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8.0 PERSONNEL POLICY

These policies provide information about working conditions and employment at the Deer Creek District Library. Library employees are responsible for reading, understanding, and complying with all provisions.

Deer Creek District Library cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not addressed by these policies, the need may arise to change, or update policies. The Library, therefore, reserves the right to revise, supplement, deviate from, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The Library will, of course, make an effort to notify employees of such changes as they occur.

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

Should there be any questions as to the interpretation of the policies; the final explanation and resolution will be at the sole and absolute discretion of the Board of Trustees of the Library, subject to federal, state, and local laws.

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.

8.1 ORGANIZATION CHART

The Deer Creek District Library Organization Chart is Appendix 8.21.2 at the end of this policy. The Library Director serves as the Ethics Officer and Complaints Officer.

8.2 AT-WILL EMPLOYMENT

This manual 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. 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. All other agreements and/or oral agreements to the contrary will be considered null and void.

8.3 EQUAL EMPLOYMENT OPPORTUNITY

The Library will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, order of protection status, transgendered status, 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.

Whenever possible the Library will make reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request reasonable accommodations should contact the Library Director.

Any employee who believes this policy has been violated should report the situation to the Library Director, or if they are not comfortable with reporting to the Library Director, then a Library Board Member. All such matters will be held in confidence, thoroughly investigated, and rectified if a policy violation is identified.

The Library strongly encourages the 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.

8.4 RECRUITMENT AND EMPLOYMENT

All positions to be filled may be posted in the Library for at least one (1) week. Positions may also be listed in the local newspapers or with professional library organizations and in such other places as the Library deems appropriate.

8.4.1 Nepotism

The Deer Creek District Library recognizes it serves a smaller rural community and therefore may have family ties in the organization. Members of an employee's immediate family will be considered for employment based on their qualifications. To assist in fair hiring practices, non-biased Library Board Members may be included on the hiring team.

Immediate family may not be hired, if employment would create actual or substantial interference with the business operations of the Library or would violate Illinois law or applicable conflict of interest laws.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above.

8.4.2 Conflict of Interest

All members of the organization must disclose to the best of their knowledge all potential conflicts of interest as soon as they become aware of them and always before any actions involving the potential conflict are taken.

A potential conflict of interest arises when a member of the organization or family member (a) stands to gain a financial benefit from an action of the Library; or (b) has another interest that impairs or could be seen to impair, the independence or objectivity of the individual and their duties.

8.4.3 Minimum Age

In compliance with the Fair Labor Standards Act and Illinois law, no one under 14 years of age will be employed by the Deer Creek District Library.

8.4.4 Background Checks

The Deer Creek District Library may require professional, personal, and academic references from an employment applicant. Reference checks may be conducted by email, mail, telephone, face-to-face interviews, or a combination of methods. The Library also reserves the right to use a company representative or third-party agency to conduct background checks.

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

8.4.5 Reasonable Accommodations

The Library supports the Americans with Disabilities Act of 1990 as amended and the Illinois Human Rights Act and will attempt to provide reasonable accommodations for people with disabilities and women affected by a pregnancy, childbirth, or related conditions 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 an 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. A qualified person eligible for accommodation may also include a woman who is affected by a pregnancy, childbirth, or related conditions.

If you require reasonable accommodation in the workplace, please contact the Library Director as soon as possible.

8.5 SAFE WORK ENVIRONMENT

The Deer Creek District Library is committed to a safe work environment for all. Employees who feel the Library is not living up to this should share their concerns as soon as possible with the Library Director unless the complaint involves the Library Director, in which case the President of the Board of Trustees.

8.5.1 Prohibiting Harassment, Discrimination, and Retaliation

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

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

A. Discrimination

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

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

B. Harassment

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

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

1. Harassment Relating to a Protected Status:

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

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

2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

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

- either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties, or shifts) on the provision of sexual favors;

- physical contact, such as patting, pinching, or brushing against any part of another's body or physical assaults of a sexual nature;
- sexual propositions, sexual innuendo, suggestive comments;
- continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;
- displaying or transmitting demeaning, obscene, or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
- sexually-oriented kidding, teasing, practical jokes, or threats;
- referring to or calling a person a sexualized name;
- telling sexual jokes or using sexually vulgar or explicit language;
- making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- harassing acts or behavior directed against a person based on an employee's sex or sexual orientation; or
- off-duty conduct that falls within the above definition and affects the work environment.

