

Employee Handbook

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The statements contained in this Employee Handbook have been adopted by the Board of Library Trustees of the Village of Northbrook. These policies can be modified, in whole or in part, by a majority vote at any regularly constituted public meeting of the Board of Trustees.

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NORTHBROOK PUBLIC LIBRARY EMPLOYEE HANDBOOK

This handbook is designed to acquaint you with the Northbrook Public Library (“the library”) and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You are responsible for reading, understanding and complying with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Board of Trustees to benefit employees.

The employee handbook cannot anticipate every circumstance or question about policy. As situations arise that are not addressed in the handbook, the need may arise to change policies described in the handbook. 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 make an effort to notify you of such changes as they occur.

The employee handbook is intended to describe the library’s policies and procedures, employee benefits, and general guidelines. No representative of the library, other than the Board of Trustees or the Executive Director, has the authority to enter into any agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be by individual agreement, in writing and signed by you and the President of the Board of Trustees or Executive Director. No one has the authority to make verbal statements of any kind at any time which, are legally binding on the library or the Board of Trustees.

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

If any of the policies are or become in conflict with federal, state or local laws or regulations;

If any omissions or inclusions cause conflict with federal, state or local laws or regulations; or

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

Some of the subjects described herein are covered in detail in official policy documents, e.g., benefit plans. You 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 Executive Director, subject to federal, state and local laws.

Employment Policies & Procedures

SECTION 1: EMPLOYMENT POLICIES AND PROCEDURES

01.1 Equal Employment Opportunity

Created:	February 2020	Updated:	
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The Northbrook Public Library will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race, color, religion, age, sex, pregnancy, national origin, ancestry, physical or mental disability, military or veteran status, marital status, order of protection status, sexual orientation, gender identity, genetic information, or any other category protected by applicable law.

This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: recruiting, hiring, training and development, promotion, compensation and fringe benefits, formulation and application of human resource policies and rules; facility and service accessibility and discipline and termination.

Any employee who believes this policy has been violated should contact the Executive Director or the Human Resources Manager. All such matters will be 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.

01.2 At-Will Employment

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Employment and compensation with the library are “at will” which means that either the employee or the library may terminate the employment relationship at any time, for any reason or no reason, with or without cause or notice.

This employee handbook does not constitute a contract of employment with the library. Nor shall it or any of its provisions be construed as a term of any employment contract or be interpreted to give the right to any employee to be retained in the service of the library.

Reasonable Accommodations

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

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

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

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

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

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

01.4 Non-Discrimination and Anti-Harassment

Created:	February 2020	Updated:	
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Northbrook Public Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the library will not tolerate discrimination against or harassment of anyone, including any supervisor, employee, vendor, patron, contractor, board member, or other regular visitor of the library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination

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

Harassment

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

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

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

Sexual Harassment

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

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

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

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

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

Investigation Procedure

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination,

should immediately submit a complaint to their supervisor, any other manager or supervisor, or the Human Resources Manager. If a manager or supervisor receives a complaint of harassment or discrimination, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Manager.

The Human Resources Manager shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, they may submit in writing an appeal to the Executive Director or their designee, who will review the investigation report and make a final decision. At the Executive Director's option, they or their designee may conduct further investigation, if necessary.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

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

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and library policy. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside The Library

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

Contact Information

Illinois Department of Human Rights (IDHR)

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

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

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

01.5 Anti-Bullying

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The library prohibits acts of bullying and 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 carry out its mission.

“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
- withholding necessary information or purposefully giving the wrong information
- assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure)
- 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)
- tampering with a person's personal belongings or work equipment.

All employees have a responsibility to stop bullying in the workplace. Employees are encouraged to report acts of bullying to the appropriate person as described below.

An employee who believes they have experienced or witnessed bullying is encouraged to report the incident as soon as possible to their manager or the Human Resources Manager.

A manager who receives a report under this policy must immediately inform Human Resources unless the complaint involves Human Resources, in which case the Manager should inform the Executive Director. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Employees are also encouraged to review the library's policies concerning "Anti-Harassment" and "Workplace Violence" 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.

01.6 Whistleblower Protection

Created:	February 2020	Updated:	July 2021, August 2021
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A whistleblower as defined by this policy is an employee of Northbrook Public Library who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Human Resources Manager, the Executive 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 they are being retaliated against must follow the steps outlined below.

Whistleblower Reporting and Anti-Retaliation Policy

It is the policy of the Northbrook Public Library, Northbrook, Illinois ("*Library*") to act in accordance with Illinois Public Act 101-652 generally, and specifically Section 4.1 of that Act and prohibit any official from retaliating against any employee who: (a) reports an improper governmental action, (b) cooperates in the investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution of an improper governmental action. An improper governmental action is defined as follows.

"Improper governmental action" includes any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds.

“Improper governmental action” does not include a unit of local government personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amount to retaliation. Retaliation, in this context means retaliatory action that results from an employee’s protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure, along with a copy of Section 4.1 of Public Act 101-652 will be given to every employee upon hiring. Additionally, these same documents will be furnished or made available to all employees on an annual basis.

Procedures for Reporting and Investigating Reports of Improper Governmental Action

Reporting an “Improper Governmental Action” or Retaliation.

1. If an employee believes they witnessed an improper governmental action, as defined in the Policy above, the employee must submit a written report of the improper governmental action to the Auditing Official, which Auditing Official has been designated in Section III.
2. If an employee believes they have been retaliated against for reporting improper governmental action, or cooperating in the investigation, or procedure involving an improper governmental action, the employee must report such alleged retaliation to the Auditing Official within sixty (60) days of the retaliatory action taking place.
3. The Auditing Official may transfer the complaint to another auditing official, including the States Attorney, if they determine that it is appropriate.
4. If the Auditing Official is also the subject of the complaint, the Complainant may file the complaint with any States Attorney.

Investigation of Complaint.

1. Identity of the Complainant
 - a. The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.

- b. The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.
2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.
3. The investigation by the Auditing Official may include:
 - a. Interviews of the Complainant and witnesses;
 - b. Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
 - c. Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
 - d. Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
 - e. Make a determination whether the complaint has merit or whether the complaint does not have merit.

Determination and Remedial Action If Necessary.

1. If the Auditing Official determines that the complaint has no merit, the complaint can be dismissed.
2. If the Auditing Official determines that the complaint has merit, they may take remedial action on behalf of the Complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate. The Auditing Official may also make the investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.
3. Any person who engages in prohibited retaliation under Section 4.1 of Public Act 101-652 may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.

Designation of Auditing Official

The library designates the Executive Director to serve as the Auditing Official of the library, with the duties and responsibilities set forth in 50 ILCS 105/4.1 and this policy.

01.7 Attendance

Created:	February 2020	Updated:	March 2022
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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 their attendance and promptness. Poor attendance and/or punctuality will be reflected in an employee's performance evaluation and is subject to disciplinary action. Employees are expected to be at their workstation ready to work at the start of their shift. Being ready to work includes having the necessary tools such as access card, keys, and multi-factor authentication tokens.

Rules Concerning Attendance

- Inform your manager in advance when possible. When an employee knows in advance that he or she cannot avoid absence from work, the employee must request arrangements in advance with their manager for such absence.
- If it is not feasible for an employee to make arrangements in advance for an absence, the employee is then required to contact their manager on the first day of the absence a minimum of 15 minutes prior to starting time.
- The employee should be prepared to explain the reason for the absence and give an expected date of return to work.
- The library may require that additional documentation be furnished.
- 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 is not at 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.
- An employee's failure to report to work on three consecutive scheduled days without notice to the library will be considered job abandonment by the employee of their position and a voluntary resignation effective on the first day of absence.

01.8 Dress Guidelines and Name Badges Policy

Created:	February 2020	Updated:	June 2021
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Name badges are to be worn during hours the library is open to the public. The badge should be worn so that it is visible to patrons and other staff.

Employees must present a professional appearance at all times while working. Employees are expected to be dressed and well-groomed in a manner appropriate for:

- Daily responsibilities and for specific events and programs
- The patron group(s) being serviced
- Safety requirements for work being performed

Generally, appropriate dress will be “business casual.” Examples of inappropriate dress include but are not limited to:

- Shorts or mini-skirts
- Athletic, exercise (sweatshirts, yoga pants) or beach attire
- Leggings unless worn with an appropriate length top, sweater or dress
- Any item with images or words (except that small brand logos are acceptable)

Closed-toe shoes are required for employees who regularly work with or near book carts.

Maintenance employees are provided a uniform by the library and are also required to wear closed-toe shoes.

Blue jeans (neat, clean, hemmed and without holes) may be worn.

Hats and other head coverings may be worn inside the library for religious, cultural or medical reasons only.

