

January 10, 2018

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 10, 2018.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:34 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Mira Barbir; Susan Greer; Eugene F. Griffin; Jonathan H. Maks, M.D.; and Richard Kong, Director.

Member absent: Karen Parrilli, Secretary.

Staff present: Laura McGrath, Deputy Director; Eileen Coloumbe, Customer Services Manager; Audrey Williams, Administrative Assistant.

APPROVAL OF THE MINUTES OF THE REGULAR AND CLOSED MEETINGS OF DECEMBER 13, 2017

Mrs. Hunter made a motion, seconded by Mr. Griffin, to approve the minutes of the regular and closed meetings of December 13, 2017, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

COMMENTS FROM OBSERVERS

No observers were present.

BILLS

Mr. Kong noted a change in the List of Bills. The charge for LIRA insurance was incorrectly put under Health, Dental and Life and has been moved to the correct line of General Insurance.

The Board noted the downloaded version of the Visa and American Express invoices and wishes this format to be continued.

Mrs. Hunter asked if the circulation of books specific to a specific culture in the community could be checked.

A motion was made by Mrs. Hunter, seconded by Mrs. Barbir:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.**

The roll call vote for approval was 6 ayes and 0 nays; the motion passed unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report/Dashboard; Reports from Department Heads; Gifts; Personnel)

Mr. Prosperi asked who created Bruce Brigell's retirement announcement. Mrs. McGrath stated librarian Allyson Coan used an invitation website. Mrs. Hunter suggested enlarging the invitation so the Board and staff could sign it.

Mrs. Hunter made a motion, seconded by Dr. Maks:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:**

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$30.00 FROM JENNY A. COOK FOR PUZZLES FOR YOUTH SERVICES; \$250.00 FROM JOSEPH B. PLAUCHÉ AND MARY M. PALUCHÉ IN APPRECIATION
4. PERSONNEL: TERMINATION: ERIKA KALLMAN, FULL-TIME DIGITAL LITERACY SUPERVISOR, LEARNING EXPERIENCES, EFFECTIVE MARCH 2, 2017; HIRE: MAHEEN ANWAR, PART-TIME CUSTOMER SERVICES ASSISTANT, CUSTOMER SERVICES, EFFECTIVE JANUARY 5, 2018.

The motion passed unanimously. There were 6 ayes and 0 nays.

DIRECTOR'S REPORT

Master Plan Update

Since the December meeting when the Board approved moving forward with the master planning process with Andrew Berman, we have finalized the agreement and have had some initial discussions with Berman about the first phase of the project. Conversations with staff about the various spaces in the library will provide some initial raw data and a launching point for Berman to use for his design work. Berman will also be present during Staff Day on January 18, where he will provide a short presentation and engage the staff in an activity to obtain insights about the library. Berman and his associates will also spend the entire day on Friday, January 19 to talk to smaller groups of key staff.

Berman will then return to the library in February to share initial designs with the Board and staff.

Mr. Kong noted a possible special meeting to meet with Mr. Berman.

The Board would like the staff day agenda sent to them.

#### Village Tax Levy Presentation

The Village Board voted to approve the 2017 tax levy, including the library's levy, during the December 18, 2017 meeting. There were no comments or questions from the Board about the library's tax levy. On that same night, the Village Board voted to approve the 8000 North project, and there were several mentions of the advantages of having the project so close to the library. Mr. Kong will schedule a meeting with some of the development team members to share more information about the library.

Mrs. Hunter requested an outline of the 8000 North project.

#### Coming Together in Skokie and Niles Township

This year's Coming Together in Skokie and Niles Township program series will focus on building knowledge of and appreciation for the diversity of Muslim Americans. Through a series of programs and through selected books, participants will learn about Muslim American identities and cultures. The opening ceremony will be held on Sunday, January 28 starting at noon in the Niles West auditorium. Author of *Muslim Girl: A Coming of Age*, Amani Al-Khatahtbeh, will visit the library for a program on Monday, March 19 at 7pm. More information about all of the programs and selected books can be found at <http://comingtogether.in/>.

#### Staff Day

Staff Day will be held on Thursday, January 18 this year and the library will be closed for this event as usual. Beck Tench, the visiting scholar from the summer focusing on contemplative practices and mindfulness, will present a keynote, and Andrew Berman and his team will be present for meetings with staff. We are exploring ways in which we can invite all of the staff present on Staff Day to share their insights about our spaces. Each department will also have time to meet, and we will have a variety of breakout sessions and other team-building activities during the afternoon. Interested Board members are encouraged to participate in the day.

### Voter Registration

The library will be offering voter registration, in collaboration with Niles Township and League of Women Voters, beginning with MLK Weekend (Saturday, January 13 - Monday, January 15) and ending Presidents' Weekend (Saturday, February 17 – Monday, February 19). Library staff will also be registering voters on Sundays only for the weeks in between those two 3-day events. Interpreters will be available for Armenian, Assyrian, Korean, Mandarin, Spanish, and Urdu.

### BOOMBox

The next theme for the BOOMBox will focus on animals. This rotation will run from January 2 - April 15, with each week focusing on a different group of animals. This will provide patrons the opportunity to learn about animal biology, behavior, diet, and more.

### Smartlocker

Due to frequent malfunctions, the Smartlocker (remote locker system for reserve pickup and returning materials) was removed from the Weber Center. Library staff notified Smartlocker users, and we will continue to explore alternatives for providing pickup and drop-off options for patrons outside of the library.

### Bookmobile Repair

Last year, the bookmobile staff reported an issue with the heating units emitting fumes inside the vehicle. After some attempts earlier in the year to resolve the issue, we continued to notice the problem so we are planning to replace the current diesel units with electric heaters. Specialty vehicle consultant Michael Swendrowski inspected the vehicle closely and he concurs with our proposed action.

### Staff visit to Illinois Holocaust Museum and Education Center

A group of library staff visited the Illinois Holocaust Museum and Education Center recently to view the Take a Stand exhibit, including the hologram technology that is used to share the stories of Holocaust survivors. The museum provided entrance at no charge, and we are planning to work with them to send another group of staff in the upcoming months. We will continue to explore future partnership opportunities with IHMEC.

### 2018 ALA Midwinter Conference

Mr. Kong will be attending the 2018 ALA Midwinter Conference in Denver, CO in early February. He will participate in the PLA Board meeting and the PLA EDI (equity, diversity, inclusion) Task Force meeting and discussion group. Other staff attending



include Amy Koester (ALSC Board), Mary Michell (Siebert Award Committee), and Lorrie Hansen (Batchelder Award Committee).

### APPROVAL OF BORROWING POLICY

Over the past several months staff have been working on revising and updating our existing borrowing policies. Currently our borrowing procedures are governed by eleven different policies and a number of additional procedures. All of these policies (listed below with the date they were reviewed and approved) as well as any other borrowing policies and practices will be superseded by the new comprehensive borrowing policy.

These policies will be superseded by the new policy:

- SALS Cardholder policy (March 1, 1994)
- Business Cards (October 21, 1994)
- Circulating Equipment (June 1, 2016)
- DVDs/Videos (June 1, 2009)
- Opening DVD collection to ILL (May 15, 2007)
- (Extension of) Borrowing Privileges within RAILS (May 14, 2014)
- Reciprocal Borrowing of DVDs and CDs (April 11, 2007)
- Teen Card (April 2, 2015)
- Current Fees & Rationale (September 9, 2009)
- Rationale for Fees (September 9, 2009)
- Lower Late fee on DML items and STEAM kits (June 1, 2015)

We hope that this revised borrowing policy addresses our core service value of pursuing access and equity, while also bringing us closer to achieving some of our strategic goals and objectives. Over the past year staff have worked on trying to increase the number of Skokie cardholders and also to decrease the number of patrons who have fines as well as the number of patrons who are blocked from using our services because they have more than \$10 in fines on their card. This revised borrowing policy addresses these and other issues. As we developed this revised policy we tried to incorporate patron feedback which staff has received about our borrowing policies and also to think of ways that our policy could be more aligned with our goals and objectives.

The following areas in the policy have been updated or revised and we have provided some information about the rationale for these changes below.

#### **Borrowing limits:**

- Change Most Wanted book limit from 2 per Skokie card to no limit per Skokie card

- *This collection is large enough to support this change and patrons have requested the ability to take more than 2 Most Wanted books at a time.*
- Increase Hot Pick DVD limit from 2 per Skokie card to 4 per Skokie card
  - *The collection is now large enough to support this change.*
- Increase Reserve limit from 25 per Skokie card to 40 per Skokie card
  - *Patrons appreciate the ability to place holds on both items that are on shelf and on order. In the past we have kept the reserve limit lower due to concerns about space and staff time. We have examined our procedures and available data and feel confident that we can handle an increase in the reserve limit. This could also have a positive impact on circulation.*
- Cap overall checkout at 200 items per Skokie card
  - *We have not had an overall checkout limit in the past but feel it would be responsible to have a cap. Currently only a handful of power users have a large number of items checked out. We don't want to limit their use but we do want to have an overall cap to limit our liability.*
- Increase DVD limit from 10 per card to 30 per card
  - *We have a very large DVD collection and circulation has been edging downward in this area. Patrons, especially those interested in checking out youth and family films, have asked to be able to take more than 10 at a time. The collection can support this increase.*
- Increase borrowing limit for reciprocal cardholders from 10 per card to 30 per card
  - *Reciprocal borrowing has been declining and currently accounts for only 8% of total library circulation. In most cases other area libraries have no limit on reciprocal borrowing. Those that do have limits set the number at 30.*

#### **Overdue Fines:**

- Reduce daily overdue fine for most items to \$.10 per day.
  - *We currently have four different fine levels (\$.10, \$.15, \$.25, and \$1). This can be confusing for both patrons and staff. Rather than increase any category, the new policy sets the overdue fine for most items at \$.10 per day while leaving the fine for late STEAM kits and tech items at \$1.*

#### **Library Cards:**

- No minimum age to register for a Youth library card
  - *The library promotes and encourages early literacy. Engaging the youngest members of our community by allowing them to obtain a library card will*

*support these efforts, while hopefully igniting in our youngest users a lifelong love of reading and the library.*

- Reduce minimum age to register for an adult library card from 16 to 14 and eliminate the teen card option
  - *Currently, when youth enter high school they can no longer use the computers in the youth area. But they need an adult card to use the computers on the second floor. So changing this policy ensures consistency with our other procedures and services. The teen card option would be unnecessary if the age is changed to 14. Despite our efforts over the past few years only a handful of teens have taken advantage of the teen card option.*
- Sunset the SALS (Skokie Accessible Library Services) card
  - *Patrons who need access to specialized collections and services will be able to speak to Community Engagement staff and exceptions to our borrowing policy may be made on a case by case basis.*
- Cards will no longer expire
  - *Address verification will be run every 6 months to identify those who have changed addresses. This address verification will negate the need for expiration dates on cards.*

Mrs. McGrath recommends that the Board approve the revised Borrowing Policy and that the policy be reviewed by the Board on an annual basis going forward.