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

C. Retaliation

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

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

D. Procedure for Reporting and Investigation of Harassment, Discrimination & Retaliation

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

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

2. Report Immediately: Verbal complaints, as stated, must be made immediately. The Library may follow up in writing to ensure a complete understanding of and resolution of the specific complaint.

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

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

5. Disciplinary Action: All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library. Employees or officials who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. The Library may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

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

7. The EEOC, State, and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation

to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

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

Equal Employment Opportunity Commission 100
500 West Madison Street, Ste. 2800
Chicago, IL 60661-2511
(312) 353-2713

8.5.2 Anti-Bullying

The Library prohibits acts of harassment or bullying. The Library has determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to the Library on a day-to-day basis and the Library's ability to successfully run its business.

"Bullying" is conduct that meets all three of the following criteria:

- is directed at one or more employees;
- substantially interferes with work/prevents work from being accomplished; and
- adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- spreading malicious rumors, gossip, or innuendo about another employee;
- excluding or isolating someone socially;
- intimidating a person;
- undermining or deliberately impeding a person's work;
- physically abusing or threatening abuse;
- removing areas of responsibility without cause;
- constantly changing work guidelines;
- establishing impossible deadlines that will set up the individual to fail;
- withholding necessary information or purposefully giving the wrong information
- making jokes that are 'obviously harassing' by spoken word or e-mail
(see the Library's Sexual and Other Forms of Harassment for more guidance in this area)
- intruding on a person's privacy by pestering, spying, or stalking;
- assigning unreasonable duties or workloads that are unfavorable to one person
(in a way that creates unnecessary pressure);
- underwork - creating a feeling of uselessness;
- criticizing a person persistently or constantly;

- belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are not as important as compared to others);
- unwarranted (or undeserved) punishment;
- blocking applications for training, leave, or promotion, and
- tampering with a person's personal belongings or work equipment.

All employees have a responsibility to stop bullying in the workplace. Bystander support of bullying can encourage further bullying; therefore, the Library prohibits both active and passive support for acts of bullying. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes that he/she has experienced or witnessed bullying is encouraged to report the incident as soon as possible to the Library Director unless the complaint involves the Library Director, in which case the President of the Board of Trustees. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Employees are also encouraged to review the Library's policy concerning "Sexual and Other Forms of Harassment" for further guidance.

A prompt, thorough, and complete investigation of each alleged incident will be conducted. The Library prohibits reprisal or retaliation against any person who reports an act of bullying. The Library prohibits any person from falsely accusing another as a means of bullying. An employee found to have violated this policy may be disciplined up to and including termination of employment.

8.5.3 Whistleblower Protections

A whistleblower as defined by this policy is a member of the Deer Creek District Library organization 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.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; overcharging patrons for fines or billing vendors for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or is concerned about illegal or dishonest fraudulent activity, the employee is to contact the Library Director or the President of 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 critical areas—confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, comply with the law, and 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, poor work assignments, and threats of physical harm. Any whistleblower who believes he/she is being retaliated against should contact the Library Director or President of the Board of Trustees immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Per 50 ILCS 105/4.1, the library has elected to use the County State’s Attorney as its auditing official if an investigation is warranted.

8.5.4 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 can present the problem in writing to the Director as soon as practical. The employee should give the Director an opportunity to consider the situation and get back to the employee in writing.
- Step Two: If the employee is still not satisfied that the problem is resolved, the employee can present the problem to the Board of Trustees. As before, this should be done in writing as soon as possible. The Board will consider the situation and make a decision which will be final.

8.6 EMPLOYEE CONDUCT

To function effectively, the Library must develop policies and procedures to protect its patrons and to ensure that co-workers' rights are respected and that the Library can operate smoothly and efficiently. Conduct that may be disruptive, unproductive, unethical, or illegal will not be tolerated.

