek help for alcohol or drug problems before becoming subject to discipline under this or other library policies. Employees are encouraged to seek such assistance through ~~the Employee Assistance Program or other~~ *a* reputable resources in the community. Those who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and may be required to take and pass follow-up tests, if they hold jobs that are safety

sensitive, require driving, or if the employee has violated this policy previously.

Drug-Free Workplace / Required Testing

Reasonable Suspicion: Employees are subject to testing if a supervisor reasonably suspects them of using or being under the influence of alcohol or 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 equipment, or result in an injury requiring emergency medical treatment away from the scene of the accident.

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 three (3) years.

Drug-Free Workplace / Consequences

Employees who refuse to cooperate in required tests, or who test positive for illegal drugs/alcohol or use, possess, buy, sell, manufacture or dispense illegal drugs or alcohol in violation of this policy will be disciplined up to and including termination of employment.

Drug-Free Workplace / Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided by a medical review officer shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed, where relevant, to a grievance, charge, claim or other legal proceeding initiated by, or on behalf of, an employee or applicant.

Drug-Free Workplace / Definitions

"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 whose use or possession is controlled by and/or illegal under federal or state law or which are not being used or possessed under the supervision of a licensed health care professional. This definition specifically includes "medical marijuana."

"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 Drugs" means a confirmed positive test result for illegal drug use.

Drug-Free Workplace / Miscellaneous

The Drug Free Workplace Policy is not a contract of employment and may be modified by the library at its sole

discretion. To the extent contractor employees, who are present on library premises, engage or appear to have engaged in conduct that would violate this policy if done by an employee, such contractor employees will be barred from library premises. All employees are required to notify a member of management if they have been convicted of a criminal drug offense occurring in the workplace. Such notification must take place within five (5) working days after the conviction.

Workplace Harassment

It is the policy of the library to maintain a work environment free from all forms of harassment and discrimination and to insist that all employees be treated with dignity, respect, and courtesy. It will be a violation of library policy for any employee to harass or discriminate against another individual in the workplace based upon race, color, religion, sex, national origin, age, mental or physical disability, genetic information, ancestry, sexual orientation, veteran status, military status, marital status, order of protection status or any other protected category as defined by applicable law. The library will not tolerate harassment of library employees by anyone, including any supervisor, co-worker, vendor, patron, contractor, or other regular visitor of the library. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge.

Workplace Harassment / Definitions of Harassment

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

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative, stereotyping, or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and
- 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.

Examples of conduct which could be considered harassment include:

- Persistent unwelcome flirting, pressure for dates, sexual comments or touching;
- Suggestive jokes or gestures directed toward another based on sex, race, gender, national origin, religion, disability, pregnancy, age, military status, and any other category protected by state or federal law;
- Racially or sexually oriented comments about another;
- Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange

for dates or sexual conduct or based on sex, race, gender, national origin, religion, disability, pregnancy, age, military status, and any other category protected by State or Federal law; and

- The open display of sexually oriented calendars, computer screens, pictures, posters, or other material offensive to others.

Workplace Harassment / Reporting Complaints

All library employees are responsible to help assure that we avoid harassment. Any individual who believes that he or she has been subjected to harassment or discrimination as prohibited by this policy or who has witnessed harassment or discrimination, shall immediately notify his or her direct supervisor. The supervisor shall notify the Library Director and will complete a complaint form. If the person to whom the employee is directed to report is the offending person, the report should be made to the next highest level of supervision. If the complaint is directed towards the Library Director, the report should be submitted to the Library Board President. All reports of alleged harassment will be kept confidential to the extent 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. Complaints of alleged harassment will be reviewed by the Library Director and/or the Board President and an investigation initiated promptly.

If the complainant or the accused is not satisfied with the disposition of the investigation, he/she may submit in writing an appeal to the Board of Trustees, who will review the investigation report and make a final decision. ~~At~~ The Library Board~~'s option, he or his designee~~ may conduct a further investigation if necessary.

Workplace Harassment / Discipline

Any employee who is determined, after an investigation, to have engaged in harassment, in violation of this policy, will be subject to disciplinary action up to and including dismissal. No action will be taken against employees who lodge good faith complaints of harassment.

Workplace Harassment / Retaliation

Reporting harassment, discrimination or retaliation, or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising his/her rights under this policy shall be subject to discipline up to and including discharge.

Workplace Harassment / Reasonable Accommodations

The library supports the Americans with Disabilities Act as Amended and will attempt to provide reasonable accommodations for people with disabilities in the workplace unless such accommodations would present an undue hardship for the library. Reasonable accommodations apply to all employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures. A qualified person with a disability is 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 himself /herself or other individuals in the workplace. Contact the Library Director for further clarification regarding the library's policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

Workplace Harassment / Whistleblower Compliance

A whistleblower as defined by this policy is an employee of the Westmont Public Library who reports an activity that

he/she considers 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. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Library Director or the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The library will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Library Director/designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Library Director who is responsible for investigating and coordinating corrective action, or her designee, in the event she is the accused. Employees with any questions regarding this policy should contact the Library Director.

Use of Automobile

Employees who use private vehicles for library business must complete a Certification of Automobile Liability insurance and Valid Driver's License statement indicating that they are duly licensed and have auto liability insurance in effect that meets or exceeds State of Illinois requirements. Employees who use private vehicles for library business must notify the library if their insurance lapses or if they no longer have a valid driver's license. Staff members are prohibited from transporting library patrons in their personal vehicles.