Mrs. Coulombe discussed each of the above points.

Mr. Griffin mentioned that Foods for Fines, School Supplies for Fines was not mentioned. The Board suggested a statement be put in the borrowing policy “If you can’t pay your fines, please contact us” noting that the wording would have to be carefully selected.

In regards to Reciprocal Borrowing, Mrs. Hunter questioned what Evanston Public Library allows. Mrs. McGrath will check on this.

A motion was made by Mr. Griffin, seconded by Mrs. Greer:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BORROWING POLICY AS PRESENTED AND THAT THE BORROWING POLICY BE REVIEWED YEARLY. THE POLICY WOULD BE EFFECTIVE FEBRUARY 1, 2018 (COPY ATTACHED).**

The motion passed unanimously. The vote was 6 ayes and 0 nays.

Mrs. Coulombe left the meeting at 7:12 p.m.

#### ADOPTION OF REVISED PERSONNEL CODE

Although the Board approved a revised Personnel Code just recently in October 2017, recent state legislation regarding local governments' sexual harassment policies requires us to make some slight modifications to our current Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy (Section 2.3).

A resolution was provided by Amanda Collman, our human resources attorney at Robbins Schwartz, to amend our existing policy to conform to Public Act 100-554. The re-worded policy itself, with the changes marked in blue and underlined was distributed.

Mr. Kong recommends Board approval of the resolution to amend Skokie Public Library's Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy to incorporate such additional provisions as may be needed to establish and conform the policy to the requirements of Public Act 100-554.

A motion was made by Mr. Griffin, seconded by Dr. Maks:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RESOLUTION TO AMEND SKOKIE PUBLIC LIBRARY'S NONDISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION POLICY TO INCORPORATE SUCH ADDITIONAL PROVISIONS AS MAY BE NEEDED TO ESTABLISH AND CONFORM THE POLICY TO THE REQUIREMENTS OF PUBLIC ACT 100-554 AS PRESENTED (COPY ATTACHED).**

The motion passed unanimously. The vote was 6 ayes and 0 nays.

#### APPROVAL OF AIR HANDLER EQUIPMENT UPGRADE

Components on the library's two air handlers (S-1 and S-2) located in the second floor mechanical room require replacement due to normal wear and aging. According to our capital asset plan completed earlier in 2017, the condensation drain pans of S-1 and S-2 are leaking and require replacement. In addition, the variable frequency drives (VFDs) of S-1 and S-2 are obsolete and should be replaced, and the associated supply fans of S-1 and S-2 have exceeded expected useful life and should be replaced. The air handlers on the second floor regulate and circulate air to the entire floor, so this repair is required in order to keep our system running smoothly. The estimated remaining useful life of the other air handlers in the building located in the basement and on the third floor is 34 years.

We posted an RFP (request for proposals) for this upgrade and received three proposals.

Murphy & Miller Mechanical of Chicago, Illinois, submitted the lowest bid for all the work specified in the RFP at a total price of \$86,967. Atomic Mechanical of Arlington Heights, Illinois, submitted a bid at \$93,280. First Point Mechanical of Rolling Meadows submitted a bid at \$128,843.

Maintenance and Security Manager Tim Murphy reviewed each of the bids and recommends approval of the bid from Murphy & Miller Mechanical. They are the lowest qualified bidder and provided all of the necessary paperwork for the RFP. According to Tim Murphy, Murphy & Miller Mechanical is a well-respected HVAC contractor in the Chicago area and would easily be able to handle a project such as this one.

The project would be scheduled immediately upon Board approval so it would be completed before the warmer seasons.

Mr. Kong recommends Board approval of the bid from Murphy & Miller Mechanical to complete the second floor air handler equipment upgrade at a total cost of \$86,967.

Discussion followed. The Board would like Mr. Kong to ask architect Andrew Berman to review the proposal for the air handler upgrades to see if there would be a potential impact on the upcoming master plan.

A motion was made by Mr. Griffin, seconded by Dr. Maks.

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BID FROM MURPHY & MILLER MECHANICAL TO COMPLETE THE SECOND FLOOR AIR HANDLER EQUIPMENT UPGRADE AT A TOTAL COST OF \$86,967.00 BUT ONLY IF ARCHITECT ANDREW BERMAN SEES NO POTENTIAL IMPACT ON THE UPCOMING MASTER PLAN.**

The roll call vote for approval was unanimous. There were 6 ayes and 0 nays.

#### QUARTERLY INVESTMENT UPDATE

The investment policy states that the director shall prepare a quarterly report on investments and their returns.

The library's Reserve Fund for Sites and Buildings includes the following accounts, with their respective balances at the end of the 4th Quarter 2017.

- o MB Financial Reserve Fund (\$1,013,275)
- o IL Funds Reserve Account (\$3,778,372)

- IMET Reserve Fund (\$545)
- North Shore Community Bank Max Safe 4 CDs (\$1,023,724)
- First Bank & Trust CDs (\$2,284,819)

The total balance of the Reserve Fund as of December 31, 2017 is \$8,100,735. This is a 3.3% increase from the balance at the end of calendar year 2016. Interest earned in calendar year 2017 totaled \$59,330.77 and the end-of-year transfer from the operating fund into the reserve fund in June 2017 was \$200,000.

A spreadsheet providing more detail about the accounts that make up the Reserve Fund and their returns was distributed.

The Board noted the Quarterly Investment Update. No action was taken.

### PROJECTED FY 2018-2019 BUDGET

The Village Board approved a levy for 2017 of \$12,205,561, exclusive of the debt repayment that does not need to be re-levied each year. The amount of the debt levy is \$1,269,425 for a total levy of \$13,474,986 as approved by the library Board in September 2017.

A preliminary draft budget for FY 2018-2019, including estimates for anticipated revenues and expenditures was distributed. Please note that the order of the budget lines has changed to group related accounts together, and some of the accounts have been renamed to provide more clarity.

This is the first look at the projected budget, and Mr. Kong welcomes any comments or questions. He will provide revised budget projections in February and March, and the Board will be asked to vote to approve the budget in April.

At this point, Mr. Kong highlighted the following:

- Mr. Kong has included \$300,000 in projected revenues from corporate personal property replacement taxes even though we received \$383,947 in FY 2017. For FY 2018, the Illinois Department of Revenue estimates a decline of 23.84% from the FY 2017 replacement tax allocations. He is also being very conservative with the grants revenues because we have not yet received the Per Capita Grant from the State for FY 2017.
- The largest portion of our expenses is for the salary line currently projected at \$6,929,100. Mr. Kong factored in a tentative increase of 3.6% to allow for both a cost of labor increase and a merit increase upon Board approval. The Board typically considers increases in March, so more information will be provided in the next couple

of months, and the final salary projection may change by the time the Board votes on the budget in April.

- The IMRF employer's rate for 2018 is 11.19%, and Mr. Kong is factoring in a FICA rate of 7.65% of the wages.
- Mr. Kong plans to increase the Programming budget significantly due to the increased emphasis and demand on learning experiences provided at the library for patrons of all ages. Some of the increase comes from a portion of the Media Lab/MakerSpace budget that will be eliminated and folded into the Programming and Technology lines, respectively.
- The overall collection budget is expected to remain relatively flat, though Mr. Kong expects to decrease the budget for physical content, learning platforms, and research databases. The budget for leased content (i.e., eBooks and other digital content) will be increased due to anticipated heavy use of Hoopla and the addition of Kanopy. The budget for materials processing will also need to be increased due to anticipated processing needs that may stem from renovated collection areas and shelving arrangements.
- The budget for Business Processing Fees (currently listed as Data Processing) will see a significant increase because Mr. Kong would like to add previously unbudgeted expenses for bank fees and credit card processing fees. This line will continue to include payroll processing fees as well.
- A line for the parking lease with St. Paul Church has been added to the budget.
- Our general insurance costs will go down due to the decision to sign on with LIRA.
- Lastly, the Capital line is expected to decrease. If other capital projects for the immediate future become known as the master planning process progresses, Mr. Kong plans to indicate the need for use of some of our Reserve Fund in the final projected budget to be provided to the Board in April. Even without pulling from the Reserve Fund, he anticipated having approximately \$571,544 in our Capital line, which exceeds the Board's goal of \$550,000 each year based on our capital asset plan.

Other adjustments were made to some of the other budget lines. These estimates may be adjusted over the next couple of months as Mr. Kong continues to discuss the budget with the Board and staff.

Approval of the budget is not required until April 2018, though Mr. Kong welcomes questions and comments from the Board at this time.

Discussion followed. Mr. Prosperi asked that during the discussion of increases in salaries he would like to see what Federal, State, and other libraries are giving their employees.

**APPROVAL OF AND AUTHORIZATION FOR COUNSEL TO SIGN EXTENSION TO TOLLING AGREEMENT WITH IMET**

Last January, the Board approved an extension of the IMET (Illinois Metropolitan Investment Fund) tolling agreement. This extension expires on January 31, 2018, IMET's attorney has contacted our legal counsel Heidi Katz to offer another extension to the tolling agreement. The proposal is to extend the tolling agreement for one year, terminating on January 31, 2019.

Heidi Katz recommends that the Board approve this one-year extension of the tolling agreement and authorize Robbins Schwartz to execute and return the tolling agreement extension to IMET's attorney.

Both the original tolling agreement and the proposed text for the one-year extension were distributed. Sofia Anastopoulos from IMET informed Mr. Kong that a settlement has been reached with Pennant entities and there will be some kind of distribution of funds. Mr. Kong will inform the Board when he obtains more information.

Board approval of the extension of the IMET tolling agreement and authorization for Heidi Katz to execute and return the agreement to IMET's attorneys on the Board's behalf is requested.

Mr. Prosperi gave an explanation of a tolling agreement.

A motion was made by Mrs. Hunter, seconded by Mrs. Greer:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE EXTENSION OF THE IMET TOLLING AGREEMENT AND AUTHORIZE HEIDI KATZ (LIBRARY LEGAL COUNSEL) TO EXECUTE AND RETURN THE AGREEMENT TO IMET'S ATTORNEYS ON THE BOARD'S BEHALF.**

The motion passed unanimously. The vote was 6 ayes and 0 nays.

**APPROVAL OF DESIGNATION OF FOIA OFFICER**

In January 2010, the Board adopted a policy in keeping with the Illinois Freedom of Information Act as required by Illinois law. The FOIA law prescribes explicit steps for responding to requests for public records and sets a deadline for response to requests at



five business days with a potential five-day extension. These more stringent requirements, together with stiffer penalties for compliance failure, make it advisable to have a back-up FOIA Officer.

The Board designated Susan Dickens to serve as the library's primary Freedom of Information Officer. Due to staffing changes, we do not currently have a backup FOIA Officer.