Breaches of conduct may result in disciplinary action up to and including termination.

8.6.1 Public Service

Working in a public library is a public service job. Characteristics of effective public servants include, but are not limited to:

- Being mindful of and caring for the underprivileged in society.

- Prioritizing the growth and well-being of individuals and their communities.
- Displaying awareness, empathy, and foresight.
- Behaving ethically
- Manage difficult situations with calm and respect

Employees and officials should cultivate a servant leadership environment at the Library.

8.6.2 Professional Attitude

A professional attitude means that you have the ability to:

- effectively manage your time
- act in an ethical manner
- show tenacity and determination
- act and think creatively
- appreciate diversity
- focus on customer satisfaction
- manage conflicts effectively
- display emotional intelligence/control your emotions
- display leadership

Employees and officials should cultivate a positive professional environment at the Library.

8.6.3 Confidentiality of Information

Library employees have access to personal and sometimes confidential information. Employees are expected to handle information ethically and protect patrons' private information.

8.6.3 Attendance

Consistent attendance and punctuality contribute to the success of the Library's business operations. Attendance problems disrupt operations, lower productivity, and create a burden for other employees. All employees of the Library are expected to assume responsibility for his/her attendance and promptness. Poor attendance and/or punctuality can lead to disciplinary action up to and including termination.

Three (3) consecutive scheduled workdays of absence without notice to the Library constitute job abandonment and will result in the termination of an employee as voluntary separation.

8.6.4 Attire

Employees are expected to present themselves during working hours and while patrons are present in attire that is appropriate to their position and the nature of work performed.

8.6.5 Drug-Free Workplace

Alcohol and drug abuse pose a threat to the health and safety of employees and the security of our equipment and facilities. For these reasons, the Library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

ALCOHOL

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on Library premises is prohibited. No employee shall be under the influence of alcohol while on Library premises or while performing Library business off Library premises. The only exception is a special event being hosted by library staff, where the Library Director has prior knowledge and approval. In those rare instances, Employees are still responsible for representing the Library and will violate this policy if they exceed the legal limit, impair their judgment, or ability to perform their duties.

LEGAL DRUGS

“Legal drugs” are:

- (1) drugs that are permitted under state and federal law,
- (2) obtained by an employee with a physician’s prescription or over-the-counter, and
- (3) used for the purposes for which they were prescribed or sold.

Employees using legal drugs must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. 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 his/her supervisor. In the event, that an employee fails to report such restrictions and creates a safety threat, neither a physician’s prescription nor other medical reasons will be an acceptable excuse for violating this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

ILLEGAL & RECREATIONAL DRUGS

“Illegal drugs” are drugs or controlled substances that are:

- (1) not legally obtainable under federal or state law, or
- (2) legally obtainable under federal and state law, but not obtained in a lawful manner.

Examples include marijuana (including medical marijuana), cocaine, mind-altering chemicals, depressants, stimulants, inhalants, and prescription drugs that were not lawfully obtained.

The use, purchase, sale, transfer, possession, being under the influence, or the presence in one’s system of a detectable amount of an illegal drug by any employee is prohibited:

- (1) on Library premises or
- (2) where the employee is performing Library business off Library premises.

8.6.6 Smoking

The Library is a smoke-free workplace. Those smoking outside of the Library should do so 15 feet away from all library entrances. This policy also applies to the use of smokeless tobacco and/or herbal products as well as e-cigarettes. This policy applies equally to all employees, patrons, and visitors.

8.6.7 Driving on Library Business

The Library takes no responsibility for individuals driving their personal vehicle including but not limited to driving to a meeting, conference, or on an errand involving items for the library. Employees should not make any statements that they were driving for library business if in an accident. Nor sign or make any statements regarding his/her responsibility or fault for an accident that occurred.

8.6.8 Children Of Employees

Employees are paid for the hours they work. Paid employees who are not on a break cannot assume caregiving responsibilities for others.

Children of employees who are attending a Library program while the employee is on duty may require a caregiver other than the employee.