Privacy of Employee Work Space and Equipment

To safeguard the property of employees, patrons, and the library, and to help prevent the possession, sale, and use of illegal drugs on the library's premises, and in keeping with the spirit and intent of the library's Drug-Free Policy and ~~weapons-free workplace policies~~ *Library Use and Conduct Policy*, the library reserves the right to question employees entering and leaving the 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. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of stolen property, illegal drugs or weapons, will be subject to disciplinary action up to and including discharge.

Gifts

Westmont Public Library officers and employees are prohibited from offering or accepting gifts as stated in the Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq). Any gift received as a premium by WPL must be given to the Library Director or Assistant Director for library use. Such gifts will be used to benefit the public whenever possible. Gifts received by staff from patrons in appreciation for individual services rendered on a particular occasion or throughout the year may be kept by the staff member if the value does not exceed $50. Administrative staff should be informed of all gifts regardless of value and those over $50 in value must be given to the Library Director or Assistant Director for disposal. The President of the Board of Trustees and the Treasurer must be notified of all gifts over $50 in value. Cash gifts may not be accepted.

Gifts received by staff or their immediate family from any person or organization doing or seeking to do business with the library under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of library business with the donor shall not be accepted. Such gifts should be returned with a note of explanation.

Open Door Communications/Problem Solving Procedure

The problem solving procedure should be used to address problems that typically occur in the workplace. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be utilized:

Step One: The employee should ~~informally~~ discuss the situation with ~~the employee's~~ *his/her* supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and respond to the employee.

Step Two: If the employee is not satisfied with the supervisor's response or feels the problem is not resolved, the employee can present the problem in writing to the Library Director as soon as possible. The employee should give the Library Director an opportunity to reconsider the situation and respond to the employee in writing.

Step Three: If the employee is still not satisfied that the problem is resolved, the employee can present the problem to the Library Board of Trustees. As before, this should be done in writing as soon as possible. The Library Board will consider the situation and make a decision which will be the final step in this procedure.

STAFF CONDUCT

Staff Obligations

The Westmont Public Library is a public service institution. Each staff member's attitude and demeanor is important in establishing the image WPL presents to the public. Each employee's attitude should be one of courteous, friendly, and attentive service to the patron. WPL requires personnel to value and respect the varying needs, skills, and abilities of library users. Library service will be given to all patrons regardless of race, color, national origin, sex, religion, age, disability, sexual orientation or any other class protected by applicable federal, state, or local law. All employees, when acting as a representative of the Westmont Public Library, are expected to conduct themselves in accordance with the Code of Ethics of the American Library Association.

~~Staff members are responsible for maintaining a spirit of cooperation and teamwork with their co-workers. Employees are expected to conform to the policies and procedures of the Library and of their department.~~

The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at the library's discretion, also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from the Library Director ~~or one of the Trustees~~ on issues related to conduct.

Breaches of Conduct

- Falsifying employment application, time sheet, expense report, personnel or other documents or records of the library;
- Unauthorized possession of library, patron or employee property;
- Possession, distribution or use of weapons or explosives, using and/or carrying a firearm in violation of the Illinois Firearm Concealed Carry Act while working and/or attending any work related event or violating criminal laws on the premises of the library;
- Fighting and/or other disorderly conduct;
- Dishonesty, fraud, theft or sabotage against the library or its employees;
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of the library or its patrons;
- Insubordination or failure to perform reasonable duties which are assigned;
- Unauthorized use of material, time, equipment or property of the library or a patron;
- Damaging or destroying library or patron property through careless or willful acts;
- Conduct that the library feels reflects adversely on the employee or the library;
- 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 information to any person who isn't authorized to receive it, and 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;

- Any behavior that results in an employee not performing his/her job; and
- 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 patrons.

No Solicitation/No Distribution

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time for any cause or distribute literature or printed material of any kind in working areas at any time.

~~Non-employees are likewise prohibited from distributing material or soliciting employees on the Library premises at any time.~~

Privacy of Information between Staff and Public

~~The relationship between library staff and patrons is confidential.~~ Information about patron records, circulation records, or reference assistance may not be revealed to the public or to a governmental agency without authorization by the Library Director or the Board. A parent or legal guardian is entitled to information as to the materials reserved or checked out by the parent's minor child. Violation of this policy is grounds for immediate dismissal.

Absence and Tardiness

Consistent attendance and punctuality contribute to the success of the library's operations and are conditions of employment. Attendance problems disrupt operations, lower productivity, and create a burden for other employees. All employees of the library are expected to assume responsibility for their attendance and promptness. Poor attendance will be reflected in an employee's performance review, and is subject to disciplinary action. Employees are expected to report for work when scheduled. Employees are expected to be ready to work at the beginning of their scheduled time. In the event an employee is unable to report for work or remain at work as scheduled he/she should notify the immediate supervisor or Person-in-Charge of the department as far in advance as possible. Employees are responsible for notifying their supervisor or the Person-in-Charge of the department as soon as possible if they cannot report for work on time and to indicate when they expect to arrive. The employee should be prepared to explain the reason for the absence. Employees must personally contact the library on a daily basis during all absences, except those arranged in advance with the library.