Mr. Kong recommends that the Board approve Audrey Williams, the new Administrative Assistant, as the library's back-up FOIA Officer.

A motion was made by Mrs. Hunter, seconded by Mrs. Greer:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES  
APPOINT AUDREY WILLIAMS AS THE LIBRARY'S BACK-UP  
FOIA OFFICER.**

The motion passed unanimously. There were 6 ayes and 0 nays.

#### REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

The RAILS Board of Directors did not meet in December 2017.

#### COMMENTS FROM TRUSTEES

Mrs. Barbir commented on the letter from Noreen Winningham who wrote in regard to African American History Month being just one month—it should be ongoing. Mrs. Barbir understands her concern especially with the library's commitment to social equity and that we should provide programs throughout the year. Mr. Prosperi suggested setting aside a fund to bring in speakers or a keynote for Martin Luther King, Jr Day so many major universities are close by that have history professors. Mrs. Barbir also suggested Family Action Network.

#### ADJOURNMENT

At 7:50 p.m. a motion was made by Mrs. Hunter, seconded by Mrs. Greer to adjourn the regular meeting. The motion passed unanimously.

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Karen Parrilli, Secretary



# SKOKIE PUBLIC LIBRARY

5215 Oakton Street | Skokie, IL 60077 | 847-673-7774 | [www.skokielibrary.info](http://www.skokielibrary.info)

## BORROWING POLICY

### I. LIBRARY CARDS

#### Cards for Skokie Residents

Skokie Public Library cards are free of charge to all Skokie residents living in the 60076, 60077, and 60203 ZIP codes. Proof of residency is required at the time of application. A parent/guardian must sign the application for children 13 and under and provide proof of residency on the child's behalf. Cards are valid as long as the cardholder remains a Skokie resident.

Students residing in the dormitory at Fasman Yeshiva High School or Hebrew Theological College are eligible for a Skokie Public Library card at no charge. A signed letter from the school dean or registrar stating the student has full-time status and resides in the dormitory will provide proof of residency. The card will be valid for one year from September through August.

#### Reciprocal Borrowing for Non-Skokie Residents

Cardholders residing within the Reaching Across Illinois Library System (RAILS) with a valid library card from their home library can register for privileges at Skokie Public Library. Presentation of home library card and proof of home address is required.

#### Computer Use, Study Room Reservation, Event Registration Cards

Non-Skokie residents high school age or above are eligible for a limited use card for the purposes of computer use, study room reservation, and event registration. This card is not valid for checkouts. Proof of home address is required.

#### Taxpayer Non-Resident Cards

Those who own property in Skokie, but do not reside in Skokie, are eligible for a Skokie Public Library card. The most recent property tax bill showing the owner's name and property address is required at the time of application. Proof of home address is also required. Cards issued are valid for one year. The library card is good only at Skokie Public Library and may not be used as a reciprocal card at other libraries.

#### Business Cards

Businesses located in Skokie or who are members of the Skokie Chamber of Commerce are eligible for a Business Library card. Proof of address such as a current utility bill or property tax bill is required at the time of application. Cards are valid for one year.

## I. LIBRARY CARDS (continued)

### Fee Cards

Non-Skokie residents, including Chicago residents, may purchase a Skokie Public Library card for the cost of taxpayer support. This card entitles the cardholder to all Skokie Public Library privileges. Immediate family members residing in the same household may be added to the card as authorized users. Proof of home address is required. Current rates are \$175 for 6 months or \$350 for 12 months payable at the time of purchase. No refunds will be issued for non-use.

### Linked Cards

Cardholders may have their cards linked to other family members for purposes of picking up reserved items, paying fines, renewing items, or verifying items checked out.

## II. ADDITIONAL POLICIES

### Damaged Items

Cardholders are responsible for damage to items they borrow including cases, containers, or additional contents. Damaged items are billed to the patron account at the replacement cost. The damaged item will be offered to the patron to keep. Replacement copies are not accepted in lieu of payment.

### Lost Items

Items not returned after being overdue for six weeks will be considered lost. Cardholders are responsible for lost items including cases, containers, or additional contents. Lost items are billed to the patron account at the replacement cost. The lost item may be returned to the library in good condition within three months of payment for a refund minus any overdue fees. Replacement copies are not accepted in lieu of payment.

### Missing Items

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item will be considered lost and the replacement cost will be assessed.

### Materials Recovery

After 60 days, accounts with over \$30 in lost materials will be referred to Unique Management Services. A \$10 non-refundable service fee will be added to the account.

### Fine Threshold

Cardholders may continue to check out items as long as there are no lost items on the account and the overdue fine balance is below \$30. However, if the account has already been referred to Unique Management, the entire balance must be paid before checking out more items.

### Maximum Checkouts

Skokie cardholders may check out up to 200 items on their card.





### III. BORROWING TABLES

#### Loan Periods and Fines

<i>Material Type</i>	<i>Loan Period</i>	<i>Daily Fine</i>	<i>Max Fine</i>
New print material	2 weeks	\$.10	\$5
Other print material, audiobooks, CDs, eReaders, puppet, and Little Learner Sets	3 weeks	\$.10	\$5
DVDs, video games, magazines, comic books	1 week	\$.10	\$5
STEAM Kits, technology equipment	1 week	\$1	\$5

#### Renewals

- Most items are renewable at least once if no one else is on the waiting list.
- Hot Pick DVDs and Most Wanted books are not renewable.

#### Item limits per card\*:

Periodicals	4 per title
Hot Pick DVDs*	4
Technology Equipment (Chromebooks - limit 1)*	4
Video Games	10
DVDs	30
Reserve Items*	40
Reciprocal Borrowers	30

\* Hot Pick DVDs, Most Wanted books, and technology equipment are only available to Skokie cardholders. Only Skokie cardholders may reserve items.

*Adopted by the Skokie Public Library Board of Trustees, January 10, 2018  
Effective February 1, 2018*





# PERSONNEL CODE

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## 1. INTRODUCTION

This Personnel Code is designed to provide employees basic information about the working conditions, employee benefits, and some of the policies available at Skokie Public Library (hereafter “the library”). The employee is responsible for reading, understanding, and complying with all provisions of the Personnel Code.

The Personnel Code cannot anticipate every circumstance or question about policy. The library reserves the right to change, amend, or discontinue prospectively or retroactively any of the provisions of this code at any time at the library’s discretion and without notice to the employee.

Some of the subjects described here are covered in detail in official policy documents (e.g., benefit plans). Employees should refer to these documents for specific information, since the Personnel Code only summarizes the library’s policies, procedures, and benefits.

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

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

- If any portion of this code is or comes into conflict with federal, state, or local laws or regulations.
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state, or local laws or regulations.

Should there be any questions as to the interpretation of the policies, procedures or benefits listed in this code, the final explanation and resolution will be at the sole and absolute discretion of the library, subject to applicable federal, state, and local laws. If you have any questions about this code, please see the Human Resources Department.

### 1.1. At Will Employment

All employment and compensation with the library is “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 code does not constitute a contract of employment with the library, and does not change or modify any agreements between the library and the employee. 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. No employee of the library can enter into an employment contract or make any agreement contrary to this code without written approval from the director or Board of Trustees.





## 1.2. Ethics Statement

The successful operation and reputation of Skokie Public Library are built upon the fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity. Employees owe a duty to the Skokie community to act in a way that will merit the continued trust and confidence of the public. All library employees are expected to maintain high standards in their employment relationships and interactions with library patrons and vendors, to demonstrate integrity and honesty, and to be considerate and cooperative.

Skokie Public Library will comply with all applicable laws and regulations and expects its trustees and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, and unethical conduct. Compliance with this policy of business ethics and conduct is the responsibility of every Skokie Public Library employee whenever they are representing the library, whether onsite or off. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination from employment and/or criminal action.

See Ethics and Gift Ban Policy for specifics on requirements regarding campaign activity and gift ban.

## 1.3. Expectation of Conduct

Any employee who fails to comply with any policy, program, or procedure outlined in this Personnel Code will face disciplinary action up to and including termination from employment.



## 2. EMPLOYMENT POLICIES

### 2.1. Equal Employment Opportunity Statement

Skokie Public Library is an Equal Employment Opportunity employer. We ensure that equal opportunity is given to qualified individuals in our recruiting, hiring, training and development, promotion, compensation practices, and all other employment opportunities. We do not discriminate against anyone based on race, religion, color, sex, sexual orientation, gender identity, national origin, age, genetic information, citizenship status provided the individual is authorized to work in the United States, ancestry, marital status, military status, military discharge status, parental status, pregnancy, childbirth, or related medical conditions, family status, order of protection status, physical or mental disability if otherwise able to perform the essential functions of the job with or without a reasonable accommodation, or any other category protected by law.

Any individual requiring assistance or accommodation in any phase of the employment process should contact the human resources manager.

### 2.2. Reasonable Accommodations

The library supports state and federal laws that provide reasonable accommodations and will attempt to provide reasonable accommodations for pregnant individuals and qualified individuals in the workplace unless such accommodations would present a hardship for the library. The library may require employees to undergo a medical examination to determine their ability to perform the essential functions of the job. Consult with Human Resources regarding a need for accommodation.

If you are pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy, you have the right to:

- Ask the library for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by the library for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Additionally, the library cannot discriminate against you because of your pregnancy or retaliate against you because you requested a reasonable accommodation. Furthermore, it is illegal for the library to fire you, refuse to hire you, or refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet at [www.illinois.gov/dhr](http://www.illinois.gov/dhr).





## 2.3. Nondiscrimination, Anti-Harassment, and Non-Retaliation Policy

Skokie Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that is free from discrimination, harassment, and retaliation. The library will not tolerate sexual or any other type of harassment of or by any of its employees, customers, vendors, officers, officials, board members, volunteers, or agents. Discriminatory, harassing, or offensive actions, words, jokes, or comments based on an individual's race, religion, color, sex, sexual orientation, or any other category protected by law will not be tolerated.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, and work-related social events. Employees who violate this policy will face consequences up to and including termination.

While it is virtually impossible to define all discriminatory or harassing behaviors, we can provide you with definitions and guidelines to help you identify and avoid improper comments and actions.

### 2.3.1. Discrimination

In general, discrimination means treating employees differently or based on a characteristic protected by law. In other words, discrimination occurs when an employee is treated differently or unequally because he or she is a member of a protected group.

### 2.3.2. Harassment

Harassment is unwelcome conduct that is based on or relates to an individual's protected status, as set forth in applicable law. The library will not tolerate harassing conduct that (i) has the purpose of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's performance; or (iii) otherwise adversely affects an individual's employment opportunities or tangible job benefits.

The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The conduct has the purpose or effect of substantially interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location an employee is assigned to perform his or her duties.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct. Sexual harassment will be evaluated in light of all the circumstances.