8.7 NO EXPECTATION OF PRIVACY

Although desks, file cabinets, computers, offices, and other storage devices are provided for the use/convenience of employees, they remain the sole property of the Library. Accordingly, authorized personnel may inspect them and any items found within them. While the Library will ordinarily attempt to make such inspections in the employee's presence, the Library has the right to conduct an inspection without prior consent or notice. Inspections shall be conducted with as much privacy as possible. Data from the surveillance equipment may also be reviewed by the employer in connection with investigations of suspected criminal conduct or security/safety violations or incidents. Access to data involving employees will be limited to appropriate administrative personnel and attorneys, police officers, government officials, law enforcement officials, and in response to subpoenas or court orders.

8.8 TECHNOLOGY AT WORK

This policy governs employee use of the Library's electronic communication systems, including electronic mail (email), computers (including Internet access), voicemail, fax machines, telephones, and any other device used for communication (collectively referred to as "Communication Systems"). Use of the Communication Systems constitutes a commitment by the Library's employees to observe and be bound by the provisions of this policy. The Communication Systems are provided and intended for business purposes.

Any personal use of the Communication Systems that interferes with the performance of any employee's work or burdens or compromises the effectiveness of the Communication Systems is strictly prohibited.

8.8.1 Employee's Personal Devices

Use of a personal device such as a cell phone, tablet, laptop, etc. which interferes with the performance of any employee's work or burdens or compromises the effectiveness of the Library is strictly prohibited. Library patrons and visitors must always be the priority over personal business. If you do have a personal emergency that requires you to step away, let someone know. Personal phone calls should be conducted away from the main public area.

Breaches of conduct may result in disciplinary action up to and including termination.

8.8.2 Library Equipment

Personal software or messages shall not be installed or stored on the Library's equipment unless prior approval is obtained. Any Library work produced or saved to an Employee's personal device or library-owned or issued device remains the property of the Library. Such devices may be inspected at any time.

8.8.3 Using Library Email Accounts

The Library email accounts are not private, and should not be used for personal business. All Library communications are subject to the Freedom of Information Act and therefore must be maintained according to the record retention schedule created by the State of IL. Speak with the Library Director before making changes or mass deleting items.

8.9 SOCIAL MEDIA USE

The Library-sponsored social media is used to convey information about Library products and services; advise patrons about updates; obtain patron feedback, exchange ideas or trade insights about 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 Library activities and events.

Library-sponsored social media accounts are owned by the Library. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to the Library-sponsored social media accounts must provide the Library with all passwords and/or log-in information to such accounts immediately upon the Library's request and must transfer "manager" or "owner" status (as defined by the particular social media site) upon the Library's request.

8.9.1 General Rules and Guidelines

Employees are prohibited from discussing confidential, Library matters through the use of social media. Confidential information means the Library's trade secrets, marketing lists, patron account information, patron lists, and employee medical information. Employees may not post any information that is subject to attorney-client privilege.

Employees cannot use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false, or discriminate against co-workers, patrons, vendors or suppliers, any organizations associated with 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 the use of social media in the workplace.

8.9.2 Employer-Sponsored Social Media Use

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

Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

Designated employees are responsible for ensuring that the Library-sponsored social media conforms 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 employer's EEO and/or anti-harassment policies.

8.9.3 Personal Use of Social Media

Employees should abide by the Library's Technology at Work Policy (see above) 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 any person or organization affiliated with or doing business with the Library should they identify themselves as an employee of the Library in a post.

Employees should respect all copyright and other intellectual property laws. For the Library's protection, as well as the employee's own, it is critical that he/she shows proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including Employer's copyrights, trademarks, and brands.

8.9.4 Employer 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 not expect privacy while using company 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.

8.10 LIBRARY PROPERTY

It is the responsibility of all employees and officials to respect the library's property. Abuse of the facility, equipment, supplies, etc... may result in disciplinary action up to and including termination.

8.10.1 Workplace Security

Individuals with keys to the Library, or those who are responsible for closing the library must be aware of how to turn on the alarm system and disarm the system. The last person leaving the Library each day must arm the system, and check that both outside doors are locked correctly. In addition to the alarm system, the Library has 24-hour video monitoring. The Library Director has access to the cameras and video recordings at all times.