The library may require that additional documentation be furnished. For example, in instances of absence due to employee's health, the library reserves the right to require the employee to obtain a doctor's report explaining the condition and the doctor's restriction that the employee not work. Ordinarily, any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the library may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted to the library. Three consecutive days of absence without notice to the library constitutes job abandonment and results in termination of an employee as a voluntary separation.

Staff Meetings and Staff In-Service Day

Staff scheduled to work at the start of the day are expected to attend morning meetings. Notes from morning

meetings are posted on the staff blog and all staff are expected to read the blog on regular basis. ~~This is the primary record of events, notices, and memos for all staff communication.~~ Staff are expected to attend in-service training, all-staff meetings, and department meetings as scheduled unless excused by their supervisors.

Personal Telephone Calls

Telephones are used for effective communication with WPL's patrons and business associates. Personal use of library telephones should be kept to a minimum. If personal calls are received while an employee is on a service desk the call must be kept to a minimum. When necessity requires that an employee make a personal long distance call while at work, the employee is expected to pay the library for the call. Personal long distance calls should be reported to the Administrative Assistant who will inform the staff member of long distance cost when the monthly bill arrives.

Use of Cellular Phones

~~Personal cell phones (including personal digital assistants (PDAs, text messaging devices and other similar "wireless devices") must be turned off during an employee's working time.~~ Employees may make and/or receive calls on personal cell phones during non-working time (i.e., the employee's scheduled break time); however, these calls must be received and placed away from working and patron facing areas. Employees may make and receive local personal calls on the library's telephone during working hours (see the Personal Telephone Calls Policy). These calls should be brief and not interfere with the employee's job duties.

The library promotes cell phone safety when operating a motor vehicle. If the employee finds that it is absolutely necessary to utilize a cellular phone while away from work, the following must be observed:

- Employees must place calls while stopped or have someone place the call for them. 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;
- Employees must refrain from using cellular phones while operating a motor vehicle in a school speed zone or in a construction /maintenance speed zone absent an emergency situation or the use of hands free/voice-activated equipment;
- When driving, utilize voice-activated equipment and/or speed dial that involves pressing only one key to dial the desired number;
- Keep the phone in any easy to reach location. Drivers should not remove their eyes from the road to look for, reach or answer the phone;
- Avoid intense, emotional, or complicated conversations while driving;
- Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain;
- Employees must give driving their full attention;
- Do not take notes or look up phone numbers while driving; and
- *Do not compose, send or read electronic messages while operating a motor vehicle.*

Failure to adhere to this policy, including the safety rules, can result in ~~severe~~ discipline up to and including termination of employment.

Parking

Staff parking is provided in the west of the center line of the parking lot. Staff with handicapped permit parking should use an appropriate parking spaces. Other spaces are reserved for patrons.

Smoking

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 or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or classroom, break room or cafeteria, and/or other common area. This policy specifically applies to the use of smokeless tobacco and/or herbal products as well as e-cigarettes.

Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations. Supervisors and managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. All employees are encouraged to report violations of the smoke-free office policy to a supervisor/manager.

Accidents

All accidents involving employees during working hours or while on library premises and all other accidents in which the library is involved directly or indirectly must be reported immediately to the Person-in-Charge, who will fill out an Incident Report and give a copy to the employee's supervisor and the Library Director. On-the-job accidents may be covered by Workers' Compensation, and therefore must be reported within 72 hours. It is the responsibility of the Person-in-Charge to make this report.

Weather Emergencies

Refer to emergency manual for action to take in the event of severe weather conditions.

Employee Apparel

As representatives of the Westmont Public Library staff should always strive to make a good impression on the community. Accordingly, employees should ensure that their clothing and appearance are business-like and appropriate to the tasks at hand. Employees are encouraged to consult with their supervisor regarding acceptable dress for their work areas. Employees are expected to dress in a neat style to help maintain a professional image. Unkempt (torn or stained clothing) should be avoided, unless the task at hand will ruin clothing. Provocative or revealing clothing (e.g., too short, too low cut, too tight or see-through) should be avoided.

Violators of the dress code may be sent home to change into appropriate attire and will normally not be paid for the time away from work. Repeated violations may result in disciplinary action.

Staff Use of Library Computers/Communications Systems

It is the policy of the library to provide or contract for the communication services and equipment necessary to promote the efficient conduct of business. All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in the library's information systems are the library's property and are to be primarily solely for job-related purposes. To ensure the proper use of communications systems and business equipment, the library may monitor the use of these systems and equipment from time to time.

The library strictly prohibits non-job-related uses of its software and business equipment, including, but not limited to: facsimiles, computers, and copy machines. Employees also are prohibited from using codes, accessing files, or retrieving any stored communication without prior clearance from the Library Director. No employee may use a pass code unknown to the library. Electronic systems are owned/leased and maintained by the library, and electronic communications are the sole property of the library. Personal software or messages shall not be installed or stored on library electronic equipment unless approved by the Library Director.

Likewise, employees are prohibited from bringing unauthorized electronic communications equipment to work to use with library provided electronic communications equipment and/or from accessing library systems with their devices absent explicit permission from the Library Director. Such prohibitions could include but are not limited to any type of external computer drives, such as flash drives, personal laptops, and other wireless communications devices. Using such unauthorized equipment with library provided electronic communications equipment and/or accessing library systems without permission is considered to be theft of the library's property.