### 2.3.3. Retaliation Prohibited

The library prohibits retaliation against any individual who reports discrimination or harassment based on a reasonable belief, participates in an investigation of a report, or engages in any other protected activity. As stated in Public Act 100-0554, individuals reporting sexual harassment may receive the protections of the Illinois Human Rights Act and whistleblowing protections under the Illinois State Officials and Employees Ethics Act and the Illinois Whistleblowers Act.

Any employee who retaliates against any individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for engaging in any other form of protected activity, in violation of this policy, will be subject to disciplinary action up to and including termination.

### 2.3.4. Reporting

All library employees are responsible to help ensure that discrimination, harassment and retaliation do not occur. If employees experience, observe, or become aware of a perceived incident of harassment, discrimination, or retaliation, they should immediately report it to one or more of the following individuals: department manager, supervisor, director, deputy director, or human resources manager. Employees may make reports to these individuals in a confidential manner and may also report claims of sexual harassment to the Illinois Department of Human Rights by contacting that agency. If a manager or supervisor receives a complaint directly from an employee or otherwise becomes aware of such conduct, the complaint or conduct shall be immediately reported to the human resources manager or the director. In all cases where such a report is made, the human resources manager must be notified.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. While there is no fixed reporting period, the library strongly encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

In addition to this reporting procedure, the library strongly encourages individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct to promptly advise the offender that his/her behavior is unwelcome and should be discontinued.

### 2.3.5. Investigating

Upon notification of any reported incidents of discrimination or harassment, the library will promptly conduct a full and fair investigation of the matter. Employees are to cooperate with any investigation of an allegation of improper behavior.

### 2.3.6. Corrective Measures

Upon completion of an investigation pursuant to this policy, the library will take appropriate action to resolve the situation. This may include termination, suspension, warning, transfer, and/or other action as may be warranted. There will be no retaliation against an employee who reports harassment or discrimination in good faith.

### 2.3.7. Appeals

An employee may appeal to the director if he or she is dissatisfied with the results of the investigation or the corrective measures taken. All appeals must be in writing.



### 2.3.8. Responsibility of Supervisors and Managers

Any supervisor or manager who becomes aware of any possible sexual or other harassment, discrimination, or retaliation of or by an employee shall immediately advise the human resources manager and/or the director, who will investigate the conduct and resolve the matter as soon as possible.

### 2.3.9. Bad Faith Complaints

Given the possibility of serious consequences for an individual accused of harassment, complaints made in bad faith or otherwise knowingly false and frivolous are considered severe misconduct and may result in disciplinary action, up to and including termination.

## 2.4. Safety in the Workplace

We are committed to providing a safe and hazard-free work environment. To help fulfill this commitment, we have established policies that address the issue of workplace safety.

To prevent injury to our employees and ensure compliance with applicable workplace standards, employees must comply with all safety programs or procedures related to work duties as directed by their manager.

Any employee who fails to comply with any specific safety program or procedures related to work duties will face disciplinary action up to and including termination from employment. Employees will be notified when there are specific workplace safety programs that apply to their work duties. If an employee observes or believes there is a workplace safety issue that is not being appropriately addressed, the employee is encouraged to share that concern with their manager and/or the maintenance and security manager.

### 2.4.1 Weapons Policy

The library strictly prohibits and absolutely does not tolerate weapons in the library, on library property, including the library parking lot, in the bookmobile, in any personal motor vehicle brought to the premises, or at any library sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has the required permits. The library will confiscate any weapons discovered on its premises. Employees who violate this policy may 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 should report the presence of the weapon, or any concerns or questions immediately, to any department manager, human resources manager, librarian-in-charge, security, deputy director, or director.





## 2.4.2. Violence in the Workplace

We are committed to the goal of providing a safe work environment that is free of violence. We do not tolerate acts or threats of violence, or abusive or threatening behavior, including verbal, written, or other nonverbal threats, or physical attacks. Workplace violence includes any act against an individual or group that injures someone or creates a reasonable fear of injury. This prohibition applies to behavior at library-sponsored events. Employees shall not encourage, initiate, or engage in workplace violence. This expectation also applies to behaviors with patrons, volunteers, vendors/suppliers, and contractors. We desire to stop potentially violent, abusive, or threatening situations before they start or escalate. Employees who violate this policy may be subject to disciplinary action up to and including termination. Violators also may be subject to civil or criminal penalties.

Employees should report any instance of violence or suggestion of violence to a department manager, human resources manager, or director. All complaints will be investigated. The library will respond promptly to any incident or suggestion of violence. Employees are to cooperate fully in any investigations or assessments of alleged workplace violence.



### 2.4.3 Fleet Safety Policy

Our fleet safety policy emphasizes our commitment to the safety of our owned vehicle operators, non-owned vehicle operators, and the general public. By maintaining a safe and efficient fleet of vehicles, accidents—which create suffering to employees, employee families, the general public, and costs to the library—will be minimized.

It is the responsibility of all employees to operate vehicles in accordance with this policy and the responsibility of each supervisor to ensure that all employees under their supervision who drive company vehicles, or their own vehicles for library business, adhere to the requirements of the program.

#### Employee Responsibilities:

- Safety belts must be used in all library vehicles and employees' personal vehicles while used for library business.
- All library employees must have a valid driver's license when operating library vehicles or personal vehicles on library business.
- Library employees will be required to remove vehicle keys and lock the vehicle whenever it is left unattended.
- The Illinois Vehicle Code, and all motor vehicle laws, statutes, and or ordinances must be adhered to at all times. This includes complying with the prohibition on use of drugs or strong medication that may cause drowsiness, before or while operating a vehicle as such may affect your ability to judge distances, speed, and driving conditions.
- It further includes complying with the prohibition on consuming intoxicating substances while operating library vehicles or personal vehicles on library business.
- All vehicle accidents must be reported immediately to the employee's immediate supervisor.
- Library employees must notify their supervisors of any suspension or revocation of their driver's license and suspension and or reduction of their insurance limits.
- Cell phones or other similar portable electronic devices shall not be used while driving.
- Library employees must obtain permission from their supervisor before operating a library vehicle or their personal vehicle for library business. The library vehicle is available for use for library business by staff. While it may not always be available, staff are encouraged to request the vehicle. Vehicle usage request forms are available on the library intranet or by emailing the administrative assistant to the director.

#### **Insurance Coverage on Personal Cars Used for Library Business**

Employees using personal vehicles on approved library business must provide certificates of insurance or copies of their insurance policies indicating personal auto liability limits of at least \$300,000; the employee must notify the library of policy cancellations or reduction of limits.

#### **Maintenance and Repairs**

A written maintenance and repair manual will be kept in the administrative office or in the library vehicle. The manual includes:

Names of authorized maintenance and repair facilities.

Authorization procedures for any service.

Required schedule for maintenance.





### 2.4.3. Fleet Safety Policy (continued)

#### **Driver Selection**

A motor vehicle record check (MVR) will be conducted on all staff who use a library vehicle in connection with their position responsibilities. Subject staff will be asked to sign a permission form, allowing the library to request information about their driving record from the Illinois Department of Motor Vehicles. When “an Illinois Driver’s license in good standing” is noted as a requirement on an employee’s position description or an employee is otherwise notified in writing by the library that a valid Illinois driver’s license is required for performance of their job duties, it is the responsibility of the employee to notify library administration if their driver’s license is suspended or revoked.

The library may conduct periodic MVRs to ensure that an employee’s license is in good standing. Continued employment may be subject to receipt of an MVR that meets library standards. To meet the library’s standards, the MVR must show:

No convictions for:

- Driving under the influence of alcohol or drugs, and/or refusal to take a blood alcohol content test
- Any felony involving the use of a vehicle
- Vehicular homicide
- Fleeing or attempting to elude police; failure to stop and report an accident in which the driver was involved
- Reckless driving/racing
- A violation, arising in connection with a fatal accident, of state or local law relating to motor vehicle traffic control
- Driving under a suspended or revoked license

No more than two moving violations in a three-year period:

- Speeding violations
- Improper or excessive lane changes
- Following the vehicle ahead too closely
- At fault accidents
- Running a red light or stop sign
- Failure to yield





#### 2.4.4. Identity Protection Policy

The purpose of this policy is to protect Social Security numbers from unauthorized disclosure, in accordance with provisions of the Identity Protection Act (5 ILCS 179/1 et seq.).

Requirements:

- All Skokie Public Library employees who have access to Social Security numbers in the course of performing their duties will be trained to protect the confidentiality of Social Security numbers. Training will include instructions on the proper handling of information that contains Social Security numbers from the time of collection until destruction of the information.
- Only employees who are required to use or handle information or documents that contain Social Security numbers will have access to such information or documents.
- Social Security numbers requested from an individual will be placed in a manner that makes it easy to redact the numbers if the record that contains them is required to be released as part of a public records request.
- When collecting a Social Security number, or upon request by the individual involved, the library will provide a statement of the purpose or purposes for which the Social Security number is being collected and used.

No library employee may do any of the following:

- Publicly post or display an individual's Social Security number in any manner intended to intentionally communicate or otherwise intentionally make the Social Security number available to the general public.
- Print an individual's Social Security number on any card that the individual is required to use in order to access products or services.
- Encode or embed an individual's Social Security number in or on any cards or documents, including, but not limited to, a bar code, chip, magnetic stripe, RFID technology, or other technology.
- Require an individual to transmit his or her 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. However, Social Security numbers 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 Internal Revenue Service or Illinois 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 Social Security number. A Social Security number that may permissibly be mailed under this Section will not be printed, in whole or in part, on a postcard or to a mailer that does not require an envelope, nor shall the Social Security number be visible on an envelope unless the envelope has been opened.





#### 2.4.4. Identity Protection Policy (continued)

- Collect, use, or disclose a Social Security number from an individual, unless:
  - Required to do so under state or federal law, rules, or regulations, or unless collecting, using, or disclosing the Social Security number is otherwise necessary for the agency to perform its duties and responsibilities
  - The need and purpose for the Social Security number is documented before the Social Security number is collected
  - The Social Security number collected is relevant to the documented need or purpose
  - Require an individual to use his or her Social Security number to access a website.
  - Use the Social Security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

- The Social Security numbers are disclosed to agents, employees, contractors, subcontractors, another governmental entity, or another governmental entity's agents, employees, contractors, or subcontractors, and disclosure is necessary in order for the entity to perform its duties and responsibilities. If disclosing to a contractor or subcontractor under these circumstances, disclosure is permissible only if prior to such disclosure, the library receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Illinois Protection Act will be achieved.
- The Social Security numbers are disclosed pursuant to a court order, warrant, or subpoena.
- The Social Security numbers are collected, used, or disclosed in order to ensure the safety of other employees.
- The Social Security numbers are collected, used, or disclosed for internal verification or administrative purposes.
- The Social Security numbers are disclosed 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.
- The Social Security numbers are collected or used 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.

#### **Public Inspection or Copying of Documents**

All employees must comply with the provisions of any other state law allowing public inspection or copying of information or documents that contain all or part of an individual's Social Security number, including requests for records under the Illinois Freedom of Information Act. Employees must redact Social Security numbers from the records before allowing public inspection or copying of the information or documents.