All Staff must also be familiar with where the first aid kit and safety equipment are located.

8.10.2 See Something, Say Something, Do Something

Library security and safety are the responsibility of all employees and officials. If you see something that you believe might be an issue, report it to the Library Director. If you can minimize the issue, do so and inform the Library Director of any steps you took.

8.11 MINIMUM STAFFING REQUIREMENTS

Employees under the age of 21 are not allowed to work in the Library building by themselves and therefore require at least two (2) staff members for the Library to open. Employees over the age of 21 may be required to open and maintain the library hours by themselves.

8.12 WORKERS' COMPENSATION

Employees must immediately report all injuries or illnesses, regardless of severity, to the Library Director.

The Library has the right to work with its workers' compensation insurer to investigate any suspected fraudulent workers' compensation claims and will seek the prosecution of any employees filing fraudulent claims or engaging in other workers' compensation fraud.

8.12.1 Pay Periods

Library employees are paid twice a month. Payroll is turned in by the 10th and 25th of each month. Sometimes holidays will cause the pay period to end early.

8.12.2 Timesheets

Part-time staff is required to keep a timesheet for payroll, which must be filled in daily. Failure to correctly fill in the timesheet can result in failure to be paid. Adjustments to a timesheet or hours worked outside of a normal schedule must be approved by the Library Director.

8.12.3 Breaks

All employees are entitled to a paid 15-minute break during each four (4) hour period of work. Staff who have a six (6) hour shift, or more, are entitled to an additional 30-minute paid meal break.

8.13 TIME OFF

In compliance with The Paid Leave for All Workers Act in the State of IL the Deer Creek District Library provides paid time off to all employees. If time off is needed without pay, notify the Library Director as soon as practical. Paid Leave or Vacation time must be exhausted before unpaid time off can be granted. The Library will work with individuals requesting unpaid time off but does not guarantee it can be granted in all cases.

8.13.1 Paid Leave (820 ILCS 192)

Full-Time Staff should refer to their contract for the amount of Vacation (8.13.3) and Sick Leave (8.13.2) granted. Part-Time Staff has Paid Leave that may be used for any reason, and staff is not required to disclose that reason to Management. Staff who will be using Paid Leave Time should notify the Library Director as soon as practical. Part-Time Staff receive Paid Leave Time based on the employee's normal hours per week work schedule.

Hours Per Week	Paid Leave Per Year
30 hrs to more than 25 hrs	39 hours off
25 hrs to more than 20 hrs	32.5 hours off
20 hrs to more than 15 hrs	26 hours off

15 hrs to more than 10 hrs	19.5 hours off
10 hrs to more than 5 hrs	13 hours off
5 hrs to more than 1 hrs	6.5 hours off

Paid Leave Time will be frontloaded for use starting on January 1st of each calendar year. New hires will receive prorated hours that they may start using after 90 days of employment.

New Hire Formula:

(Normal hours per week x weeks remaining in the year ÷ 40 = Paid Leave Time)

Paid Leave Time not used is forfeited at the end of the calendar year, and there is no payment of unused time on separation. Staff is allowed to take their time off in increments of no less than 30 minutes.

8.13.2 Sick Leave

Part-Time Staff does not have any paid sick leave and should refer to Paid Leave (8.13.1). Full-Time Staff should refer to their contract. Unused sick leave is not paid out at separation from the library.

In the interest of public health, individuals running a fever and/or who believe they might be contagious must not report to work. Notify the Library Director as soon as you are able.

Knowingly coming to work while you are ill may result in disciplinary action up to and including termination.

8.13.3 Vacation

Part-Time Staff does not have any vacation time and should refer to Paid Leave (8.13.1). Full-Time Staff should refer to their contract. The State of IL does require unused vacation time to be paid out when an employee leaves employment. Full-Time Staff who do earn vacation time each year may accrue up to 25 saved vacation days.

8.13.4 Jury Duty

It is the policy of the Deer Creek District Library not to request an exemption from jury duty for employees.