Employees are prohibited from wearing or maintaining in their work space any type of strong smelling substance, including but not limited to: perfumes, after shaves, colognes, or other such

substances. Employees are expected to maintain appropriate hygiene standards while at work or performing library work.

Any temporary exceptions based on season or special events will be communicated to all staff. Employees should discuss any questions about professional appearance with their manager.

An employee who fails to meet the above dress guidelines, as determined by their manager or the Executive Director, may be sent home to change attire and receive a verbal warning. For non-exempt employees, time taken away from work to correct wardrobe choices will not be paid. Additional violations of this policy may lead to further disciplinary action, up to and including termination.

01.9 Employee Communication Procedure

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The satisfaction employees derive from their work is of prime importance to the library because an individual's satisfaction in their job, the quality of the work performed and an employee's personal welfare are all directly related. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be used:

1. The employee should discuss the matter with their immediate supervisor as soon as possible. Usually this will settle most issues as the supervisor wants to help and has the authority to settle things promptly. If the complaint is with an immediate supervisor, the employee should discuss the issues with the department manager or Human Resources Manager. The employee should give the supervisor or manager an opportunity to investigate and follow up with the employee.
2. If there is failure to reach a satisfactory resolution with the immediate supervisor, the employee or the supervisor should then discuss the issue with the department manager.
3. If the issue still remains unresolved, the situation can then be presented in writing to the Human Resources Manager, who shall take appropriate action. The Human Resources Manager shall be provided an opportunity to investigate and respond.
4. If the problem cannot be resolved by the Human Resources Manager, it can then be presented in writing to the Executive Director, who will make a decision that will be final.

01.10 a Code of Conduct

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

This not only involves sincere respect for the rights and feelings of others but also demands that employees should refrain from any behavior that might be harmful to the employee, coworkers, and/or the library, or that might be viewed unfavorably by patrons or by the public at large.

Employee conduct reflects on the library not only when an employee is at work, but also when an employee is away from the library. Employees are consequently encouraged to observe the highest standards of professionalism at all times. 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 Executive Director or the Human Resources Manager 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 which prohibits the carrying of firearms in a public building 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.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of our 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.
- 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 their job, including sleeping on the job.
- Failure or refusal to cooperate with library audits or investigations.
- Rudeness and other inappropriate behavior toward patrons.
- Violations of applicable state or federal law or local ordinance.
- 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.

01.10 b Disciplinary Steps

Created:	February 2020	Updated:	
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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	Verbal Warning
Second Offense	Written Warning
Third Offense	2 nd Written Warning
Fourth 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 library's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes the library will find it necessary to investigate the infraction for which an employee may face 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.

01.11 Use of Library Vehicle for Library Business

Created:	February 2020	Updated:	
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Maintenance employees who drive the library vehicle must have and show proof of a valid driver's license. The library will verify with the issuing state that the employee has a clear, valid driver's license upon hire and on an annual basis thereafter.

01.12 No Smoking Policy

Created:	February 2020	Updated:	
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The library is committed to protecting the safety and welfare of its employees, patrons and visitors.

Smoking or vaping of any kind is prohibited in the library or within 15 feet of any entrance, exit, window that opens, or ventilation intake that serves an enclosed area where smoking is prohibited. This policy applies to the use of both traditional smoking products, such as cigarettes, cigars, and pipes, and electronic smoking devices, such as e-cigarettes and vaporizers. Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, and possible termination for continued violations. This policy applies equally to all employees, patrons, and visitors. Supervisors and managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. We encourage you to report violations of our smoke-free facility policy to a manager.

01.13 Drug and Alcohol-Free Workplace

Created:	February 2020	Updated:	
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The library has a strong commitment to its employees to provide a safe and healthy work environment. The library expects all employees to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. The library’s policy with respect to drugs and alcohol is as follows:

Prohibited Activity

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on library premises is prohibited, unless an exception is made by the library. No employee shall be under the influence of alcohol while working or operating a library vehicle.

“Legal drugs” are: (1) drugs that are permitted under state or 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 are responsible for consulting with their doctors about a prescription medication’s effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician’s prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to so.

Employees using cannabis (including medical cannabis) must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and may not possess, use, or be under the influence of cannabis while performing their duties, while on the library’s property, or while operating vehicles for the library.

“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 and/or used in a lawful manner. 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.

Testing for Alcohol and Drugs

The library will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that he or she may be using drugs or may be under the influence of drugs or alcohol while working, on library premises, or operating library vehicles. "Reasonable suspicion" will be based on objective factors such as the employee's appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above. Involvement in an injury or accident at work or while performing library business may also be grounds for testing if a member of management has a reasonable belief that drugs/alcohol may have contributed to the injury or accident. Employees will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis, or illegal drugs; are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) will be terminated. In addition, if an employee fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute, or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, he or she will be considered as refusing to test and subject to discipline, up to and including termination.

The laboratory conducting the tests shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made

within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

Notification of Drug Conviction

Employees must notify the library of any criminal drug conviction occurring in the workplace no later than five days after such conviction. For purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Human Resources Manager may subject the employee to disciplinary action, up to and including dismissal.

Employee Assistance Program

The library will assist and support employees who voluntarily seek help for alcohol or drug problems *before* they become subject to disciplinary action under this or other library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

01.14 Use of Cell Phones/Library Phones

Created:	February 2020	Updated:	March 2022
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Personal cell phones must be silenced during an employee's working time and should not interfere with the employee's ability to perform their job. Employees may make and/or receive calls and text messages on personal cell phones and work phones provided these calls are brief and do not interfere with the ability to perform their duties. Employees have the choice to use a multifactor authentication app on their personal device instead of the library provided multifactor authentication token to log into library computers and accounts.

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

- Employees must place calls while stopped or have someone place the call for them.
- Employees may only use a cell 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.
- Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Give driving your full attention.
- Do not take notes or look up phone numbers while driving.
- Do not compose, send or read electronic messages or otherwise review or send material on your phone while operating a motor vehicle.

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

01.15 Technology Policy

Created:	February 2020	Updated:	March 2022
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The library's technology policy sets expectations for an employee's use of library technology resources. Violation of this technology policy can result in discipline up to and including termination of employment.

Privacy

The library provides technology resources to employees for library business use. All library technology resources, and all communications and information pertaining to library business transmitted through, received on, accessed on, or contained in the library's technology resources are library property. Employees should be aware that the library reserves the right to monitor and access all technology resources, including the content of files and communication platforms like email and chat.

Electronic communications and documents created by employees using library technology resources also are subject to Freedom of Information Act requests. Employees should understand that any work they create for the library could be accessed through a FOIA request.

The library contracts with an outside technology firm to support the library's technology resources. The outsourcing firm uses monitoring software agents and other tools to regularly scan and access library technology resources.

In order to maintain the library network and secure it against harmful activities, the library may monitor firewall traffic, including internet traffic created by employees.

As a result, employees should have no expectation of privacy in connection with the use of library technology resources.

Security

Security must be a high priority for every library employee. The library expects employees to follow measures to protect the library's technology resources and to prevent unauthorized access to library networks and data.

Employees are expected to use the library-supplied password vault to store, create, and share library-related passwords. Employees may link personal password vault accounts, but may not use the library's password vault for personal passwords.

Employees must follow the library's procedure for creating and maintaining current, strong passwords. Passwords for library technology resources should not be shared with anyone outside of the library. The library reserves the right to request access to or reset an employee's password to access any library resource.

The use of personal passwords with library technology resources is not grounds for an employee to claim privacy rights when using these resources.

Employees who wish to access the library network from outside the library must receive permission from the Executive Director. Once approval is given, employees must use a Virtual Private Network (VPN) that is configured by the library to access these resources. The library may revoke remote access at any time.

Employees are expected to report suspected security breaches to library administration and to the technology outsourcing firm in a timely manner. This includes, but is not limited to, suspected phishing attempts, social engineering, and stolen or compromised passwords.

In addition to using a password vault, all employees are required to use multi-factor authentication (MFA) on all work devices to log into their computers and accounts.

Computers and Software

The library provides technology resources like computers and software to employees for library business use. Personal use of these resources should be minimized and on personal time.

All library computers must be kept secure during library operations. Employees are encouraged, however, to lock their computers when not in use. Employee computers lock automatically after a period of inactivity. Employees should also secure their computers at close by shutting them down.

Installations, upgrades, and repairs to library computers and software must be completed by authorized IT personnel.

Employees must adhere to all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, and software license agreements with regards to access, use, and copying of software or other electronic material.

Employees may not tamper with or in any way alter library computers or software. Employees members found tampering with or altering these resources will be subject to disciplinary action up to and including termination.

Library-Issued Equipment

A staff member may bring home any equipment for pre-approved work related purposes including but not limited to laptops, tablets, cameras, etc. owned by the library. Any equipment that is brought home will be the responsibility of the employee and shall not be used by any other person. Any damage that happens to a piece of equipment should be immediately reported to the Administration Office. Employees are expected to take necessary precautions to avoid loss, damage or theft.