#### **Public Availability**

A copy of this policy shall be made available to any member of the public upon request.

#### **Applicability**

This policy does not apply to the collection, use, or disclosure of Social Security numbers as required by state or federal law, rule, or regulation.





## 2.5. Drug and Alcohol-Free Workplace Policy

The library is committed to maintaining a drug and alcohol-free workplace. All employees are prohibited from engaging in any of the following activities while performing any work for the library:

- Unlawful possession, use, dispensing, distribution, or manufacture of any illegal or controlled substance
- Being under the influence of alcohol, illegal drugs or controlled substance
- Possessing or consuming alcohol or working when alcohol consumption is detectable regardless of when and/or where the use occurred

Any employee convicted of an offense under any criminal drug statute for a violation occurring on library premises or while performing work for the library must notify the human resources manager, in writing, within five calendar days of the conviction. This policy does not prohibit employees from the lawful use (in accordance with both federal and state law) and possession of prescription and over-the-counter medications, when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

An employee who violates this policy or who refuses to cooperate in required tests may be subject to disciplinary action, including termination. Alternatively, upon violation of this policy, the library, at its discretion, may require the employee to satisfactorily participate in a substance-abuse assistance or rehabilitation program designated by the library.

The library maintains a drug awareness program to inform employees about the library's policy of maintaining a drug and alcohol-free workplace, any available drug counseling rehabilitation and employee assistance programs, and the penalties that may be imposed on an employee for substance abuse violations.

For purposes of this policy, a controlled substance means a substance that is:

1. Not legally obtainable
2. Being used in a manner different than prescribed
3. Legally obtainable, but has not been legally obtained
4. Referenced in federal or state controlled substance acts

### 2.5.1. Drug and Alcohol Testing

The library will conduct drug and/or alcohol testing under one or another of the following circumstances:

- Reasonable Suspension Testing: The library may ask an employee to submit to a drug or alcohol test at any time a supervisor reasonably suspects that the employee may be under the influence of drugs or alcohol while they are working.
- Return to Duty and Follow-Up Testing: Employees who have tested positive or violated this Policy and who were not terminated or are reinstated are subject to testing prior to being returned to duty. Follow-up testing at times and frequencies determined by the library may also be required for up to three (3) years.

The above types of testing will be conducted in accordance with DOT rules and regulations, where applicable.



## 2.5.2. Drug and Alcohol Testing of CDL Employees

The library follows applicable state and federal law related to drug and alcohol testing of employees whose job duties require a commercial driver's license (the "CDL employees"), including pre-employment, post-accident, random, and reasonable suspicion testing.

Additional information is available from the human resources manager.





### 3. EMPLOYMENT AND COMPENSATION

#### 3.1. Classification of Employment

- Full-time FLSA exempt employee:
  - Regularly scheduled to work 37.5 or more hours in the normal workweek. Eligible for full employee benefits. FLSA exempt level status typically includes pay grades 8 to 13.
- Full-time FLSA nonexempt employee:
  - Regularly scheduled to work 37.5 or more hours in the normal workweek. Eligible for full employee benefits. FLSA nonexempt level status includes pay grades 1 to 7.
- Part-time benefit-eligible employee:
  - Regularly scheduled to work 20 or more hours in the normal workweek. Eligible for certain employee benefits, such as prorated dental and vision insurance, IMRF, and vacation and sick leave. May be FLSA exempt or nonexempt.
- Part-time non-benefit-eligible employee:
  - Regularly scheduled to work less than 20 hours in the normal workweek, or temporary and seasonal employees. May be FLSA exempt or nonexempt.

#### 3.2. Recruitment, Selection, and Appointment

##### 3.2.1. Recruitment

The library recruits consistent with its Equal Employment Opportunity Statement.

##### 3.2.2. Job Openings

It is the policy of the library to fill job openings and advance qualified individuals from within, whenever possible. However, the library reserves the right to consider and select candidates from outside the library when filling job openings.

Available positions (other than materials pages) will be posted internally for at least five workdays on the staff room bulletin board and may also be advertised externally at the discretion of the director. Job posting notices will contain the job title, grade level, pay range, department where the opening exists, a brief description of the job, and requirements to qualify for the job.

Employees may be considered for any available job openings for which they meet the minimum qualifications and experience. Any employee interested in a posted position must follow the designated application process.

The manager/supervisor of the posted position will interview the most qualified candidates. All candidates selected for interviews will be interviewed by at least two employees.

##### 3.2.3. Selection and Appointment

The top candidate for the job will be selected taking into consideration the job requirements, the competencies and qualifications of the candidate(s), interview(s), and work experience.

If an internal candidate is selected for a job opening, the employee will receive a formal job offer. Library employees not selected for the position will be notified. All appointments must be approved by the director.



### 3.2.4. Employment Eligibility

The Immigration Reform and Control Act makes employers responsible for ensuring that unauthorized individuals are not employed. Because of the law, all new and rehired employees must have their employment status verified. An Employment Eligibility Verification Form I-9 must be completed and appropriate documents provided before a new employee can be placed on the payroll.

### 3.2.5. Employment of Relatives

Immediate relatives will not be assigned to a position in which a current related employee would directly or indirectly report to him/her, nor be placed in a position in which he or she would directly or indirectly report to the current related employee. However, immediate relatives may be considered for employment in other capacities within the library.

Immediate relatives are defined as child, parent, parent-in-law, sibling, sibling-in-law, grandparent, child-in-law, grandchild, spouse, domestic partner, or other persons living together.

The library reserves the right to realign positions and to rearrange, transfer, or terminate related employees who are either currently in a reporting relationship or subsequently become so (due to marriage, for example) where it deems such action necessary.

### 3.2.6. Criminal History Records Check

Applicants for all library positions except individuals younger than 18 years must agree to allow to execute a criminal history records check as a condition of employment. In addition, any individual who was younger than 18 years when employed, who is transferred or promoted to any other library position after turning 18 must sign a criminal history records check authorization form as a condition of employment for the new position.

Any offer of employment or continued employment is contingent upon the library's receipt and review of the criminal background records results. An offer of employment may be withdrawn and employment may be terminated, 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. An answer of "yes" to an employment application question regarding criminal convictions will not automatically disqualify the applicant from consideration, but will be considered in relation to specific job requirements and responsibilities.

Falsification of application materials is grounds for termination of employment or nonselection of an applicant.

Individuals who have begun their employment with the library and are convicted of a criminal violation must notify the human resources manager within five days of the conviction. Failure to report a conviction is grounds for discipline up to and including termination of employment.





### 3.3. Wage and Salary Guidelines

The library has established wage and salary guidelines to be used in determining competitive and equitable salaries for all of its employees. The program is based on a sound competitive salary structure and has the flexibility needed to keep pace with variable market conditions such as supply and demand, external economic factors, and the value of getting a job done. Salary ranges are reviewed each fiscal year by the Board of Library Trustees.

The objectives of the library's salary program are to:

- Attract and retain competent personnel
- Establish salaries paid commensurate with the duties and responsibilities of each position, and provide for recognition of differences in individual ability and performance
- Maintain a program of performance appraisal that identifies opportunities for employee development and places compensation on an objective basis
- Ensure the development and improvement of promotional opportunities and equitable salary administration for all employees

#### 3.3.1. Merit Increase

A merit increase is dependent upon the availability of funds as determined by the Board of Library Trustees, and the supervisor's recommendation based on the employee's satisfactory performance during the review period. No merit increase will raise an employee's compensation beyond the top of the pay scale for that employee's pay grade.

#### 3.3.2. Cost-of-Labor Increase

Each fiscal year, the Board of Library Trustees may adopt a cost-of-labor increase. The cost-of-labor increase may be received by all employees, provided that the adjustment will not put the employee's compensation beyond the top of the pay scale for that employee's pay grade.



## 3.4. Pay Procedures

### 3.4.1. Time Sheets

Time sheets provide a record of hours worked, including, but not limited to, sick leave, holidays, personal days, and vacation time. They should be completed daily by the employee, either by using the Paylocity kiosks, mobile app, or logging into the online system, and approved by the supervisor at the end of the pay period. Employees must complete these sheets accurately.

### 3.4.2. Paychecks

Paychecks are issued every two weeks. A new salaried employee beginning work other than on the first day of a pay period, or a salaried employee leaving other than at the end of a pay period, will receive pay only for the actual number of hours worked during that period.

### 3.4.2. Deductions

Automatic payroll deductions are made for employees for federal and state income tax purposes, health insurance, 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, life insurance, or dental insurance. Except as required by law or court order, deductions will not be made without written authorization from the employee. Deductions required by law include Social Security, Medicare, federal and state income taxes, and Illinois Municipal Retirement Fund. Other involuntary deductions may be made as required by law or court order, such as child support payments or wage garnishments.

## 3.5. Work Hours and Scheduling

### 3.5.1. Work Hours

A regular full-time workweek is generally defined as 37.5 hours of work each week, exclusive of nonpaid meal periods. The regular workweek begins at 12:01 a.m. Monday and ends 12:00 midnight the following Sunday.

A regular full-time workday is 7.5 consecutive hours of work, exclusive of nonpaid meal periods. Split shifts are not scheduled unless an emergency requires it, or a supervisor approves it.

Non-exempt employees whose total work hours for a week exceed 20 hours shall be given at least 24 consecutive hours of rest every week.





### 3.5.2. Work Scheduling

Work schedules are arranged by the supervisor to meet department workload requirements and to provide for the smooth functioning of the library.

Work schedules will be prepared and posted as far in advance as is practicable. An employee will be provided as much advance notice as possible of any work schedule adjustments. Employees should provide as much notice for schedule changes as possible.

Work schedules may be changed to meet the demands and business hours of the library.

The library reserves the right to assign overtime work to any employee available when the operational needs of the library require it.

### 3.5.3. Overtime

Currently, positions classified as pay grade 8 (except those that do not make the minimum weekly salary under FLSA regulations or meet the FLSA duties test) and above are considered exempt from overtime pay. All positions in pay grades 1 through 7 are classified as nonexempt.

Exempt employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

Full-time, nonexempt employees are generally scheduled to work 37.5 hours each week. At various times and for various reasons, an employee may be asked to work additional hours beyond those normally scheduled. The first 2.5 additional hours beyond an employee's regularly scheduled 37.5 hours are compensated at the employee's regular hourly rate and are not considered overtime. Work performed in excess of 40 hours by a nonexempt employee in a workweek is considered overtime. Overtime is paid at 1-1/2 times the employee's hourly rate for hours worked in excess of 40 hours in a regular workweek. For purposes of overtime calculation, "hours worked" shall not include holiday, vacation, or sick time, or any other form of leave or non-working time, whether paid or unpaid. Exempt employees are not eligible for overtime pay.