The Library Director should be notified immediately after receipt of the summons.

The check received from the court system will be retained by the employee, but a copy of the stub verifying jury service must be given to the Library.

8.13.5 Voting

An hourly employee may be permitted two (2) hours of unpaid leave for voting in a state or national election if the employee's working hours begin less than two (2) hours after the opening of the polls AND end less than two (2) hours before the closing of the polls. If an employee needs to take time off to vote, the Library Director should be notified no later than the day before the election. The Library Director will notify the individual of the two (2) hour block of time assigned for voting purposes. Proof of attendance at the polls may be required.

8.13.6 Holidays

Employees will be compensated for holidays that fall on days when they are regularly scheduled to work. The Library holiday schedule is approved by the Board of Trustees before January of each year. The current holiday schedule can be found on the library website.

8.13.7 Death, Funerals, and Memorials

Employees with more than six (6) months of service will be granted up to three (3) days of regularly scheduled work hours of paid bereavement leave due to the death of an immediate family member. Immediate family includes the employee's parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, niece, or nephew. Step-relatives, relatives by adoption, and in-laws are included to the same degree as blood relatives.

Employees may use available paid time off, or take unpaid time off for up to two weeks with the Library Director's approval. Additional paid or unpaid time or leave for persons not covered by the definition of "immediate family member" may be allowed in some circumstances at the discretion of the Library Director. Further, employees with less than six (6) months of service may also be entitled to unpaid time off.

In certain circumstances, the Library may require an employee seeking leave under this policy to verify the death of the member of the immediate family, the employee's relationship to the member of the immediate family, and/or the employee's attendance at the funeral or memorial service.

8.13.8 Leave of Absence

The Library is not able to offer Family And Medical Leave of Absence (FMLA). Potential extended leaves of absence will be reviewed on a case-by-case basis with the Library Director and/or Library Board of Trustees. If leave is granted the Employee returns to the same or equivalent position that was held when leave began. If the leave of absence extends longer than the approved period, the Employee must request an extension before the expiration of the leave.

VESSA Leave in the state of IL is an excused absence due to domestic violence, dating violence, sexual assault, stalking, or a family/household member who is a victim of domestic or sexual violence. Employees in need of VESSA leave are entitled to 12 weeks in any 12 months. This is unpaid time off for part-time employees, and paid leave for salaried employees.

Employees must provide the Library with 48 hours of advance notice if possible for VESSA Leave. At the expiration of the leave, the employee returns to the same or equivalent position that was held when the leave began. If the leave of absence extends longer than the approved period, the Employee must request an extension before the expiration of the leave.

Employees that do not return from leave, or do not request an extension are subject to termination.

8.14 EMERGENCY CLOSINGS

The Library Director will determine when an Emergency Closing is needed. A Library Board of Trustee member may also call for an Emergency Closing.

Employees scheduled to work shall receive their regular pay when the Library is closed due to inclement weather or other unscheduled circumstances.

No employee will be compensated for any day they are not regularly scheduled to work when the Library is closed due to inclement weather or other unscheduled circumstances.

During emergency closings, hourly employees have no expectation of salary payments beyond five (5) paid working days. Salary employees are expected to work remotely if needed after five (5) working days have passed.

8.15 STAFF DEVELOPMENT

Employees interested in attending conferences, meetings, workshops, seminars, and other methods of continuing education and professional development should notify the Library Director. Attendance, payment of regular wages, and expenses must be pre-approved by the Library Director.

8.15.1 Reimbursement of Travel Expenses

1. Definitions:

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel expense” means any expenditure directly incident to official travel by employees and members of the governing Board for specific Library purposes.

2. Types of Travel for which Travel Expenses will be Allowed

The Library will only approve travel expenses for Employees or Board members if the travel is necessary to complete official Library business, for the education of Employees or Board members, or necessary to obtain information for the betterment of the Library in some capacity.