Upon resignation, retirement, or termination of employment, the employees must return any issued devices. At any time, the employee may be asked to produce the issued devices for return or inspection.

Files & Data

Employees are required to use networked file locations when creating and saving files. These networked locations are regularly backed up and ensure ongoing access to this data.

Managers should keep sensitive files in a secure location like their department's "Manager" folder or their home drive.

Employees should not store library files and data in unapproved cloud storage solutions. Employees may use Google Drive for cloud storage.

Employees should exercise caution when sharing cloud files with individuals outside of the library. Files should never be shared with unrestricted world access (ie, "Public on the web").

Accessing, copying, or manipulating patron records for non-library use is prohibited.

Electronic Communications

The library provides a variety of electronic communication platforms for employees use to conduct library business. These platforms include, but are not limited to: email, chat, telephones, project management software, and email newsletters.

Employees must follow library procedures around retaining electronic communications by archiving work-related communications. This ensures that relevant communications are accessible through Freedom of Information Act requests.

The library's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic communication platforms. 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 or to library administration.

Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged haphazardly through any communication channel.

Personal Devices

Employees may join their personal device to the library's wireless network designated for staff personal devices. The device's name will be visible to network administrators, but individual activity will not be.

Library IT personnel will not support or troubleshoot problems with an employee's personal device except as relates to employees using the multi-factor authentication app to log into library computers or accounts.

01.16 Social Media Policy

Created:	February 2020	Updated:	
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General Rules and Guidelines

The following rules and guidelines apply to the use of social media (any online platform that facilitates social interaction), whether such use is personal or on behalf of the library, or during work or non-working time. These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential library matters through the use of social media such as the library's patron account information, patron credit card information and employee medical information. Employees may not post any information that is subject to attorney client privilege.
2. Employees may not use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against coworkers, managers, patrons, vendors or suppliers, any organizations associated or doing business with the library, or any members of the public, including website visitors who post comments. The library's anti-harassment and Equal Employment Opportunity (EEO) policies apply to use of social media in the workplace.
3. Employees who utilize social media and choose to identify themselves as employees of the library may not represent themselves as spokespeople 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 non-library related 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.
4. Employees should respect all copyright and other intellectual property laws. For the library's protection, as well as your own, it is critical that you 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.

5. Employees may not advertise or sell library products or services through social media.
6. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with coworkers.

Library-Sponsored Social Media

The library-sponsored social media is used to: convey information about library products, services, and employment opportunities; advise patrons about events and 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 specific activities and events.

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

1. Only employees designated and authorized by the library may prepare content for or delete, edit, or otherwise modify content on library-sponsored social media.
2. 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 Equal Employment Opportunity (EEO) and/or anti-harassment policies.
3. 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 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.

4. Employees who want to post comments in response to library-sponsored content must identify themselves as employees of the library.

Monitoring

The library reserves the right to monitor employees' public use of social media, including but not limited to statements or 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.

01.17 Library Cards

Created:	February 2020	Updated:	
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Any employee residing in an area not served by a public library in the CCS consortium may request a Northbrook library card for the duration of their employment. Lost and damaged materials are the responsibility of the employee.

01.18 No Solicitation/No Distribution

Created:	February 2020	Updated:	
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In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may leave solicitation materials in the staff lounge (or a designated area in their department). Employees may not:

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

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

Definitions

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

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

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

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

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

01.19 Workplace Security and Inspections

Created:	February 2020	Updated:	
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To safeguard the property of employees, patrons, and the library, to help prevent the possession, sale, and use of illegal drugs on the library's premises, in keeping with the spirit and intent of the library's drug-free workplace policy, and to prevent the carrying of firearms on library property in accordance with the Illinois Firearms Concealed Carry Act, the library reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the library's property.

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

Employees entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are in violation of any library policies will be subject to disciplinary action up to and including termination.

If an employee learns that another employee possesses a weapon on the library's premises, the employee is encouraged to report the presence of the weapon, or any concerns or questions to their manager, the Human Resources Manager or the Executive Director.

01.20 Exposure Control Plan

Created:	February 2020	Updated:	
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Occupational exposure to potentially infectious materials may occur during the performance of an employee's duties. Drawing on guidelines from the United States Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogens Standard and on the policies of the Village of Northbrook Fire Department, the library believes it is imperative to minimize staff exposure to such infectious materials. Since the employees at the library are not caregivers, their training in reducing exposure should be focused on avoiding contact with infectious materials, contacting emergency personnel when staff or patrons become ill, and using simple precautions to avoid personal contact with, and spreading of, infectious materials.

01.21 Identity Protection

Created:	February 2020	Updated:	
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The Northbrook Public Library adopts this Identity Protection Policy pursuant to the Identity Protection Act [5 ILCS 179/1 *et seq*]. The Identity Protection Act requires each local government agency to draft, approve, and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers that agencies collect, maintain, and use.

Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide this office with a SSN, the library shall provide that individual with a statement of the purpose or purposes for which the library is collecting and using the SSN. The library shall also provide the statement of purpose upon request. That Statement of Purpose is attached to this policy. The library shall not:

- Publicly post or publicly display in any manner an individual’s Social Security number. “Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual’s Social Security number on any card required for the individual to access products or services provided by the person or the library.
- Require an individual to transmit their Social Security number over the internet, unless the connection is secure or the Social Security number is encrypted.
- Print an individual’s Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or Federal law requires the Social Security number to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not

require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the library shall not:

- Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the library's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use their SSN to access an internet website.
- Use any SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN.

The library shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request.

Employee Access to Social Security Numbers

Only employees who are required to use or handle information or documents that contain SSNs will have access to such documents. All employees who have access to SSNs shall be trained to protect the confidentiality of SSNs. Training will include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information.

These prohibitions do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.
2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Statement of Purpose for Collection of Social Security Numbers

The Identity Protection Act [5 ILCS 179/1 *et seq.*] requires each local government agency to draft, approve, and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the Northbrook Public Library to provide your SSN or because you requested a copy of this statement.

Why does the Northbrook Public Library collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services: employment eligibility verification, payroll and tax purposes, retirement and pension plan purposes, employment benefit plan purposes, and background checks; and/or
- Other: Insert Reason Here

What does the Northbrook Public Library do with your Social Security number?

- We will use your SSN only for the purpose for which it was collected.
- We will not do any of the following:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires the number be on the documents mailed to you or unless we are confirming the accuracy of your SSN.

Questions or Complaints about this Statement of Purpose

Write to: Northbrook Public Library, Attn: Executive Director, 1201 Cedar Lane, Northbrook, IL 60062 or email director@northbrook.info.

01.22 Parking

Created:	February 2020	Updated:	
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Parking for all employees at all times is located in the lot east of the library. Entrance to the staff parking lot is located on Cherry Lane. Employees travelling westbound on Cherry Lane may not turn left into the lot. Employees must reroute to enter the staff parking lot while travelling eastbound on Cherry Lane. At no time are employees allowed to turn left out of the staff parking lot to head west on Cherry Lane.

If the staff parking lot is full, employees need to park on the west side of Cedar Lane or at the Meadows Shopping Center parking lot. Upon hire, you will receive a parking pass to display on your driver side dashboard when you park on Cedar Lane or at the Meadows Shopping Center. If you need a replacement copy of your pass, please contact the Administration Office. All employees, including Northbrook residents, are not allowed to park in residential areas when scheduled for work.

Employees who need to park underneath the building for medical reasons are required to provide a doctor's written statement. The note will be kept on file in the Administration Office with the Human Resources Manager. Any employee that parks in the patron parking lot without approval from the Executive Director or Assistant Director will be subject to disciplinary action. Repeat offenses will result in further disciplinary action up to and including termination.

01.23 Termination of Employment

Created:	February 2020	Updated:	
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Employees who are planning to resign or retire should notify their manager at least two weeks in advance of their intended last day. Managers and full-time librarians are asked to provide at least four weeks' notice. The library requests that employees give written notice of the intention to resign or retire to their manager and the Human Resources Manager. The written notice should state the reason and effective date (the last day the employee is scheduled to work). Proper notice generally allows the library sufficient time to calculate the final check, which, if applicable, may include accrued unused vacation.

As mentioned elsewhere in this handbook, all employment relationships with the library are on an at-will basis. Thus, although the library hopes that the relationship with employees is long-term and mutually rewarding, the library reserves the right to terminate the employment relationship at any time.

Exit interviews with the Human Resources Manager are normally scheduled for outgoing employees after the notice of intent to terminate is received. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all library property that may be in the employees possession (e.g., access card, library keys), and to provide employees with an opportunity to discuss their job-related experiences.

Employees who terminate their employment relationship with the library are welcome to reapply for employment with the library in the future. If re-hired, such employees will not be credited for any previous service with the library.