Employees who create a library profile/email account on their personal device without permission (or who refuse to delete their library profile/email on their personal device when asked to do so) will automatically have their device reset to factory default by the library. This setting will delete all library information from their device, but will also delete any and all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.
The following guidelines pertain to staff use of library computers/communications systems:

- 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 use of personal passwords, assigned to the employee, is not grounds for an employee to claim privacy rights in the electronic or communications systems. The library reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to the library to allow access to the systems.
- The library's prohibition again sexual, racial, and other forms of harassment are extended to include the use of electronic and telecommunications systems. Offensive, 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 should 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 e-mail, facsimiles, etc.
- Employees are prohibited from disseminating, printing, or copying copyrighted materials or in any other way violating copyright laws. The electronic posting of copyrighted information is also prohibited, unless the library or the employee has created the information or owns the rights to it.
- 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 from the system.
- Employees should exercise care so that no personal correspondence appears to be an official communication of the library. Personalized library stationery and business cards may only be issued by the library. Employees may not use the library's address for receiving personal mail or utilize library stationery or postage for personal letters.

- Violation of this policy can result in discipline, up to and including termination of employment.

Employees who violate the Staff Use of Library Computers/Communications Systems Policy are subject to disciplinary action, up to and including termination. As a condition of employment, employees will be required to sign a consent form acknowledging their understanding and agreement to comply with this policy.

Social Media Use Policy

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, but not limited to, LinkedIn, Facebook, MySpace and Twitter.

Social Media Use Policy/ General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for library on working time, for personal use during non-work time, outside the workplace, or during working time while using library owned equipment. (Using library equipment to access social media sites for personal use is also governed by the Communications Systems Policy. Employees should also refer to this policy before accessing such sites via the library's equipment). These rules and guidelines apply to all employees:

- Employees are prohibited from discussing confidential, library matters through the use of social media. Confidential information includes information about patron records, circulation records, or reference assistance and employee medical information. Employees may not post any information that is directly or indirectly related to the safety performance of the library's systems, and/or that is subject to attorney client privilege. Employees should see the Library's Privacy of Information between Staff and Public Policy for more specific information.
- Employees cannot use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against co-workers, managers, patrons, vendors or suppliers, any organizations associated or doing business with the library, or any members of the public, including Web site visitors who post comments. The library's anti-harassment and EEO policies apply to use of social media in the workplace.

Social Media Use Policy / Library-Sponsored Social Media

Library-sponsored social media is used to convey information about library services; advise patrons about library updates; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; provide marketing support to raise awareness of the library's brand; issue or respond to breaking news, or respond to negative publicity; brainstorm with employees and patrons; and discuss department-specific activities and events.

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

- Only employees designated and authorized by the library can prepare content for or delete, edit, or otherwise modify content on library-sponsored social media.
- Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
- Designated employees are responsible for ensuring that the library-sponsored social media conform to all applicable library rules and guidelines. These employees are authorized to remove immediately and without

advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the library's EEO and/or anti-harassment policies.

- Employees who want to post comments in response to content must identify themselves as employees.

Social Media Use Policy / Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in section 1 above, apply to employee use of social media on the employee's personal time. Employees should abide by the Library's Electronic Communication and E-Mail Policy concerning personal use of the library's computer and related equipment.

Employees who utilize social media and choose to identify themselves as employees of the library may not represent themselves as a spokesperson for the library. Accordingly, employees must state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the library or of any person or organization affiliated or doing business with the library should they identify themselves as an employee of the library in a post. ~~Employees may not refer to the library by name when publishing any promotional content and/or providing examples of any promotional content.~~ This section does NOT prohibit employees from including the library's name, address and/or other information on their social media profiles.

Employees should respect all copyright and other intellectual property laws. For the library's protection, as well as ~~your own~~ *that of employees,* it is critical that ~~you~~ *employees* show proper respect for all the 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.

Social Media Use Policy / Library Monitoring

The library reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

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

Social Media Use Policy / Violations

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

PERFORMANCE EVALUATIONS

Full- and part-time employees are normally evaluated on an annual basis. At the discretion of the Library Director, an additional evaluation may be conducted at any time for the purpose of addressing performance and/or conduct issues. The Library Director is normally evaluated annually by the Library Board and, at the discretion of the Library Board; an additional evaluation may be conducted at any time. The Library Director is responsible for overseeing the evaluation of all other employees.

Evaluation forms will be completed by the supervisor and signed by the employee, the supervisor, and the Library Director. The employee's signature indicates only that the evaluation has been read and discussed. The employee will be given the opportunity to write comments regarding the performance evaluation. The employee will be provided with a copy of the evaluation. Performance evaluation forms will be retained in the personnel files.

Evaluation of New Employees

New employees will usually be evaluated at the conclusion of their first three months of employment.

Disciplinary Action

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 regulations, an employee may be subject to disciplinary actions as follows:

First Offense: Coaching/Counseling
Second Offense: Verbal Warning
Third Offense: Written Warning
Fourth Offense: Disciplinary Suspension and/or Final Written Warning
Fifth Offense: Discharge

The library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate discharge, (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the failure 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 discharge. In this case, the library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if the library decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

PAID LEAVES OF ABSENCE

Employees on paid leave will continue to earn seniority and to receive applicable benefits.