For all non-exempt employees, prior approval of the employee's supervisor or director is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.



#### 3.5.4. Attendance and Punctuality

Attendance is an essential function of every job in the library. Each employee has a significant job that is essential to the library's successful operation. It is the responsibility of every employee to notify his or her supervisor of any absence, whether for an unexpected occurrence or due to illness. Failure to notify the supervisor in a timely manner is considered an unexcused absence and will be grounds for disciplinary action.

If it is not feasible to make arrangements in advance for an absence, you are then required to contact your supervisor through the "sick line" on the first day of the absence at least 30 minutes before your normal starting time. 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 substantiating the reason for the absence be furnished. You must contact the library on a daily basis during all absences, except those arranged in advance with the library.

In instances of absence due to your health, the library reserves the right to require you to obtain a doctor's report explaining the condition and the doctor's restriction that you not work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, the library may delay its decision as to your physical fitness to return to work until a doctor's report is submitted. In addition, an employee's failure to report to work on three (3) consecutive working days without proper notification to the library will be considered abandonment by the employee of his or her position and a voluntary resignation.

Each employee is expected to be at the assigned desk, office, or service point at the beginning of every time scheduled and to remain until the end of the scheduled workday/work period. Punctuality is also to be observed when leaving and returning from all rest breaks.

#### 3.6. Position Descriptions

A position description outlines the range and variety of work performed. It establishes those features that separate the position from other positions as to type and level of work. Position descriptions are reviewed regularly. They are the foundation of the library's salary program and are used in the formation of grade levels and salary ranges.





### 3.7. Performance Reviews

The purpose of the employee performance evaluation at the library is to serve as an assessment of the employee's performance; to review and update the current position description; to set goals for the year including areas for future development; to provide better communication between supervisors and employees; to serve as a guide for personnel actions; and as a factor to determine whether the employee is eligible for a pay increase.

Performance reviews are completed by the department supervisor at the end of the sixth month and at the end of one year of employment. Thereafter, performance reviews are completed annually. Pay increases may only occur in response to annual reviews, not in response to the sixth-month review.

All performance reviews are discussed with the employee in confidence and reviewed by the department manager, human resources manager, deputy director, and director.

An employee may request a conference with the human resources manager if issues arise that are not satisfactorily resolved at the performance review meeting. If the employee feels that the issues still have not been resolved satisfactorily after that meeting, he or she may request a conference with the director. Space is allotted on the performance review form for the employee to comment, and the employee may also prepare a written statement for placement in his or her personnel file that the employee disagrees with something in the performance review. The statement will be reviewed by the supervisor, department manager, human resources manager, and director.

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

### 3.8. Corrective Action

Supervisors/department managers may, but are not required to, advise employees of any performance-related deficiencies or conduct issues through an informal discussion, specifying what corrective action is desired and within what time frame (the "corrective action" period). If sufficient improvement does not occur within that time frame, the supervisor/department manager may, at his or her discretion, place the individual on an improvement plan or issue a written final warning noting the consequences of future infractions or failure to improve. Future infractions or failure to improve may result in discipline, including termination. At the library's discretion, employees may be discharged without being given an opportunity to correct any performance deficiencies or conduct issues, or at any time during the corrective action period.





### 3.9. Employee Complaint Procedures

The library makes a consistent effort to see that all employees are treated with consideration and fairness. All employees and supervisors are encouraged to develop strong open channels of communication for solving problems. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure should be used:

- The employee should discuss the matter with his or her immediate supervisor, as soon as possible. Usually this will settle most problems 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 issue 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.
- If there is failure to reach a satisfactory resolution, the employee or the supervisor should then discuss the issue with the department manager.
- If the problem 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.
- The situation can then be presented in writing to the director, if the problem cannot be resolved by the human resources manager.

All decisions made by the director are final unless related to issues of harassment and/ or discrimination. For those, please refer to the Nondiscrimination, Anti-Harassment, and Non-Retaliation Policies.

### 3.10. Termination from Employment

Either the library or the employee may terminate the employment relationship at any time, at the will and option of either party. No promises or guarantees of continuous employment or employment for a specific period of time can be made without the written approval from the director or Board of Trustees.

In the event of termination of employment, the employee will receive a final check, including payment for the final pay period plus any accrued, unused vacation time as of the time of termination.



### 3.10.1. Discharge

Discharge is an employee's involuntary termination from employment. The library reserves the right to discharge an employee when the director or Board of Library Trustees determines discharge to be in the best interest of the library.

An employee may be discharged either with or without notice or cause.

- Discharge may occur as the result of performance-related deficiencies or problems or as the result of a violation of conduct such as but not limited to:
- Job abandonment
- Misconduct
- Refusal to obey instructions
- Performance deficiencies
- Negligence to or recklessness with library property
- Stealing
- Falsification of application, timesheets, or other documents
- Intoxication or use of alcoholic beverages or illegal drugs during working hours
- Unlawful manufacture, distribution, dispensation, possession or use of a drug or controlled substance in the workplace
- Disorderly, offensive, or inappropriate conduct on the premises
- Reduction in workforce

### 3.10.2. Resignation

All library employees are employed at-will. As such, employees may resign from their positions with the library at any time, with or without notice or cause. Nonetheless, the library requests that employees give their department managers sufficient notice of the intention to resign to enable the library to minimize departmental hardship and make proper provisions for filling the position. Sufficient notice ordinarily is four weeks for FLSA exempt employees and two weeks for all other employees. The library requests that employees give written notice to the director and human resources manager of the intention to resign.

### 3.10.3. Retirement

Approximately two months prior to retirement, the employee should notify the human resources manager and ask for information and forms regarding IMRF and the deferred compensation plans, if applicable. Completed application forms for IMRF benefits may be filed with the human resources manager so that they may be transmitted to the appropriate Skokie governmental agency. Members may also complete forms electronically on the IMRF website (<https://www.imrf.org/>).

### 3.10.4. Death

In case of death of an employee, the human resources manager will notify IMRF, the IMRF supplemental life insurance provider, LIMRiCC, and MetLife of the death, and the 457 Plan provider, if applicable.





### 3.11. Personnel Records

All personnel files are confidential. It is extremely important that personnel records be accurate and up-to-date. Any changes in address, phone number, name, marital status, emergency contact, number of dependents, or any other change that may affect an employee's benefits must be reported to the human resources manager immediately.

Personnel records are available for review by an employee upon request to the human resources manager in accordance with Illinois law. An employee may not remove items from his or her personnel records but may add written statements pertaining to the information on file. Requests for copies of the items in an employee's personnel file may be made in writing to the human resources manager. Copies will be made available within five business days.



## 4. EMPLOYEE BENEFITS

### 4.1. Group Health Insurance Plans

Skokie Public Library participates in a consortium with other libraries in the Library Insurance Management and Risk Control Combination (LIMRiCC). There are two types of medical plans, a preferred provider organization (PPO) and a health maintenance organization (HMO). The library also offers a health savings account (HSA) option in conjunction with one of the high-deductible PPO plans. Both PPO plans are self-insured and administered through Blue Cross Blue Shield of Illinois. The HMO is a fully insured plan through Blue Cross Blue Shield of Illinois. Dental coverage is provided through Delta Dental. Delta Dental has two dental plans, an HMO (referred to as DHMO) and a PPO. The vision plan provider is VSP.

Library employees working at least 30 hours per week are eligible to participate in the library's health, dental, and vision plans. Employees working at least 20 hours per week are eligible for dental and vision. Payment of premiums is handled through pretax or after-tax payroll deductions.

Health, dental, and vision insurance coverage starts the first of the month after date of hire or eligibility, unless hired or eligible on the first of the month. Enrollment is allowed only at the time of eligibility, unless a special enrollment is necessary.

Additional benefit information and forms are available from the human resources manager or may be located on the intranet.

#### 4.1.1. Health Insurance and Termination of Employment

All benefits end the last day of the month following an employee's termination date. The continuation of medical or dental coverage for those eligible will be mailed to the employee's last known mailing address.

### 4.2. Employee Assistance Program

An Employee Assistance Program (EAP) is a confidential service provided by the library to help employees and their family members with personal or professional difficulties before they become a crisis situation. They can help you with counseling, legal or financial advice, and locating resources in your community to address life's challenges. Employees are encouraged to use this resource.

### 4.3. Life Insurance

All eligible employees working at least 30 hours per week receive life insurance coverage, which is free to the employee, with the premium paid by the library. This coverage begins the first of the month after date of hire or eligibility. This group term life insurance coverage is the employee's annual salary up to a maximum of \$50,000. Life insurance is provided through Unicare (flat \$20,000) and the remainder through MetLife.

Additional life insurance through the Illinois Municipal Retirement Fund or Unicare is available at the employee's expense.

Life insurance plans may be converted to individual life insurance plans after termination of employment.





#### 4.4. Illinois Municipal Retirement Fund (IMRF)

All employees working more than 1000 hours per year are required to participate, through payroll deductions, in IMRF. The library makes a contribution for each participating employee.

IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. Please see the human resources manager for complete details regarding IMRF benefits.

#### 4.5. Vacations

Full-time and part-time employees who are regularly scheduled to work at least 20 hours per week are eligible for paid vacation. Benefit-eligible employees accrue paid vacation each month on a prorated basis of 1/12th of the annual vacation allowance for which the employee is eligible. The employee's annual allowance is based on the number of continuous years of service, employment status, and regularly scheduled hours. A reduction of the annual vacation allowance may occur as a result of a change in employment status or leave of absence. In the first year of employment, vacation begins accruing on the first of the month following the employee's start date.

After the initial year of employment, employees can borrow and use vacation time that would otherwise accrue during that current year of service. Under no circumstances can employees borrow against vacation days that would accrue during their next year of service. For example, a full-time FLSA exempt employee commencing her second year of service could, at the time of her anniversary date, borrow and use up to four weeks of vacation during her second year of employment.

Annual vacation allowance:

- Full-time FLSA exempt employees receive:
  - Four weeks annually
- Full-time FLSA nonexempt employees receive:
  - Two weeks annually in the first year of service
  - Three weeks annually after completing five years of service
  - Four weeks annually after completing 10 years of service
- Part-time FLSA exempt employees receive:
  - Two weeks annually
- Part-time FLSA nonexempt benefit-eligible employees receive:
  - One week annually in the first year of service
  - Two weeks annually after completing 10 years of service

In all cases, the term "week" applies to the regular workweek schedule for which the employee was hired to work.

Employees hired to work less than 20 hours per week are not eligible for paid vacation; however, unpaid vacation time may be granted by the supervisor.

The vacation period extends from the employee's anniversary date of employment (or anniversary date of the commencement of benefit eligibility status) to the day before the anniversary date in the following year. Vacation time is not cumulative (i.e., unused vacation time does not accumulate from vacation period to vacation period). Vacation time not taken by the end of the vacation period is lost; vacation time cannot be carried over into the next vacation period.