Employment, Wage & Salary Administration

SECTION 2: EMPLOYMENT, WAGE & SALARY ADMINISTRATION

02.1 Employment Eligibility

Created:	February 2020	Updated:	
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The library is committed to employing only those applicants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. This form must be completed and appropriate documents provided before a new employee can be placed on the payroll. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

02.2 Criminal Background Check

Created:	February 2020	Updated:	
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All new hires 18 years of age or older must sign a criminal background check release form as a condition of employment.

Any offer of employment is contingent upon the library's receipt and review of the criminal background check results. An offer of employment may be withdrawn if the background check discloses any conviction, the nature of which, in the sole judgment of the library, is related to qualifications for and responsibilities of the position. A criminal conviction will not automatically disqualify the applicant from consideration, but will be considered in relation to specific job requirements and responsibilities.

Falsification of application information is grounds for termination of employment.

02.3 FLSA Classification

Created:	February 2020	Updated:	
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Each position is designated as either non-exempt or exempt based on the laws and regulations of the Fair Labor Standards Act (FLSA). Non-exempt employees are entitled to overtime pay and are subject to specific provisions of federal and state wage and hour laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

02.4 Employment Status

Created:	February 2020	Updated:	
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In addition to the above classifications, each employee will belong to one other employment category:

- **Full-Time** employees are those who are regularly scheduled to work at least 35 hours per week. 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 between 20 – 28 hours per week. Generally they may be eligible for some of the library's benefit package (such as vacation, sick, personal, holiday and commuter) in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.
- **Part-Time** employees are those who are regularly scheduled to work 18 hours or less per week, and substitute and seasonal employees. Generally they may be eligible for some of the library's benefit package, (such as holiday and commuter) in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

02.5 Work Hours

Created:	February 2020	Updated:	
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A standard workweek for full-time employees is 35 hours excluding meal breaks. The work schedule for both full-time and part-time employees may include weekend and evening hours as the library requires. For timekeeping and payroll purposes, the library's work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight the following Saturday. Any hours worked above 35 must be pre-approved by your direct supervisor.

02.6 Work Breaks & Meals

Created:	February 2020	Updated:	
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The library is committed to providing a productive and engaging work environment. We recognize that employees need to take short periods of time away from their workstations throughout the day to refresh and refocus. Our work break guidelines are designed to be fair and flexible, and we expect employees to understand and follow the guidelines.

Employees will typically be able to take breaks as defined in the chart below. However, this chart is merely a guideline. These breaks (other than those required by law) are not guaranteed to be provided on any given day, and library operations may necessitate employees working through or shortening their typical break periods.

If you are scheduled for:	15 minute break (paid)	30 or 60 minute meal (unpaid)
3.5 hours	1	None
4 hours	1	None
4.5 hours	1	None
5 hours	1	None
5.5 hours	1	None
6 hours	1	None
6.5 hours	1	None
7 hours	1	1
7.5 hours	2	1
8 hours	2	1

Breaks should not exceed more than 15 minutes per work break. Employees who excessively use break time will be required to make up the time, use vacation time or non-compensated time to account for the time away from work activities. Employees who abuse break guidelines will be subject to disciplinary action up to and including termination.

Rest periods are scheduled by the manager for staffing purposes. The time allotted for work breaks includes the time to leave and return to one's work station. Paid breaks may not be combined with unpaid meal breaks or saved for use at the end of the workday.

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

An employee scheduled to work 7 or more hours must take a minimum 30 minute unpaid meal break. This meal break must begin no later than five hours after beginning work. The meal break is not optional and must be taken except in case of emergency. Meal times are scheduled by the manager for staffing purposes.

02.7 Additional Time Off (ATO)

Created:	February 2020	Updated:	
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Although full-time non-exempt employees are typically scheduled to work 35 hours per workweek, their hours may, on occasion, fluctuate. The semi-monthly salary received by full-time non-exempt employees is compensation for all hours worked each workweek, up to 40 hours per workweek. However, as an additional benefit, if the need arises for a full-time non-exempt employee to work in excess of 35 hours (but not more than 40 hours) in a workweek, and the employee obtains pre-approval from their supervisor to work the additional hours, the employee shall be given additional time off (ATO) to be taken during the next pay period. Any ATO not used in the next pay period will be lost unless the employee received written approval from the Administration Office.

When scheduling time off, an attempt is made to meet both the library and employee's needs.

Compensatory Time

All non-exempt employees under the Fair Labor Standards Act (FLSA) who work hours in excess of 40 hours in a given week shall receive comp time on the basis of time and one-half for all hours worked in excess of 40 in a given week.

Procedures for Accrual of Compensatory Time

Eligible Employees

Eligible employees are employees who are classified as non-exempt. Employees who are classified exempt under the terms of the FLSA are not eligible for compensatory time. To determine your eligibility, refer to your status on your job description.

Determination of Overtime Hours

Overtime hours are any hours worked in a given work week in excess of forty (40) hours. For purposes of overtime calculation, "hours worked" does not include holiday, vacation, sick time, or any other form of leave or non-working time, whether paid or unpaid. The beginning day of the work week for each eligible employee shall commence at 12:01 a.m. each Sunday.

Accrual of Comp Time

A. Rate

For any time worked over 40 hours by an eligible employee in a given work week, comp time shall accrue at the rate of one and one half (1-1/2).

B. Limitations

Eligible employees may accrue not more than 52.5 hours of comp time, computed as one and one half hours of comp time for not more than 35 hours of overtime work, unless there are extenuating circumstances and the Executive Director gives written approval for comp time beyond 52.5 hours.

C. Use

An eligible employee who has accrued comp time shall be allowed to use said time within a reasonable period following accrual so long as the operations of the library are not unduly disrupted. Comp time shall not be counted as hours worked in the period in which such hours are used.

D. Payment on Termination

An eligible employee who is terminated, and who has accrued comp time, shall be paid for such accrued comp time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

Records

Records shall be maintained to demonstrate the overtime hours worked by each eligible employee in a given work week, if any, and the number of hours of comp time accrued by each eligible employee, if any.

Payment of Cash in Lieu of Comp Time

A. Authority of Library

Nothing herein shall prohibit the library, at the library's option, of freely substituting monetary compensation in the form of a check, in whole or in part, for comp time off; and overtime

payment in monetary compensation does not affect subsequent granting of comp time in future work weeks or work periods.

B. Payments to Employee

Monetary payments to an employee for accrued comp time may be made at any time except that on termination, payment shall be made pursuant to Section III.D. of this policy. No employee shall otherwise have the right to receive, upon request, monetary compensation in lieu of accrued comp time.

02.8 Time Sheets

Created:	February 2020	Updated:	
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Time sheets provide a record of hours worked and paid time off, including, but not limited to, sick leave, holidays, personal days and vacation time. They should be completed daily with actual time worked by the employee and are approved by the supervisor at the end of the pay period. Accuracy is important, as this will ensure that the employee is paid correctly for all time worked and all paid time off used. Falsification of this record or failure to accurately and/or timely complete the record is subject to discipline up to and including termination, or may delay the employee's paycheck until the next period.

02.9 Paychecks

Created:	February 2020	Updated:	
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Paydays are semi-monthly, on the 15th and the last day of each month. If payday falls on a weekend or holiday, employees will be paid on the last week day before the weekend or holiday. Direct deposit is also available into a savings and/or checking account at the bank of your choice. All employees have access to an employee portal to view check stubs, withholding allowances and direct deposit information.

Full-time employees are paid to date. Regular part-time and part-time employees are paid two weeks in arrears. Vacation, sick, holiday and personal time taken is recorded one payroll in arrears for full-time and regular part-time employees.

The library takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources Manager so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the library will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

02.10 Payroll Deductions

Created:	February 2020	Updated:	
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Automatic payroll deductions will be made for employees for federal and state income tax purposes, Social Security taxes and other items required by applicable law or ordered by an appropriate court. Voluntary deductions may be made for elective programs such as health insurance, dental insurance, vision insurance, 457 Plan, flexible spending accounts or commuter benefits.

Deductions will not be made without written authorization from the employee, except as required by law or court order.

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

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the Human Resources Manager. 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 Executive Director.

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

02.11 Wage and Salary Guidelines

Created:	February 2020	Updated:	
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The compensation of library employees is maintained on a competitive basis to reward and retain qualified personnel and attract competent applicants.

The salary of the Executive Director is reviewed annually by the Board of Trustees. The salaries and hourly rates of other employees are set in accordance with the pay schedule. If an employee reaches the top of the schedule, they may receive a bonus for the amount that falls above the range that shall be paid out quarterly during the next fiscal year. For example, if the top of the range is \$50,000 and the employee is at \$49,000 and will be receiving a 4% increase (\$1,960), salary would increase \$1,000 to get to top of range and the employee would receive a bonus of \$960 that would be paid quarterly.