Vacation

Eligible employees acquire vacation time monthly beginning on the date of their employment. Once the first three months and three month performance evaluation are completed, employees are entitled to schedule and take accrued vacation time. The maximum amount of vacation time that can be held by an employee is the amount earned per year plus 25% untaken from the prior year. Any additional time that is earned but not used will be lost and the employee will not be paid for the time. The date and length of all vacations will be administered by supervisors to accommodate the needs of the library and to not deprive the employee of usage of acquired vacation time. Vacation requests will be granted in the order requested with consideration of fairness to all employees in the library.

Vacation / Full-Time Employees

The Library Director ~~acquires~~ *accrues* twenty working days of vacation each year at the rate of 12.5 hours per month. The Library Board may authorize more time at its discretion.

Full-time exempt and non-exempt employees acquire *accrue* ten working days of vacation each year at the rate of 6.25 hours per month. After five years of service, an additional week is added to make a total of fifteen working days. After ten years of service, an additional day of vacation will be added each year to a maximum of twenty (20) days. All time is accrued on a monthly basis. All accrual rates change during the month of the employee's anniversary year when applicable.

Vacation / Part-Time Employees

Part-time non-exempt employees regularly scheduled to work 19.5 hours or more weekly ~~acquire~~ *accrue* twice the number of hours scheduled to be worked per week each year. After five years of service, an additional week is added to make a total of fifteen working days. After ten years of service, an additional day of vacation will be added each year to a maximum of twenty (20) days.

Part-time employees regularly scheduled less than 19.5 hours per week do not ~~acquire~~ *accrue* vacation. They may request unpaid vacation leave. Over a one-year period unpaid vacation leave should not equal more than two times the number of hours regularly scheduled to work each week unless special arrangements are made.

Changes in Schedule

Employees whose hours are reduced so that they no longer ~~acquire~~ *accrue* vacation time will be paid for the vacation time accrued on the first payroll following the reduction in hours.

Personal Business Day

Personal Business Days are for the use of personal business that cannot be accomplished during non-working time such as court dates, meetings with attorney and/or financial advisors, house closings, emergency home repairs, etc. They are not extra vacation days.

Personal Business Day / Full-Time Employees

Full-time employees will be allotted five 7.5 hour personal business days each fiscal year on May 1.

Personal Business Day / Part-Time Employees

Part-time employees working 19.5 hours or more will be allotted five days at prorated hours of personal business days each year on May 1. The personal business day is not cumulative.

Sick Leave

The purposes of sick leave are to reduce contagions in the workplace and to provide the employee with time for recovery. Employees who are ill are encouraged to stay home so as not to infect the other staff and negatively impact library service. Eligible employees acquire paid sick leave monthly beginning on the date of employment. Accumulated unused sick leave is not paid at the time of retirement or termination.

Sick leave will be granted by the supervisor for the following reasons: personal illness or medical appointments scheduled during the employee's regular work hours or for family (spouse, child, parent or member of employee's household) illness. Medical appointments should be arranged as far in advance as possible and with consideration of the library's schedule. Employees should refer to the Attendance Policy for rules concerning proper call in procedures. Employees should keep in mind that should they be absent for more than three consecutive days, the library reserves the right to request a doctor's certification indicating that the employee is fit for duty.

Sick Leave / Full-Time Employees

Full-time employees accrue ten 7.5 hours days of sick leave per year at a rate of 6.25 hours per month. Unused sick days are accumulated up to a maximum of 450 hours.

Sick Leave / Part-Time Employees

Part-time employees regularly scheduled to work 19.5 hours or more weekly accrue a prorated number of hours of sick leave per month. Unused sick hours are accumulated up to a maximum of 450 hours.

Sick Leave / Temporary Employees

Temporary employees, substitutes, and part-time employees regularly scheduled less than 19.5 hours per week do not earn sick leave. They may request unpaid sick leave; however, over a one-year period unpaid sick leave should not equal more than two times the number of hours regularly scheduled each week.

Compassionate Leave

Absence with pay for up to three work days is allowed to full-time employees and to part-time employees working 20 hours or more for death in the immediate family (spouse/domestic partner, child, stepchild, grandchild, father, mother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, niece, nephew, grandparent, great-grandparent, aunt, uncle, first cousin) or other member of the employee's household. Additional unpaid time is allowed at the discretion of the Library Director. Time allowance for other funerals may be arranged at the discretion of the Supervisor and may be taken as vacation, sick, or personal time.

Jury Duty

Employees shall be given paid time off for jury duty. The employee must present a copy of the summons as far in advance as possible, but at least within 15 working days of the date when jury duty is scheduled to begin (or the date the employee is required to call to see if appearance is required).

While serving on jury duty, the employee is considered to be working in the employ of WPL and will receive his or her regular compensation and benefits. In the event that the employee is away on jury duty for two or more days the employee will return compensation received (except travel expenses) from the court to WPL, up to but not exceeding the amount of the employee's regular library compensation. Documentation must be provided verifying the employee's attendance in order to receive paid leave.

Employee Blood Donation Leave Act

Eligible employees may use paid leave for up to one hour every 56 days to donate or to attempt to donate blood.

Employee Blood Donation Leave Act / Definitions

"Eligible Employee" means a full-time employee who has been employed for at least 6 months and who donates or attempts to donate blood.