3. Types of Expenses Allowed and Prohibited

- a. The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare, and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business, plus parking fees and tolls.
- b. The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
- c. The costs of meals while traveling are allowed.
- d. The costs of conference fees, supplies, and books for educational purposes are allowed.
- e. Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

4. Maximum Allowable Reimbursement

The Board shall use the following overriding principles to determine the maximums:

- Cost of travel shall be the actual expense incurred. Only coach flight expenses will be approved, any upgrades to first or business class will be at the expense of the traveler. Any personal automobile expenses will always be approved at the IRS rate for business travel if the employee/Board Member uses his/her automobile.

 - Mileage reimbursement will include miles traveled, tolls, and parking fees. Mileage will be calculated from the employee’s residence or the Deer Creek District Library to and from the venue. No reimbursement will be made if the distance is less than the mileage of a normal workplace commute. If driving to a location for which airfare would have been less expensive, reimbursement will be paid up to the price of coach airfare.

 - Cost of food shall not include the cost of alcoholic beverages and should be reasonable and customary for the area as provided in the annually updated U.S. General Services Administration’s Per Diem Rates chart found at www.gsa.gov/portal/content/104877. Meals during in-state travel that is not an overnight stay will be reimbursed for the actual cost not to exceed the GSA regulations.

 - Cost of lodging should be reasonable and customary for the area where the traveler is staying as provided in the annually updated U.S. General Services Administration’s Per Diem Rates chart found at www.gsa.gov/portal/content/104877.
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5. Procedure for Reimbursement

No expenses shall be reimbursed without documentation and receipts attached. The Library Director has the right to use the Library Credit Card with prior Board of Trustee approval for the expenses outlined above.

6. Expenses Incurred by Board Members

Expenses may only be approved for reimbursement to a Board member by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote. No expenses shall be reimbursed without documentation and receipts attached.

8.16 PERSONNEL FILES

Personnel files shall be maintained in a locked, secure file. Medically related information will be stored in separate folders in a locked, secure file. Access to the Personnel files is limited to the Library Director. The Library Director will maintain the files.

Employees may have access to their file no more than four (4) times per year by requesting permission to view the file. Such access will be in a supervised location. An employee may inspect, copy, and insert explanatory information in his/her file up to two (2) times per year.

As the legal employer, access to the personnel records by the Library Board of Trustees shall be by a majority vote of the Board on a motion that shall include written notification to the employee whose records are being examined.

8.17 EMPLOYEE EVALUATIONS

The Library Board of Trustees has the right to evaluate the Library Director yearly. The Library Director has the right to evaluate the Library Staff yearly. All Library employees can be subject to additional follow-up evaluations and an improvement plan if an evaluation has been unsatisfactory.

Failure to meet the objectives of the improvement plan and goals set forth may result in disciplinary action up to and including termination.

8.18 DISCIPLINARY ACTION

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

- First Offense Verbal Warning/Counseling (Verbal Warning documented)
- Second Offense Written Warning
- Third Offense Final Written Warning

- Fourth Offense Remediation/Performance Improvement Period
- Fifth Offense Termination of Employment

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

8.19 GRIEVANCE PROCEDURE

Refer to 8.5.4 Open Door Communications/Problem-Solving Procedure.

8.20 RESIGNATIONS AND TERMINATIONS

Because the Deer Creek District Library is an At-Will Employer, no notice of resignation or termination is required by either the Employee or the Employer.

Employee resignation notification in writing enables the Employer to accurately calculate any entitlement pay that is due to the Employee. For this reason, an Employee is strongly encouraged to provide a statement of resignation in writing giving his/her last day of work.

8.21 APPENDICES

8.21.1 Employee Acknowledgement of Personnel Policy

This Personnel Policy describes information about the Deer Creek District Library. I understand that I should consult the Library Director regarding any questions I have regarding personnel issues.

The content of this Policy is subject to change without prior notice to employees. As such, I understand that the Deer Creek District Library does not intend to create a contract of employment by placing these matters in writing. I have entered into an employment relationship with the Deer Creek District 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. A written notice to the Library is strongly recommended as part of the termination process.

I understand that it is my responsibility to read, understand, and abide by all the policies of Deer Creek District Library.

Signature of Staff Member _____ Date_____.

8.21.2 Organization Chart