Normally, employees will be hired at the minimum of the pay range; however, whenever qualifications and/or experience warrant, employees may be hired at a salary up to the midpoint of the range.

Increases are based on a base salary increase, merit, economic indicators and other factors as determined by the Board of Trustees. Raises are not automatic. It will be the responsibility of the manager to evaluate the employee's performance in order for the Executive Director to determine the pay within the guidelines set forth above.

02.12 Performance Evaluations

Created:	February 2020	Updated:	
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The purpose of the evaluation is: a) to serve as an assessment of the employee's performance; b) to review and update the current job description; c) to set goals for the year including areas for future development; d) to provide better communication between managers and employees; e) to serve as a guide for personnel actions; and f) as a factor to determine whether the employee is eligible for a pay increase.

Annual evaluations are done on a calendar year basis. All employees are encouraged to complete a self-evaluation and submit to their manager prior to the performance evaluation. The manager will discuss the written evaluation with each employee. Employees are encouraged to openly discuss any questions or comments they may have regarding the evaluation.

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

02.13 Promotions

Created:	February 2020	Updated:	
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It is the policy of the library to fill openings and advance qualified employees to higher classification through promotion within, whenever possible. Based on the library's needs, employees promoted to a higher classification will normally begin at the entry point of the new classification. The library reserves the right to seek external candidates for each and every position at its discretion.

Time Off

SECTION 3: TIME OFF

03.1 Vacation

Created:	February 2020	Updated:	
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Full-time and regular part-time employees are eligible for paid vacation. Benefit-eligible employees accrue paid vacation each pay period in which they work, take approved paid time off, or take an approved unpaid FMLA. Vacation time must be approved by the employee's manager and be at a time that is convenient to the department. Department managers will see that vacation time is scheduled in relation to both library needs and the desires of individual employees. If vacation requests conflict within a department and departmental operations are such that the conflicting parties cannot be spared at the same time, the department manager shall decide the issue on the basis of seniority and/or skill needs.

Employees are encouraged to use vacation time in the calendar year in which it accrues. Any unused vacation time in excess of the carry-over maximums listed below will be lost at the end of the calendar year.

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

Full-time employees at pay grade 9 and above accrue 140 hours (20 days) vacation per year at the rate of 5.83 hours per pay period. The maximum carry-over to the following calendar year is 140 hours.

All other full-time employees accrue 70 hours (10 days) vacation per year earned at the rate of 2.92 hours per pay period. After the first year of employment, an additional seven hours of vacation is accrued each year as outlined in the schedule below. The maximum accrual is 140 hours.

The accrual schedule is as follows:

Year of Employment	
1	70 hours or 2.92 hours per pay period
2	77 hours or 3.21 hours per pay period
3	84 hours or 3.50 hours per pay period
4	91 hours or 3.79 hours per pay period
5	98 hours or 4.08 hours per pay period
6	105 hours or 4.38 hours per pay period
7	112 hours or 4.67 hours per pay period
8	119 hours or 4.96 hours per pay period
9	126 hours or 5.25 hours per pay period
10	133 hours or 5.54 hours per pay period
11	140 hours or 5.83 hours per pay period

The maximum carry-over to the following year is the amount earned that year.

Regular part-time employees accrue 48 hours vacation per year earned at the rate of 2.0 hours per pay period. The maximum carry-over to the following year is 48 hours.

Employees who change status from regular part-time to full-time or from full-time to regular part-time begin accruing at the new rate on the effective date of the change. Years of service accumulated during regular part-time status will count towards vacation eligibility if the employee changes status to full-time.

Vacation is paid at the employee's rate of pay in effect at the time the employee uses the vacation time. Payment for accrued but unused vacation will be made to employees who terminate employment from the library.

03.2 Sick Leave

Created:	February 2020	Updated:	January 2022, March 2022
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Sick leave can be used for absences due to the illness, injury, or medical appointment of an employee or employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. A child is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in loco parentis.

Full-time employees accrue 105 hours (15 days) sick leave per year at the rate of 4.38 hours per pay period, up to a maximum accumulation of 840 hours (120 days). Regular part-time employees accrue 52 hours per year at the rate of 2.17 hours per pay period up to a maximum accumulation of 420 hours. Part-time employees with regularly scheduled hours not including substitutes or seasonal employees accrue 36 hours per year at the rate of 1.5 hours per pay period up to a maximum accumulation of 144 hours.

Any illness that occurs during an employee's scheduled vacation or on a designated holiday is considered holiday or vacation time and not sick leave.

There will be no payment for unused sick time upon termination of the employee. Upon retirement, accumulated sick leave qualifies for additional IMRF pension credit.

No sick leave is accrued by an employee on an unpaid leave of absence.

Any employee receiving compensation under the Worker's Compensation Law is not eligible for sick benefits for the same incident or absence.

Employees who are absent for more than three days due to illness may be required to supply a physician's note verifying that they were ill and/or indicating that they are fit to return to duty.

03.3 Good Health Benefit

Created:	February 2020	Updated:	
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The library has a Good Health Benefit, the purpose of which is to reward employees for controlling their sick leave use. Once a year, using February month end payroll, the library will calculate the number of days of sick leave one has accumulated in excess of 490 hours (70 days) for full-time employees (245 hours for regular part-time employees), and pay for twenty percent thereof. The number of hours paid will then be deducted from the accumulated sick leave balance. The annual maximum benefit for each eligible full-time employee is \$1,500 and \$750 for regular part-time employees). This benefit is paid out at the end of March.

03.4 Holidays

Created:	February 2020	Updated:	
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The library closes to observe the following holidays and eligible staff will be paid:

- New Year's Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve (2 hours)

Eligible staff is any staff regularly scheduled to work on the days the library is closed. They will be paid for the hours they are normally scheduled. Normally scheduled hours are defined as the typical hours worked on that day four out of every five weeks. Full-time employees not normally scheduled to work on the holiday will receive a floating holiday to be used within three months.

Full-time staff will also receive one additional floating holiday to be used during the calendar year on any day approved by your manager.

A full-time employee hired July 1 and after will be eligible for one floating holiday the beginning of the following calendar year.

The library is closed Easter Sunday. This is not a paid holiday. Part-time employees scheduled to work on Sunday can arrange with their manager to make up the time within the same pay period. Regular part-time employees scheduled to work on Sunday can arrange with their manager to make up the time within that same pay period or use vacation to receive pay. Full-time employees who would normally work that Sunday can arrange to work another day in the same week or use vacation, personal or floating holiday time.

A full-time employee who is not scheduled to work on New Year's Eve has until January 31 of the following year to use their two holiday hours.

Religious holidays not observed by the library may be taken as vacation, personal, floating holiday, time off without pay or subject to work load and manager approval, as time off to be made up within the same pay period.

There will be no payment for unused holiday time upon termination of the employee.

03.5 Personal Days

Created:	February 2020	Updated:	
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The library provides personal days as a benefit to full-time employees and regular part-time employees regularly scheduled to work at least 25 hours per week). Personal days are to be used for personal business that cannot be accomplished during non-working time. This includes such things as appointments with attorneys, accountants, home repairs, mortgage closings/moving, etc.

Full-time employees will be granted up to two paid personal days (14 hours) per calendar year. During their first calendar year of employment, eligible employees hired from January 1st to March 31st are granted 2 days; eligible employees hired from April 1st to September 30th are granted 1 day; and eligible employees hired from October 1st to December 31st receive no personal days until the following January 1.

Regular part-time employees regularly scheduled to work at least 25 hours per week are eligible for 7 personal hours per calendar year. A regular part-time employee hired July 1 and after will be eligible for 7 personal hours beginning of the following calendar year.

These days may be taken at any time during the year with the prior consent of the manager.

There will be no payment for unused personal time upon termination of the employee.

03.6 Paid Parental Leave

Created:	February 2020	Updated:	
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Employees who are parents of newborns, newly adopted children, or children newly placed into their foster care may be eligible for paid parental leave of up to six weeks. The purpose of paid parental leave is to enable the employee to care for and bond with their newborn, newly adopted or foster child. This paid leave will run concurrently with their FMLA leave where applicable and may not be used to extend the FMLA leave. This paid parental leave is in addition to any available sick leave, vacation time or other forms of paid leave. Paid parental leave must be taken within the first 12 months of the birth, adoption, or placement of the child or children. The amount of paid parental leave does not increase with multiple births or placements of children. An employee may not receive more than 6 weeks of paid parental leave in any rolling 12-month period.

Eligibility

Full-time and regular part-time FMLA-eligible employees who have worked for the library for at least 12 consecutive months and worked a minimum of 1,250 hours during the consecutive months before the requested date of Family Medical Leave are eligible for paid parental leave at 100 percent of the employee's regular, straight-time weekly pay. In all cases, the term "week" applies to the regular workweek schedule. Employees on paid parental leave will be paid on regularly scheduled pay dates.