"Blood Donation" means the act of donating blood in accordance with the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other blood bank.

Employee Blood Donation Leave Act / Notice, Approval and Verification Requirement

An employee is required to give reasonable notice to the library in the event that the employee chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the employee wishes to use the leave along with a written statement from the blood bank indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood. Upon the employee's return from an approved leave, the employee will be required to submit a written statement from the blood bank verifying that the employee kept the appointment.

Employee Blood Donation Leave Act / Complaint Procedure

Employees who believe that their leave has been improperly administered under this policy may file a complaint with their supervisor. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Library Director.

UNPAID LEAVES OF ABSENCE

Family and Medical Leave

~~This policy contains information consistent with and addition to the information contained in the "Employee Rights and Responsibilities" (found on the previous page) and is meant to provide additional information about the library's specific policies and procedures under the Family and Medical Leave Act. In the event of any conflict between the "Employee Rights and Responsibilities" and this policy, the "Employee Rights and Responsibilities" will prevail.~~

Family and Medical Leave / Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the library for at least 12 months AND worked at least 1250 hours in the last 12 months. The "12 month period" is measured rolling forward from the first day the employee takes leave.

Family and Medical Leave / Reasons for Leave

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

Family and Medical Leave / Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FML entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (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 servicemember during a single 12 month period. *This single 12 month period begins with the first day the employee takes the leave.* A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her 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."

Employees may not be granted a FML 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.

Family and Medical Leave / Notice of Leave

If the FML 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, contained in the library's Attendance Policy.

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

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

Family and Medical Leave / Certification for a Qualifying Exigency

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

Family and Medical Leave / Certification for Servicemember 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.

Family and Medical Leave / Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran 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 veteran. In addition, the library may request additional information pertaining to the leave.

Family and Medical Leave / Substitution of Paid Leave

FML is unpaid leave. If ~~you~~ *an employee* requests leave for any FML covered reason, he/she may be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period. In addition, if the employee is eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FML (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FML, employees must comply with the requirements of the applicable paid leave policy.

Family and Medical Leave / Benefits During Leave

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

Family and Medical Leave / 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 scheduled leave, the library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

Family and Medical Leave / Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

Victims' Economic Security and Safety Act (VESSA) Leave

Eligible employees may use unpaid victims' economic and security and safety leave for up to 12 weeks in 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; or

- 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.

VESSA Leave / Definitions

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

"Family or Household Member" means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, 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.

VESSA Leave / Coverage and Eligibility

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

VESSA Leave / Intermittent or Reduced Leave

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

VESSA Leave / Substitution of Time Off

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

VESSA Leave / 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.

VESSA Leave / 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 from 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.

VESSA Leave / Effect on Benefits

During an approved VESSA leave, the library will maintain ~~your~~ *the employee's* health benefits, as if the employee continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the library will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must pay his/her portion of the premium during the leave. The employee's group health care coverage may cease if the premium payment is more than 30 days late. If the employee does not return to work at the end of the leave period, he/she may be required to reimburse the library for the cost of the premiums paid by the library for maintaining coverage during 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.

VESSA Leave / Job Protection

If the employee wishes to return to work at the expiration of leave, he/she is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of his/her own medical condition, the employee is required to provide medical certification that he/she is fit to resume work. The employee may obtain Return to Work Medical Certification forms from the ~~Director of Human Resources Department~~ *Library Director*. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

VESSA Leave / Reasonable Accommodations

The library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the library. Should ~~you~~ *the employee* wish to request a reasonable accommodation pursuant to this policy, he/she should contact the Library Director.

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.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with 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.

Court Summons

Employees will be allowed unpaid time off if summoned to appear in court as a witness. Employees appearing in

court as witnesses for WPL will be paid at their regular rate of pay.

IMRF Benefit Protection Leave

IMRF covered employees may apply for IMRF Benefit Protection Leave in order to maintain eligibility for disability and death benefits and to receive service credit. Employee must pay his portion of the cost for those months of unpaid leave.

School Visitation Leave

The library will provide unpaid time off for school visits to regular full-time and regular part-time employees who are parents or guardians of dependents attending grades kindergarten (K) thru twelve (12). Eligible employees may request one or more periods of unpaid school visit time off, up to a total of 8 hours per child, each school year (August thru July)*. Employees must give reasonable notice of intent to take time off. Employees may take and be paid for any available vacation leave for school visits. Where both parents work for the library, the library may deny time off to both parents of a dependent at the same time and limit the time off granted to both parents to a total of 8 hours per child, each school year (August thru July).

General Leave of Absence

Occasionally, for personal or other reasons, ~~you~~ *an employee* may need to apply for an unpaid personal leave of absence ~~when you do~~ *that does* not qualify for a leave under another of the library's policies. Under these circumstances, the employee may qualify for a leave of absence. This leave of absence may be granted for a period of up to 12 weeks. The employee must apply in writing for this leave of absence and submit the request to the Library Director. Requests should set forth the reason for the leave, the date on which the leave is to begin, and the date on which the employee will return to active employment with the library. 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~~ *Library Director*. While the library will make every effort to reinstate the employee to his/her previous position, there are no guarantees. Requests or an extension of a general leave of absence should be submitted in writing to the Library Director for re-evaluation. Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment.