#### 4.5. Vacations (continued)

All vacation requests, except in the case of an emergency, must be submitted at least one week in advance online via the timecard system and approved by the supervisor.

To ensure effective operations, the library reserves the right to limit the number of employees on vacation at any one time, to decide vacation periods, and if necessary to change scheduled vacations. Full-time employees with the greatest length of service in each department will be given preference in scheduling vacation time.

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

Payment for accrued but unused vacation will be made to employees who terminate employment from the library.

In addition to paid vacation time, up to two weeks unpaid vacation may be taken with the approval of the supervisor as long as it does not affect the operations of the library. If an employee has vacation time available, it must be used before time off without pay may be requested.

#### 4.6. Holidays

The library observes the following holidays, and full-time staff members are entitled to them with pay:

January 1	New Year's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Fourth Thursday in November	Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day

The library is open 9am to 5pm on December 31.

The library is closed Easter Sunday. This is not a paid holiday. Part-time employees scheduled to work each Sunday can arrange with the supervisor to make up the time. Full-time employees scheduled to work each Sunday can arrange to work another day in the same week or use vacation or a personal day to receive pay.

If a full-time employee is not scheduled to work on a holiday, the library will assign the employee another excused day off in the same pay period, or another pay period as specified by the human resources manager, with pay. Full-time non-exempt employees will be paid for the hours he or she would normally be scheduled to work (up to a maximum of 7.5 hours). Part-time benefit-eligible employees who are regularly scheduled to work on a holiday will receive the paid holiday.



#### 4.7. Personal Days

After six months of employment, or on the six-month anniversary of the commencement of full-time status, full-time employees are granted half a personal day each month for use within the remainder of that calendar year. All personal days must be used within the calendar year that they are granted.

Paid personal days should be used for matters that cannot be dealt with or scheduled during nonworking hours.

All personal day requests, except in the case of an emergency, must be submitted at least one week in advance online via the timecard system and approved by the supervisor. To ensure effective operations, the library reserves the right to refuse a personal day request.

Personal days are not cumulative from year to year. No more than two personal days may be taken consecutively.

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

Personal days will not be granted during an unpaid leave of absence except approved FMLA or ADA leaves of absence.

#### 4.8. Worker's Compensation Insurance

Library employees are protected by Worker's Compensation for injuries sustained in the performance of their duties. The library provides for immediate and follow-up treatment for all employees injured while engaged in library business.

All accidents in which employees are injured, regardless of whose fault the accident is, must be reported immediately to the supervisor, human resources manager, deputy director, or director.

The library's incident report form must be completed and submitted to the human resources manager and the director. Forms may be obtained on the intranet, in each department, or Administration.





## 5. LEAVES OF ABSENCE

### 5.1. Sick Leave

Sick leave pay is intended to provide pay to an eligible employee for days lost because of a personal illness, mental health day, or a doctor's appointment. Employees eligible for paid sick leave may also take such leave of absences due to the illness, injury, or medical appointment of a 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.

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.

Benefit-eligible employees accrue sick pay credits from the first day of the month following the date of employment or change to benefit-eligible status. All rehired benefit-eligible employees will begin to accrue sick pay credits from the first day of the month following the rehire date.

Sick leave may not be used during the first month of employment. No sick leave pay will be paid before it has been accrued.

Full-time employees earn monthly sick pay credit at the rate of one day (7.5 hours) a month. The maximum accumulation of sick pay credits for full-time employees is 180 working days or 1350 hours. An additional 60 working days or 450 hours of sick leave may be accumulated for service credit at retirement.

Part-time benefit-eligible employees earn sick pay credit at 50% of the rate for full-time employees, or 3.75 hours per month. The maximum accumulation of sick pay credits for part-time benefit-eligible employees is 90 working days or 675 hours. An additional 30 working days or 225 hours of sick leave may be accumulated for service credit at retirement.

The library may require an employee to provide medical verification in the form of a doctor's note or report upon the employee's request for sick leave benefits or return from sick leave. The library may also require an employee returning from sick leave to undergo a medical examination to determine his or her ability to perform the essential functions of his or her position.

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

There will be no payment for unused sick pay credits upon termination of the employee. Sick leave credits do not accrue during non-FMLA or non-ADA leaves of absence.





## 5.2. Disability Leave

IMRF provides retirement, disability, and death benefits to eligible participants. Contact IMRF for information.

## 5.3. Paid Parental Leave

Parents of newborns or newly adopted children may be eligible for paid leave of up to eight weeks. For those employees who are eligible for FMLA leave, this paid parental leave will run concurrently with their FMLA leave and cannot be used to extend the FMLA leave. Paid parental leave must be taken within the first 12 months of the birth or adoption of the child(ren). The amount of paid parental leave does not increase with multiple births or adopted children.

### **Eligibility**

Full-time and part-time benefit-eligible employees who have worked for the library for at least 12 consecutive months 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 will be paid on a biweekly basis on regularly scheduled pay dates.

The leave may begin no earlier than the birth or placement of the child(ren) and must begin and end within 12 months immediately following the birth or adoption. With prior approval from the library, paid parental leave may be taken intermittently but must be taken in full week increments by prior arrangement with the supervisor and in consideration of the needs of the library. 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(ren), 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 benefits as if the employee continued to remain actively employed.

### **Requesting the Leave**

If the need for leave is foreseeable, the employee must submit written leave request to the supervisor and human resources manager at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken.

Where the need for leave is not foreseeable, the employee must submit a written leave request to the supervisor and human resources manager as soon as practicable in the form of a proposed schedule of leave to be taken.

### **When Both Parents are Eligible Employees**

Paid parental leave may be taken concurrently, consecutively, or intermittently within 12 months of the birth or placement of the child(ren). Each eligible parent is entitled to eight weeks of paid parental leave.



## 5.4. Bereavement Leave

Paid bereavement leave is granted to full-time and part-time benefit-eligible employees. Part-time benefit-eligible employees are allowed 50 percent of the benefits outlined below.

In the event of a death of the employee's immediate family member, paid leave of up to five days is allowed. "Immediate family" is defined as father, father-in-law, mother, mother-in-law, sibling, spouse/partner, child, grandparent, grandchild, domestic partner, or member of the household for whose care the employee is financially responsible.

One day's paid leave is allowed to attend the funeral of a close relative not in the immediate family. A maximum of four hours' time with pay is allowed for attending funeral services of friends.

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

### 5.4.1. Illinois Mandated Unpaid Child Bereavement Leave Act

Employees who suffered the loss of a child may be granted up to two weeks (10 work days) of unpaid leave under the Child Bereavement Leave Act. Employees otherwise eligible to take leave under the federal Family and Medical Leave Act (FMLA) are eligible to take leave under the act.

The act provides that it does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time available under the FMLA. Therefore, an employee who has used all of his or her allotted 12 weeks of FMLA leave may not take an additional 10 days of leave under the act for reasons related to the death of a child.

#### Permitted Uses

Leave provided under the act must be used within 60 days after the employee receives notice of the death of his or her child.

Employees may use unpaid bereavement leave:

- To attend the funeral, or an alternative to a funeral, of a child
- To make arrangements necessitated by the death of the child
- To grieve the death of the child

If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave in the 12-month period.

The act defines "child" broadly to include an employee's child who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing in loco parentis.





#### 5.4.1. Illinois Mandated Unpaid Child Bereavement Leave Act (continued)

##### **Employee Obligations**

Employees must provide the library with at least 48 hours' advance notice of the intention to take leave under the act, unless it is not reasonable or practicable.

Additionally, the library may require eligible employees to provide reasonable documentation of the need for leave under the act. Such documentation may include a death certificate, published obituary, or written documentation of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

##### **Employee Option to Substitute Paid Leave**

Instead of using unpaid child bereavement leave under the Act, employees may elect to substitute paid leave for an equivalent period of child bereavement leave. However, employees are not required to substitute available paid leave for unpaid child bereavement leave.

##### **Prohibition Against Retaliation**

Employees will not be retaliated against and no other adverse action will be taken against employees who:

- Exercise their rights or attempt to exercise their rights under the act
- Oppose practices the employee believes constitute violations of the act
- Support the exercise of the rights of others under the act

#### 5.5. Jury Duty

An employee must notify his or her supervisor immediately upon receipt of the jury summons. A photocopy will be kept in the employee's personnel file.

The library will pay the employee his or her regular straight time daily earnings.

Employees are further required upon completion of jury duty to provide the human resources manager with the court clerk's confirmation of days served.





## 5.6. Family and Medical Leave (FMLA)

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.

The FMLA entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave during any rolling 12-month period measured backward from the date an employee uses any FMLA leave for:

- The birth of the employee's child or the placement of a child with the employee for adoption or foster care, and the first-year care of the child;
- A serious health condition of the employee's spouse, parent, or child;
- The employee's own serious health condition; or

The qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty).

An eligible employee may be entitled to 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. To be eligible for FMLA leave, an employee must have been employed by the library for at least 12 months and have worked at least 1,250 hours during the preceding 12-month period before the leave is requested.

All family and medical leave requests, except in the case of an emergency, must be submitted at least 30 days in advance to the human resources manager, deputy director, or director.

Employees may be required to provide certification by a doctor or other health care provider of the employee's or family member's serious health condition to the library.

While FMLA leave is normally unpaid, the library will substitute an employee's accrued paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. During FMLA leave, employees under the library's health, dental, vision, and life insurance plans will continue to be covered by these plans. Any share of premiums being paid by the employee before taking the leave must continue to be paid by the employee during the FMLA leave. Employees who are no longer being compensated through the library via paid leave will be responsible for funding the employee share of applicable insurance premiums by reimbursing the library at the beginning of each month. The library's obligation to maintain insurance coverage ceases if an employee's premium payment is more than 30 days late and the library notifies the employee at least 15 days before coverage will cease.

Upon the employee's return to work he or she will be restored to his or her prior position or to an equivalent position with equivalent employment benefits and pay.

The library may deny restoration of a position to those salaried employees paid among the top 10% of the library's workforce if it is necessary to prevent substantial and grievous economic injury to the library's operations.

Please see the attached publication "Employee Rights under the Family and Medical Leave Act" for additional information.



## 5.7. Military Leave and Military Reserve Duty Leave

Leaves of absence for military or reserve duty are granted to all employees of the library. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Eligibility for reinstatement after the completion of their military duty and training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws.

## 5.8. Family Military Leave

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 leave, personal leave 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 any 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, he or she will be restored to his or her prior position or to an equivalent position with equivalent employment benefits and pay.





## 5.9. Victims Economic Safety and Security Leave

The Victims Economic Safety and Security Act (VESSA) entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave during any 12-month period to any employees who are victims of domestic or sexual violence, or whose family or household member is a victim.

In the event of the employee's suffering from domestic or sexual violence, the employee may elect to use any accrued paid leave credits (including sick, personal, or vacation leave) toward satisfaction of the 12-week leave period. However, employees are not required to substitute available paid leave for unpaid leave under VESSA.