The leave may begin no earlier than the birth or placement of the child or children and must begin and end within 12 months immediately following the birth or placement. With prior approval from the Executive Director, paid parental leave may be taken intermittently but must be taken in full week increments. Unused paid parental leave may not be carried over to a time period following the 12 months after the birth or placement of the child or children, and there is no payment of unused parental leave upon termination of employment.

Benefits

During an approved paid parental leave, the library will maintain the employee's health insurance, IMRF contributions, and other benefits as if the employee continued to remain actively employed. The employee must continue to pay their portion of the benefits (health, vision insurance) through payroll deductions.

Requesting Paid Parental Leave

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

03.7 General Leave of Absence

Created:	February 2020	Updated:	March 2022
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Occasionally, for personal or other reasons, you may need to apply for an unpaid general leave of absence when you do not qualify for a leave under another of the library's policies and have exhausted all accrued leave. Under these circumstances, any staff member may qualify for a general leave of absence.

If possible the request should be made 30 days prior to start date of the leave and may be granted for a maximum of two months. Full-time and regular part-time employees who take a general leave of absence will stop accruing vacation and sick time and eligible part-time employees will stop accruing sick time until they return from the leave. For part-time and regular part-time employees, while on a general leave of absence, holiday pay does not apply. During an approved unpaid general leave of absence, full-time employees will not be eligible for health insurance, but may opt to use COBRA.

You must apply in writing for this leave of absence and submit your request to the Human Resources Manager. Your request should set forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with the library. The library may request documentation supporting the need for leave. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Executive Director. While the library makes every effort to reinstate the employee to their previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed will normally result in immediate termination of employment.

03.8 Bereavement Leave

Created:	February 2020	Updated:	
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Full-time and regular part-time employees are eligible for up to three days of paid bereavement leave for the death of an immediate family member (employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, son/daughter-in-law, grandchild, grandparent, or stepparent).

Part-time employees are eligible for one day of paid bereavement leave for the death of an immediate family member (as defined above).

If additional time is needed, please discuss with your manager the use of other forms of paid leave (vacation or personal days) or the use of unpaid leave if you do not have paid leave available.

All such leave must be approved by the respective manager and Executive Director.

03.9 Jury Duty

Created:	February 2020	Updated:	
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Any employee selected for jury duty or subpoenaed as a witness will be granted a leave of absence with pay for the required period of absence. An employee must notify their manager immediately upon receipt of the jury summons/subpoena and attach a copy to their time sheet.

The library will pay the employee their regular straight time daily earnings (not to exceed their scheduled hours per work day). The employee is required upon completion of jury duty to provide their manager with the court clerk's confirmation of days served. The employee is not required to reimburse the library for any payment received as part of performing the jury or witness duty. Employees keep all pay received for jury duty. Employees on jury duty during the day may not report to work for an evening shift. Employees who are "on-call" for jury duty must report to work if not required to serve that day.

03.10 Emergency Closings

Created:	February 2020	Updated:	
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Emergency closing decisions are the responsibility of the Executive Director. If the decision has been made to close the library due to an unusual circumstance such as severe weather or power failure, employees will be notified.

Provided the day had not already been designated by the employee as vacation, sick, floating holiday or personal, employees will be paid for their scheduled hours for the day. If the library opens late or closes early due to weather or other unforeseen circumstances, employees who are scheduled to work and come in for the rest of their shift will be paid. Employees who elect not to come in may take vacation, floating holiday, personal or unpaid time.

Employees who call in sick the day of an emergency closing must use sick time to be paid for the day. Employees who are not scheduled to work on the day of an emergency closing will not be paid for the day.

At the request of the Executive Director, some employees may be required to work during an emergency closing. In addition to paid time for their scheduled hours, non-exempt employees would receive additional time off for the number of hours worked.

03.11 Voting Leave

Created:	February 2020	Updated:	
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In accordance with Illinois law, employees will be granted paid leave of up to two hours to vote in an election during working hours if the employee starts work less than two hours after the polls open and ends less than two hours before the polls close.

Employees must notify their manager of need for voting leave no later than the day before the election. Your manager will notify you of the time assigned to you for voting purposes. Proof of attendance at the polls may be required.

03.12 Employee Blood Donation Leave

Created:	February 2020	Updated:	
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The Employee Blood Donation Leave Act entitles eligible employees to take up to one hour of paid, job-protected leave during any 56 day period to donate blood. To be eligible for leave to donate blood, the library requires that the employee must show that they cannot donate blood during nonworking hours. Prior to taking leave to donate blood, the library must consent to the employee's leave request.

03.13 Family and Medical Leave (FMLA)

Created:	February 2020	Updated:	
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The U.S. Department of Labor’s rules (federal rules) implementing the Family and Medical Leave Act (FMLA), as they may be amended from time to time, control FMLA leave. This policy summarizes important aspects of the rules. This policy contains information consistent with and in addition to the information contained in the [“Employee Rights under the Family and Medical Leave Act”](#) notice and is meant to provide additional information about the library’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights under the Family and Medical Leave Act” notice and this policy, the “Employee Rights under the Family and Medical Leave Act” notice will prevail.

Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of **unpaid** family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has been employed by the library for at least 12 months AND worked at least 1250 hours in the last 12 months. The “12 month period” in which the 12 week leave entitlement occurs shall be a rolling 12 month period measured backward from the date an employee uses any leave under FMLA. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Reasons for Leave

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

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave 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; and (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period. *This single 12-month period begins with the first day the employee takes the leave.* A covered service member 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 service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list for a serious injury or illness incurred in the line of duty; or (3) a covered veteran meaning one who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness incurred in the line of duty and who: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was discharged or released under conditions other than dishonorable; within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

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

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the library as soon as practicable and, absent unusual circumstances, in accordance with the library's normal leave procedures. The employee needs to contact his/her manager on the first day of the absence within 15 minutes of scheduled starting time, explain the reason for the leave and give an expected date of return to work.

Employees must provide sufficient information for the library to reasonably determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

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 initially provide. If the second health care provider's opinion conflicts with the original medical certification, the

library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

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

Certification for Service Member Family Leave

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

Substitution of Paid Leave

FMLA leave is unpaid leave. If you request leave for any FMLA-covered reason, you are required to exhaust any remaining applicable paid time in the following order – sick (if applicable), personal, floating holiday, and vacation. The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any

additional paid leaves, such as long term disability or worker's compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, employees must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FMLA leave, the library will maintain the employee's health benefits as if the employee continued to remain actively employed. During any paid portion of FMLA leave, the library will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. Sick time does not accrue during the unpaid portions of FMLA leave. In addition, an employee on any unpaid leave, including unpaid FMLA leave, does not receive holiday pay.

Intermittent Leave/Reduced Schedule Leave

Leave because of a serious health condition, to care for a service member 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 pay based on the amount of time actually worked. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the library's operations. In addition, if the employee is on an intermittent or reduced scheduled leave for planned medical treatment, the library may temporarily transfer the employee to an available alternate position which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave

because of the employee's own serious health condition, the employee may be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

03.14 Military Leave and Reserve Duty Leave

Created:	February 2020	Updated:	
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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. This leave of absence includes time off for (i) service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; (ii) service covered in the Illinois State Guard as defined by the Illinois State Guard Act; and (iii) a period for which an employee is absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

Their eligibility for reinstatement after the completion of their military duty, and 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.

03.15 Family Military Leave

Created:	February 2020	Updated:	
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The Illinois Family Military Leave Act entitles eligible employees, who are the spouses, parents, children, or grandparents of a person called to state or federal military service lasting longer than 30 days, to take up to 30 days of unpaid, job-protected leave during any 12-month period when the federal or state deployment orders are in effect.

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

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

Upon an employee's return to work at the library, they will be restored to their prior position or to an equivalent position with equivalent employment benefits and pay. Where able, the employee must consult with the Executive Director to schedule the leave so as to not unduly disrupt the operation of the library.

03.16 Victims' Economic Security and Safety Act (VESSA)

Created:	February 2020	Updated:	
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In accordance with the Victims' Economic Security and Safety Act ("VESSA"), an employee who is a victim of domestic, or sexual, or gender violence, or whose family or household member is a victim, may take unpaid leave for up to 12 work weeks per 12-month period for any one or more of the following reasons:

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

All employees are eligible to apply for this leave. The following definitions are used in this policy:

- **"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, Sexual or Gender Violence”** means domestic violence, sexual assault, gender violence, or stalking.