Military Leave

Leaves of absence for Military or Reserve duty are granted to all employees of the library. Employees called to active Military duty or to Reserve or National Guard training, or volunteering for the same, should submit copies of their Military orders to their supervisor as soon as is practicable. Employees will be granted a Military leave of absence for the period of Military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required Military training. Their eligibility for reinstatement after the completion of their Military duty and training, benefit continuation/eligibility and payment for leave issues are determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation entitlement for any portion of the absence that may be unpaid. Training leaves will not normally exceed two weeks per year, plus reasonable travel time.

Return from Leave

An employee who fails to return to an available job at the expiration of an unpaid leave shall be discharged from WPL staff in accordance with applicable law.

BENEFITS

A summary plan description (SPD) which explains some of the benefits in greater detail is may be available. The actual plan documents, which are available by making a written request to the Library Director are the final authority in all matters relating to benefits described in this guide or in the SPD and will govern in the event of any conflict. Additionally, the library reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

Health/Life Insurance Benefits

It is the policy of the Library Board to make significant contributions to the cost of group health, dental and life insurance for each ~~full-time~~ employee *who works more than 30 hours per week and* who desires such coverage subject to evidence of insurability in WPL's group health insurance plan. Additional policies may be offered to full and part-time employees regularly scheduled to work 19.5 hours or more per week. Employees who choose to participate will pay the total cost involved through payroll deductions.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

In compliance with COBRA, qualified employees will receive a copy of "Notice of Right to Continue Group Health Coverage" (Appendix 890.13) when health insurance coverage would otherwise end. An employee who elects continued health insurance coverage is required to pay the entire cost of the continued coverage plus a 2% surcharge.

Health Insurance Continuation: Illinois Public Act 86-1444

IMRF (Illinois Municipal Retirement Fund) employees who have been covered by the library's health insurance plan and who are disabled or retired may be eligible for continued coverage. (A surviving spouse who has been covered by the library's health insurance may also be eligible.) Eligibility can be verified by IMRF. An employee who elects continued health insurance coverage is required to pay the entire cost of the continued coverage and to meet all requirements of PA86-1444.

Social Security

All employees are covered by Social Security. Contributions to Social Security are by both the employer and by the employee at the rate specified by federal statute. Employee contributions are deducted from pay checks.

Illinois Municipal Retirement Fund (IMRF)

All employees under 70 years of age who are hired to fill a position which normally requires 1000 or more hours of work during a calendar year will be enrolled in the Illinois Municipal Retirement Fund (IMRF). Contributions to IMRF are by both the employer and the employee at the rate specified by IMRF. Employee contributions are deducted from pay checks. Employees who are members of IMRF also receive disability benefits. Detailed information concerning IMRF benefits is available from WPL's IMRF representative at Village Hall.

Worker's Compensation Insurance

All paid employees and volunteers are covered by Worker's Compensation Insurance. Anyone injured at work must complete an Accident Report Form within 72 hours.

REIMBURSEMENTS

Professional Meetings

Employees are encouraged to participate in professional workshops and meetings. The Library Director or *Assistant Director* will authorize attendance and reimbursement for these activities in accordance with the amount allocated for Conferences and Training in the annual library budget and the need to provide adequate staffing to operate WPL. Travel time should be included in recording hours worked.

When reimbursement for attendance has not been allocated in the budget, the Library Director may authorize up to 3 days of paid work release time for professional staff to attend state or national conferences at their own expense. Adequate coverage during the absence must be assured.

Expense Reimbursement

WPL shall reimburse any staff member for expenses incurred while on official library business as determined and approved by the Library Director. Whenever possible, receipts should be submitted with the request for reimbursement. Any request over $25.00 requires a receipt.

Transportation / Privately Owned Vehicle

Mileage costs will be reimbursed at the United States Internal Revenue approved rate. Mileage will be determined by round trip from the Westmont Public Library. In addition to mileage, tolls and parking fees are reimbursable. Travel by vehicle beyond 200 miles shall be reimbursed at the mileage rate or the cost of the lowest available fare for air travel, whichever is less.

Transportation / Commercial Vehicle

Reimbursement shall be for the actual cost of travel not to exceed the lowest fare available for travel by air.

Lodging

The cost of lodging should not exceed the cost of a single room.

Meals

During activities requiring overnight stay, the cost of meals should not exceed the per diem rate established by the Library Board.

Local Meetings and Business

Employees will be reimbursed the actual cost of the meal when the meal is included or is an extension of a workshop or meeting and when the employee is unable to return to the library by mealtime.

Tuition Reimbursement

The greatest asset of any library is its employees. The Westmont Public Library realizes that its future success and long term growth depend in part on the development of its employees. In keeping with its priority of supporting lifelong learning the Westmont Public Library normally budgets funds for tuition reimbursement if budgetary conditions permit. This program strives to balance both personal development and ongoing business needs by reimbursing tuition for course work directly related to an employee's current position or a library science degree and is subject to the approval of the ~~employee's supervisor~~ *Library Director*.

To qualify full-time staff members with at least one year of full time employment (1950 hours) within the library shall be allowed to use up to $1,000 per year. Part-time staff with at least one year of part-time employment at 19.5 hours or more per week (988 hours) within the library shall be allowed to use up to $500 per year. Qualified employees must be considered in "good standing" with the library and have at least a satisfactory rating on the most recent performance evaluation.

In order to have a course considered for approval, the course should be related to the performance of the employee's current job duties or job duties that the employee can reasonably attain while employed with the library. Employees wishing to receive reimbursement for course work taken must apply and receive approval before the course begins. Upon completion of an approved course, the employee shall present both the receipt for payment of tuition and a formal report indicating successful completion of the course or program. Where grades are applicable, successful completion of a course shall be considered to be a grade "B" or above for undergraduate level courses and for graduate or professional school level courses. To receive reimbursement, the employee must turn in the original grade report. Money for continuing education is available on a first-come, first-serve basis with regard to the date upon which approval was granted.

WPL expects that an employee who has received reimbursement for continuing education shall remain with the library for a minimum of six months following completion of any course. In the event that an employee who has been compensated for continuing education resigns within six months of the completion of that course work or program, the employee shall repay WPL all tuition reimbursement amounts extended within the last six months. An employee may be asked to sign an agreement agreeing to the terms and conditions of the tuition reimbursement program. The execution of such an agreement does not alter the status of the at will employment relationship.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under the educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the library and other sources may not exceed 100% of the allowable tuition and fees.

Tax consequences (if any) as a result of reimbursement under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2. If WPL requires an employee to take a class, the Library Director may authorize full tuition reimbursement and allow work release time for class attendance. An employee may be required to take a class at his own expense without work release time in order to qualify for a position or to meet minimum skill levels.

Library Association Memberships

WPL will reimburse professional librarians, full-time staff, and supervisors for 100% of their membership dues in the either the Illinois Library Association or the American Library Association. WPL will reimburse the Library Director and the Assistant Director for membership in both the Illinois Library Association and the American Library Association and up to two divisions.

Professional Librarian Job Candidates

The Library Director may authorize travel expenses for candidates traveling more than 50 miles, who have been chosen as finalists after a preliminary interview (i.e., telephone, conference) and after references have been checked.

STAFF PRIVILEGES

Borrowing Materials

Employees may receive a Westmont Public Library card as a benefit of employment. ~~In the use of library materials, the staff~~ *Employees must* follow the rules and regulations of the library to *maintain borrowing privileges*.

Purchasing Materials

Employees may purchase ~~books and audio visual~~ items from vendors with which the library has established staff accounts. Staff orders are subject to shipping and handling charges and sales tax. Invoices shall be paid with a personal check made out directly to the vendor.

Photocopying, Printing, Faxing

Employees are permitted a total of 10 free personal photocopies per month on the office black and white photocopy machine or staff computer printers or 10 free faxes. After 10 pages, black & white copies are $.05 per page. An employee may occasionally use the library's fax machine to send a limited number of personal pages. Long distance faxes should be billed to a personal calling card or home telephone number.

Staff Recognition

Service awards are presented at staff meetings to employees who have attained continuous employment increments of five year periods. A farewell, special event, or retirement reception may be hosted by the ~~employee's department~~ *library*.

EMPLOYEE ACKNOWLEDGMENT FORM

The Employee Handbook describes important information about the library and I understand that I should consult my supervisor and/or the Library Director regarding any questions *about content in the handbook* or questions not answered in the handbook.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook 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. Only the Library Board of Trustees has the right to approve and adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with the library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the library or I can 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 handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____

EMPLOYEE'S NAME (TYPED OR PRINTED)

_____

EMPLOYEE'S SIGNATURE

_____

DATE

WESTMONT PUBLIC LIBRARY

428 N Cass Ave. Westmont, IL 60559
630 969 5625
westmontlibrary.org

Providing the community keys to lifelong learning

Social Media Policy

Purpose

In an effort to fulfill its mission to provide the community with the keys to lifelong learning, the Westmont Public Library provides staff and patrons the option to communicate through social media. Social media is defined as any site, application, or online account created and maintained by the Westmont Public Library which facilitates an environment for library staff and library patrons to share information and opinions about library related materials, services, and activities.

Public Comment Policy

Public commentary, opinions, and reactions on the Westmont Public Library's social media sites are welcome and consistent with Westmont Public Library's commitment to intellectual freedom. Comments posted by a member of the public are not the opinion of the Westmont Public Library. The Westmont Public Library reserves the right to monitor content before it is posted on all its social media sites and accounts, and to modify or remove any content that it deems, in its sole discretion, to be inappropriate. Examples of prohibited comments, posts, and messages include but are not limited to:

- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized and/or copyrighted material
- Private or personal information posted without consent
- Off-topic comments
- Commercial promotions
- Electioneering
- Any posts that violate state or federal law

~~**Employee Comment Policy**~~

~~Employees, as representatives of the Westmont Public Library, may post and comment on social media sites once they are authorized by the administration to do so. Employees must ensure that their comments are respectful and adhere to terms of use as well as copyright, privacy, defamation, discrimination, harassment, and all other applicable laws.~~

Legal Compliance

If the user does not agree to these terms, he/she is not to use the service as violation of terms can lead to legal liability. The Westmont Public Library is not responsible or liable for content posted by any subscriber on any of its social media sites. Content posted on the Westmont Public Library's social media sites is subject to FOIA and record retention laws. Content posted on Westmont Public Library's social media sites does not represent the opinion of the Westmont Public Library, its trustees, or its staff.

WESTMONT PUBLIC LIBRARY

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