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

The employee shall provide the Executive Director/Human Resources Manager with at least 48 hours’ advance notice of the employee’s intention to take leave pursuant to this policy when the leave is foreseeable. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification that the employee or a member of the employee’s household is a victim of domestic, sexual, or gender violence and that the leave is being taken for one of the purposes listed above (A-E) must be provided for any leave taken pursuant to this policy. Certification must be provided as soon as reasonably possible, but in most cases, within 15 days of the request. The employee can satisfy the certification requirement by providing one of the following:

- A. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee’s family or household

member has sought assistance in addressing domestic, sexual, or gender violence and the effects of the violence

- B. A police or court record
- C. Other corroborating evidence

Any information submitted by an employee shall be kept in confidence and will not be disclosed unless the employee consents in writing to the disclosure or unless otherwise required by applicable federal or State law. While on leave, the employee will be required to periodically report to the Executive Director/Human Resources Manager on their status and intention about returning to work.

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.

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

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

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.

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

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

If you wish to request a reasonable accommodation related to this policy, contact the Human Resources Manager.

Employee Benefits

SECTION 4: EMPLOYEE BENEFITS

04.1 Benefits Disclaimer

Created:	February 2020	Updated:	
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Eligible employees of the library are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent upon a variety of factors, including employee classification.

A summary plan description (SPD) which explains coverage of many of the benefits in greater detail is available. The actual plan documents, which are available by making a written request to Human Resources, are the final authority in all matters relating to benefits described in this Handbook 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.

04.2 Group Health Insurance Plans

Created:	February 2020	Updated:	June 2021
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Full-time employees may participate in a group medical, dental and/or vision plan offered through the library. There are two types of medical plans to choose from, a Preferred Provider Organization (PPO) and a Health Maintenance Organization (HMO). Both medical plans are insured through Blue Cross Blue Shield. The PPO dental plan is provided through Delta Dental. The vision plan provider is VSP.

Health, dental and vision coverage is effective the first of the month following 30 days of eligible employment. Employees can review and make changes to their benefit elections annually during open enrollment or within 30 days of a qualified event during the plan year.

The library contributes an amount set annually by the Board of Trustees toward single & dependent coverage. Payroll deductions (pre-tax) will be made for the difference between the amount contributed by the library and the premium amount.

Additional benefit information and forms are available from the Human Resources Manager or may be located on the Intranet.

04.3 Group Health Insurance and Termination of Employment

Created:	February 2020	Updated:	
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Medical, dental and vision benefits for full-time employees end the last day of the month in which the employee terminates. Information concerning the continuation of medical and/or dental coverage for those eligible under COBRA (Consolidated Omnibus Reconciliation Act of 1985) will be mailed to the employee's last known mailing address.

04.4 Life Insurance

Created:	February 2020	Updated:	
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Full-time employees receive group life insurance coverage and the premium is paid by the Library. This coverage begins the first of the month following 30 days of eligible employment. This group term life insurance coverage is 1 ½ times the employee's annual salary up to a maximum of \$250,000.00.

04.5 Illinois Municipal Retirement Fund (IMRF)

Created:	February 2020	Updated:	
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Eligible library employees are required to participate in the Illinois Municipal Retirement Fund (“IMRF” or “the Fund”) through payroll deductions. An employee qualifies for IMRF if they are hired to work 1,000 hours (the library’s annual hourly standard) a year. The library makes a contribution for each participating employee.

If an employee leaves the employment of the library before being vested in the plan, they are eligible for a refund of the employee contributions made to the Fund. After one year of service, IMRF members are also covered for death and disability benefits.

Article 7 of the Illinois Pension Code determines how IMRF operates and administers IMRF benefit plans. On an annual basis, IMRF mails benefit statements directly to the employee’s home.

04.6 Flexible Spending Accounts

Created:	February 2020	Updated:	
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The library offers a Flexible Benefit Plan (125 Plan) in which all full-time employees may participate beginning the first of the month following 30 days of eligible employment.-The plan allows employees to pay their contribution to health, and vision care premiums on a pre-tax basis. The plan also allows employees to set aside pre-tax money to pay for qualified health and/or dependent care expenses. Eligible employees must elect to participate in this program each year effective January 1. Money set aside is automatically deducted from each paycheck. More information about this program is available from the Human Resources Manager.

04.7 Commuter Benefits

Created:	February 2020	Updated:	
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The library offers a commuter benefits plan in which all employees may participate on a voluntary basis. The plan allows employees to set aside pre-tax money to pay for qualified transportation expenses. Eligible employees may elect to participate upon hire.

This is a month-to-month plan in which you may elect to participate or not participate on a monthly basis. If you elect to participate, your election will carry forward until you elect not to participate. Money set aside is automatically deducted from each paycheck.

The contribution maximums are set by the Internal Revenue Service (IRS) annually. More information about this program is available from the Human Resources Manager

04.8 457(b) Deferred Compensation Plan

Created:	February 2020	Updated:	
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All employees may participate in a 457(b) deferred compensation retirement plan. Employees who elect to participate in the plan, may choose their contribution to be pre-tax or Roth. Additionally, the library also offers through payroll a Roth IRA.

The plans allow you to save and invest for your retirement. The library does not contribute to these plans. See the Human Resources Manager for additional information.

04.9 Remote Work

Created:	February 2020	Updated:	February 2022
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Remote work is a voluntary work alternative that allows eligible employees to work at home or at some other off-site location in the state of Illinois. Remote work is not an entitlement or an organization-wide benefit and does not change the terms and conditions of employment. The library recognizes the value of remote work and seeks to provide employees with as much flexibility as possible while maintaining the necessary in-building staff to provide services to the patrons.

The library offers several options for remote work:

- Informal Temporary remote work
- Preplanned Temporary remote work
- Long term/Semi-Permanent remote work

The availability of remote work for an employee is subject to departmental and library needs and may be discontinued or suspended at any time.

Remote Work Options

Informal Temporary remote work

Informal Temporary remote work up to a maximum of 30 days may be requested by employees.

Preplanned Temporary remote work

Employees may request remote work for 30 days or longer when taking time off due to preplanned medical procedures or for other reasons that requires remote work on a longer temporary basis. These requests will be approved based on library and departmental needs and are subject to change.

Long term remote work

Eligible employees may be granted the opportunity to work up to 2 days remotely per week based on library and department needs. These requests will be approved based on library and departmental needs and are subject to change.

Eligibility

The following conditions must be met for an employee to be eligible for a remote work arrangement:

- Employees must have sufficient job responsibilities that could be satisfactorily carried out at their home and/or offsite location.
- Employees must adhere to all policies set forth in the Employee Handbook when working remotely.
- Employees must arrange for child/elder care during their work hours. Remote work is not designated to be a replacement for appropriate child/elder care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on performance of their duties and job performance.
- Remote work employees will be required to record all remote hours worked on their timesheet.
- Employees must be accessible by phone, Gchat, or email within a reasonable time period during the established work schedule.

Office Environment and Safety

Employees are responsible for providing office furnishings and equipment—such as desks, chairs, file cabinets, and lighting—at their own expense. The employee will establish a safe work environment within their home or offsite location for work purposes. The library will provide employees with the necessary equipment to perform their jobs including computers and wifi hot spots, but will not reimburse staff for any costs such as internet, electric, etc. due to voluntary remote work.

Injuries sustained by the employee while at their home and/or offsite locations and in conjunction with their regular work duties may be covered by the library's workers' compensation policy. Employees with remote work arrangements are responsible for notifying the employer of such injuries as soon as possible after they occur. The employee is liable for any injuries sustained by visitors to their home work-site.

04.10 Employee Assistance Program (EAP)

Created:	February 2020	Updated:	
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The EAP is a voluntary, short-term counseling benefit and referral service designed to help employees and their immediate family members (spouse and dependent children) with everyday issues that may or may not be interfering with work and daily life. All services provided by the EAP are free of charge and strictly confidential. For further information contact the Human Resources Manager or call the Employee Assistance Program directly using the number provided to all employees.

04.11 Workers' Compensation

Created:	February 2020	Updated:	
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Library employees are protected by workers' compensation insurance for injuries sustained in the performance of their job duties. The library provides for immediate and follow-up treatment for all employees who incur qualifying work-related injuries.

All accidents in which employees are injured, regardless of whose fault the accident is, must be reported immediately to a manager so that an incident form can be completed. Failure to immediately report an accident may result in discipline, up to and including termination.

Training & Development

SECTION 5: TRAINING AND DEVELOPMENT

05.1 Tuition Reimbursement Policy

Created:	February 2020	Updated:	March 2022
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The library supports and encourages education for library employees to enhance job satisfaction and library services. The Tuition Reimbursement Policy is designed to help employees further their knowledge, skills and job effectiveness through higher education. The library offers tuition reimbursement for full-time or regular part-time employees enrolled in an approved degree program. Approved degree programs and coursework are defined as: Certificate, Associates, Bachelors and Masters degree programs that are related to the duties of the employee's current position or that may lead to promotional opportunities.

To be eligible for participation in the tuition reimbursement program, the employee must have been continuously employed and working in a full-time or regular part-time position by the library for one (1) year and request approval from their manager and the Executive Director to have the course considered for tuition reimbursement. Each course will be considered independently. Approval of one course does not guarantee approval of additional courses in the same program.

To receive reimbursement, an employee must:

1. Notify the Human Resources Manager of their desire to participate in the tuition reimbursement program before Feb. 1st of the year previous to the school year to allow for budget preparation
2. Complete the Tuition Reimbursement Application and receive written approval prior to enrollment
3. Contact Human Resources regarding reimbursement procedures
4. Earn a grade of A, B or pass (for pass/fail classes only)
Submit grade(s) and paid tuition receipt within 45 days of receiving grade(s)

5. Upon presentation of evidence of completion of an approved course, tuition reimbursement will be authorized as follows: 50% for a grade of A or B or pass (for pass/fail classes only) per course
6. The maximum amount approved for tuition reimbursement is \$5,000 per person per fiscal year subject to available budget funds. The maximum lifetime benefit for tuition reimbursement is \$10,000.
7. All class meetings and preparation will be undertaken on the staff member's own time. The schedule must consider departmental needs and be approved by the department manager. No promotion or increase in salary is guaranteed to an employee who undertakes such study.
8. Tax consequences (if any) as a result of reimbursement under this benefit 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.

The library reserves the right to reject requests for any reason, including budgetary constraints.

05.2 Continuing Education

Created:	February 2020	Updated:	
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All employees are encouraged to attend continuing education classes, workshops and conferences that either 1) are pre-approved or 2) take place outside the employee's regular work hours. Work schedules may be arranged to permit attendance, providing the normal operation of the library is not disrupted. If there is a cost associated with attending, Administration authorizes reimbursement for staff development opportunities under the following guidelines:

- A. Employees must fill out a Continuing Education request form (available on the Intranet) which shall be approved by their manager and submitted to Administration for final approval.
- B. Costs associated with travel are compensated at the current rate for mileage as set by the Internal Revenue Service. 100% of reasonable airline or train fares, mileage (at approved IRS rate), tolls, shuttles, and parking will be reimbursed. Any staff member driving for a meeting or on other library business is required to file a copy of the declaration page of their car insurance with the Administration Office every six months. Mileage shall be based on the following formula:
 - If leaving from the library and returning to the library: Total miles driven
 - If leaving from home and returning to the library: Total miles driven less the commute from home to the library
 - If leaving from the library and returning home: Total miles driven less the commute from the library to home
 - If leaving from home and returning home: Total miles driven less normal round trip commute
- C. For meals while in attendance out of the area, a per diem will be given to the employee by Administration based on the U.S General Services Administration (GSA) regulations.

- D. Receipts shall be submitted with any request for reimbursement within 60 days unless a receipt is not issued. If a receipt or other substantiating documentation is not available, the employee must submit a written explanation of why the documentation cannot be provided. The library, in its sole discretion, will evaluate the explanation and determine whether the expense is reimbursable. No reimbursement will be given without documentation for any request over \$25.
- E. Employees may occasionally be asked to attend a meeting or conference outside of Northbrook. In these situations, travel time will only be paid above and beyond the employee's typical commute time.
- F. Any staff member is also eligible to attend any program, event or class offered by the library and shall be treated the same as any patron wishing to attend a program, event or class.
- G. All employees are encouraged to use the library's online training databases.

How To Record Travel to Local Conferences, Workshops, or Meetings on Time Sheets

- **Full Day Conference, Workshop, or Meeting:** If attending a full day conference, workshop or meeting your travel time to and from the location in excess of your normal commute needs to be recorded on your time sheet as hours worked. For example: your normal commute to/from the library is 30 minutes. Your commute to/from the conference, workshop or meeting is 45 minutes each way, you would need to add 30 minutes (15 minutes each way) for travel time to/from the conference, etc. to your time sheet as hours worked.
- **Less than Full Day Conference:** If attending less than a full day conference, workshop or meeting and return to the library to finish your work day, your travel time to the location in excess of your normal commute to the library needs to be recorded on your time sheet as hours worked. The time spent driving from the conference, workshop or meeting, to the library should be recorded as time worked. For example: your normal commute to the library is 30 minutes. Your commute to the conference, workshop, or meeting is 45 minutes, you would add 15 minutes to your time sheet as hours worked for travel time to the conference and the entire time spent driving from the conference to the library to finish your work day.

05.3 Reimbursement Policy

Created:	February 2020	Updated:	
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Employees will be reimbursed for properly submitted out of pocket expenses on the 15th of each month. Receipts totaling less than \$20 will typically be paid in cash from petty cash and more than \$20 will be paid by check. All reimbursements related to continuing education will be paid as outlined in the Continuing Education policy.

Staff will not be reimbursed for any tax paid. A tax exemption letter is available in the Administration Office and on the Intranet and should be used for every purchase made for the library.

The library has accounts at the following locations which may be used in lieu of a staff member spending their own money and being reimbursed. Please notify the Administration Office if you intend to use one of the following accounts:

- Ace Hardware - Northbrook
- Book Bin – Northbrook
- Costco - Glenview
- Hobby Lobby – Deerfield
- Home Depot (credit card) – any location and online
- Red’s Garden Center – Northbrook
- Sunset Foods – Northbrook
- WEX Fleet Card – gas card for library vehicle

05.4 Professional Memberships

Created:	February 2020	Updated:	
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- A. Membership for ALA will be paid for all full-time and regular part-time librarians. The library will pay for basic membership and one division.
- B. Basic ILA membership will be paid for all full-time and regular part-time librarians.
- C. Student ILA membership will be paid for all full-time and regular part-time employees enrolled in an ALA accredited Masters of Library and Information Science program.
- D. Other professional memberships, for full-time employees at a pay grade of 9 or higher are at the discretion of the Executive Director.

05.5 Staff Development Day

Created:	February 2020	Updated:	
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Employees will be recognized for their years of service at the annual Staff Development Day. Awards will be given to employees for ten years of service and every five years thereafter.

Staff Day is typically scheduled to start at 8:30 and end at 4:30.

All employees who attend the full day, will receive seven hours paid and one hour unpaid meal break (enter seven hours worked and one hour (unpaid) on time sheet).

Any employees who only attend a partial day, should enter actual hours attended and actual time taken for lunch.

Staff Day Committee members should enter hours worked on that day and actual time taken for lunch.

05.6 Reimbursement of Travel, Meal and Lodging Expenses

Created:	February 2020	Updated:	
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Purpose

The library will reimburse employee and board members travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the library. Employees and board members are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

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”** means any expenditure directly incident to official travel by employees and board members of the library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business

Travel, meal and lodging expenses will be reimbursed for employees and board members of the library only for purposes of official business conducted on behalf of the library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee’s or board member’s official duties. If you are unsure whether an expense is reimbursable, please contact Administration.

Categories of Expenses

1. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Typically, travel will be booked for the employee through the Administration Office. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with their personal funds.

2. **Personal Automobiles:** Mileage shall be based on the following formula:
 - a. If leaving from the library and returning to the library: Total miles driven.
 - b. If leaving from home and returning to the library or vice versa: Total miles driven less the commute from home to the library.
 - c. If leaving from library and returning home: Total miles driven less the commute from the library to home.
 - d. If leaving from home and returning home: Total miles driven less normal round-trip commute.
3. **Public Transportation:** In the case of local training or official business where an employee or board member chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the library to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or board member's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
4. **Other Transportation:** The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
5. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Cancellation charges will not be reimbursed by the library unless approved by a vote of the Board of Trustees.
6. **Meals:** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Board of Trustees and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

7. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel Reimbursement form and paid by the traveler.
8. **Accompanied Travel:** When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the library.
9. **Parking:** Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
10. **Entertainment Expenses:** No employee or board member of the library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Approval of Expenses

1. Expenses for Members of the Board of Trustees

Travel, meal, and lodging expenses incurred by any member of the Board of Trustees must be approved by roll call vote at an open meeting of the Board of Trustees.

2. Expenses for Officials or Employees Other than Members of the Board of Trustees

Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Trustees) in excess of the maximum IRS or GSA rate must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees.

3. Advanced Expenses

Travel, meal, and lodging expenses advanced as a per diem to any employee or official board member of the library must be approved by roll call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with the following sections: Authorized Types of Official Business, Categories of Expenses, Approval of Expenses, and Documentation of Expenses. Any excess from the per diem must be repaid.

4. Other Expenses

All other expenses that do not fall within paragraphs 1, 2, or 3 of this section are subject to the Executive Director's approval.

Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved under the Approval of Expenses section of this policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel Reimbursement form:

- an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
- the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
- the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
- the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this policy are public records subject to disclosure under the Freedom of Information Act.