All VESSA leave requests, except in the case of an emergency, must be submitted at least 48 hours in advance to the human resources manager, deputy director, or director.

Employees may be required to provide certification by a doctor or other relevant individual of the employee's or family member's need for such leave under VESSA.

During VESSA leave, employees under the library's health, dental, and life insurance plans will continue to be covered by these plans. The employee will, however, be required to reimburse the library for the employee's share of the monthly premiums.

Upon the employee's return to work, he or she will be restored to his or her prior position or to an equivalent position with equivalent employment benefits and pay.

## 5.10. School Visitation Leave

An employee who has worked for the library at least six months for an average of at least 20 hours per week may be able to take up to eight hours of unpaid school visitation leave per school year to attend school conferences or classroom activities related to his or her child or children if the conference or classroom activities cannot be scheduled during non-working hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four hours of school visitation leave may be taken in any one day. Leave will not be granted until the employee has used all available vacation time and personal days.

A request for school visitation leave must be provided to the library at least seven days in advance of the leave. In an emergency, an employee may give 24 hours' notice of the need for leave. An employee should consult with the supervisor to ensure that leave is scheduled so as not to unduly disrupt library operations.

## 5.11. Voting Leave

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 work less than two hours before polls close. Employees must notify the library of their need for voting leave prior to the day of the election. Upon consideration of an employee's request for voting leave, the library will specify the time during which the employee is granted voting leave.





## 5.12. Employee Blood Donation Leave

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 he or she cannot donate blood during nonworking hours. Prior to taking leave to donate blood, the library must consent to the employee's leave request.



## 6. WORKING CONDITIONS

### 6.1. Rest Breaks

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 guidelines for rest breaks are designed to be fair and flexible, and we expect employees to understand and follow our guidelines.

Employees may take breaks from work activities to rest, get a snack or beverage, use the restroom, or perform other personal tasks. Breaks should be 5–15 minutes in length, and not exceed more than 15 minutes per rest break. Employees who abuse break time will be required to use vacation time or non-compensated time to account for the time away from work activities. Employees who abuse guidelines for breaks will be subject to disciplinary action up to and including termination from employment.

Each employee is allowed two 15-minute paid rest breaks during a 7.5 hour work day. One 15-minute rest period shall take place during the first 3.75-hour period of continuous work, and one 15-minute rest period during the remaining 3.75-hour period of continuous work. Rest periods are scheduled by the supervisor for staffing purposes. An employee working a six-hour shift is entitled to one 15-minute rest period within the first four hours of continuous work.

Breaks may not be saved for use at the end of the workday nor added to meal breaks to extend the break.

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

### 6.2. Meals

Employees receive a 30 to 60 minute unpaid meal period when they are scheduled to work 7.5 hours or more in a single day. Meal periods must begin no later than five hours after the start of the work period.

Meal times are scheduled by the supervisor for staffing purposes.

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

Nonexempt employees may not work through their meal break without recording the time as worked. Time worked must be compensated. Employees wishing to use their meal break to “flex” their day (come in late or leave early) must discuss this with their manager.

### 6.3. No Smoking Policy

Smoking is not allowed on library property. By policy of the Board of Library Trustees and in compliance with village and state regulations, an employee is not permitted to smoke in any areas of the library, including the bookmobile, parking lots, and driveways. That includes all public and private places.

If an employee must smoke, he or she may do so outside of and off of the library property.





## 6.4. Dress Guidelines

Every employee represents Skokie Public Library when he or she is performing work for the library; therefore, it is important that every employee make clothing choices that represent the library in a professional and positive manner.

Customer contact, job requirements, and safety issues govern dress guidelines. For staff who are working at public desks or in the community representing the library, the attire is business casual. For staff who are not in public areas or who are doing more manual tasks (such as shelving, cleaning, weeding materials), the dress code is more relaxed to allow freedom of movement.

All employees must be well groomed and their clothing choices must be neat and clean at all times. Staff who receive library-issued clothing or uniforms must clean and maintain the items so that they look professional. Appropriate hygiene is also required, including but not limited, to the use of odor-reducing products and effective oral hygiene products.

Acceptable Casual Attire (for non-public areas or performing manual tasks):

- Any clothing issued by the library
- Casual shirts, blouses, knit tops, cardigans, sweaters, and polos
- Jeans (hemmed and without holes)
- Leggings when worn with longer tunics, tops, sweaters, or dresses
- Dresses and skirts
- Athletic or walking shoes, loafers, clogs, boots, flats
- Open-toed shoes/sandals (except when using book or technology carts or performing maintenance work)

Acceptable Business Casual Attire (for public areas or in the community):

- Any clothing issued by the library
- Formal business attire
- Business-appropriate shirts, blouses, knit tops, cardigans, sweaters, and polos
- Slacks, khakis, capri pants
- Dresses and skirts
- Dress or walking shoes, loafers, clogs, boots, flats
- Open-toed dress shoes/sandals (except when using book or technology carts)

Examples of Inappropriate Attire:

- Any clothing that is unclean, faded, torn, ill-fitting, sheer, or excessively tight, short, revealing, or baggy
- For safety reasons, staff who perform maintenance, security, and materials handling duties (including staff using book or technology carts) may not wear open-toed shoes
- Any clothing that has words, slogans, terms, cartoons, or pictures that may be offensive to other employees or customers
- Athletic clothing - including printed T-shirts, sweatshirts, sweatpants, tanks tops - unless issued by the library
- Shorts or short skirts
- Flip flops

An employee who fails to meet the above dress code standards, as determined by their supervisor or the human resources manager, may be sent home to change attire and receive a verbal warning. Time taken away from work to correct wardrobe choices will not be paid. In the event an employee's poor wardrobe choices become excessive, further disciplinary action, up to and including termination, may be taken.





## 6.5. Personal Property

Employees are responsible for exercising care in safeguarding their property while at work. Lockers are assigned to each employee for this purpose. Employees must keep their lockers locked and their combinations confidential. Contents of the locker are the responsibility of the employee to whom the locker is assigned. Lockers are intended only for the storage of personal items; they are not designed or expected to store valuable personal property. Lockers may not be used to store unauthorized library property or prohibited items (e.g., drugs, weapons, volatile substances, etc.). All borrowed library materials must be checked out prior to taking for personal or library-related use. Purses and wallets should be kept out of sight and never left unattended on top of or under desks, or in other areas of the building, including washrooms.

Lockers remain the property of the library and not employees. Employees have no expectation of privacy with regard to their lockers. Lockers may be subject to inspection or search at the sole discretion of the library, or as necessary for safety and security reasons. In order to maintain order and discipline, the library, at its discretion, may seize any unauthorized or contraband material, or anything else from lockers that, in the library's discretion, has the potential to interfere with the operations of the library.

The library is not responsible for employee personal items and will not reimburse employees for lost, damaged, or stolen items, including cash or charges on stolen credit cards. This also applies to vehicles damaged in our designated parking lots, including damage from accidents, weather, other employees, patrons, or contractors of the library.



## 6.6. Employee Use of Computing Resources and Communication Systems

Computing resources and communication systems resources are provided by the library for use by library employees in the performance of their work. Computing resources and communication systems include all library owned, licensed, or managed hardware and software; the library's network; and use of the library's network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. Examples include, but are not limited to, the phone system, email, Vocera, the local network, server resources, including the ILS, and the internet; desktop computers, laptops, tablets, mobile devices, and printers; applications, files and documents accessed from local hard drives, network drives, Google Drive, and other online services.

These resources and systems are provided for business use. Personal use should be minimized and on employees' own time.

Employees have no expectation of privacy in connection with use of the library's computing resources and communication systems. Computer applications, files, and documents stored on local and network drives, on Google Docs, or on other online services are the property of the library. Employees have no right of privacy in any matter stored in, created, received, or sent through or with the library's computing resources or communication systems. The library, in its discretion as owner of its computing resources and communications systems, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created by, received, or sent with any library communication system or computing resource.

The library's policies against sexual and other harassment, discrimination, and retaliation and other conduct standards apply fully to communications via the library's computing resources and communications systems, which include the internet when accessed through the library's resources, systems, and library email. Violations of these policies will be taken seriously and may result in disciplinary action up to and including termination. In addition, use of the library's computing resources and communications systems is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The director and/or IT will make all decisions regarding whether a user has violated these policies and may deny, revoke, or suspend access at any time.

Use of any library computing resource or communications system constitutes consent by the employee to all of the terms and conditions of this policy. Any employee who discovers misuse of any library computing resource or communications system should immediately contact his/her supervisor, human resources manager, or director.

The library adheres to the policies set forth below for its computing resources and communications systems. The library reserves the right to change such policies at any time without prior notice as it deems fit.





### 6.6.1. Computer and Device Use Policy

- Employees may only use the computers, computer accounts, and computer files for which they have authorization.
- Employees may not use another individual's account, or attempt to capture or guess other individual's passwords. Employees are not permitted to share or disclose their individual passwords.
- Intentional and unauthorized manipulation of information on any application such as accounting, patron, and item records is strictly prohibited. Tampering and unwarranted access to other employees' personal network files stored in individual home directories is not permitted. Sensitive files should be stored in a secure place.
- Only documents and files stored on a network drive are backed up by the library. Individual employees are responsible for backing up their own files and documents if stored on local drives (i.e., thumb drives, external hard drives, and local workstation hard drives).
- Employees are allowed to download and install software and apps on their computers and devices to the extent their access privilege allows. Care and good judgement must be exercised to protect staff and equipment.
- All hardware and software purchases for employees must be requested through the IT department.
- Employees must lock, log off, or shut down their PCs prior to leaving their workstation for an extended period of time. Employees logged in under an individual account should log off a computer in a common work area if leaving for more than 10 minutes.
- Violations of the computer and device use policy may result in disciplinary action up to and including termination from employment.

### 6.6.2. Library-Issued Devices

Employees in possession of library equipment, including but not limited to laptops, tablets, mobile phones, mobile hotspots, cameras, or Vocera are expected to protect the equipment from loss, damage, or theft. Upon resignation, retirement, or termination of employment, the employee must return any issued devices. At any time, the employee may be asked to produce issued devices for return or inspection.





### 6.6.3. Internet Services Policy

Employees may be provided with access to the internet to assist them in performing their jobs. Access is granted for the purpose of performing library work, and inappropriate use is not permitted.

Inappropriate internet use includes, but is not limited to:

- Illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed
- Downloading of copyrighted material for other than personal use
- Operating a business for personal gain
- Using the networks for private financial or commercial gain
- Wastefully using resources, such as file space
- Advertising for or selling products or services
- Piracy
- Extortion
- Blackmail
- Hacking or gaining unauthorized access to files, resources, or entities
- Printing sexually explicit messages or images
- Accessing, retrieving, viewing, or printing obscene, indecent, or sexually explicit materials or images
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Threatening or disrupting the library processes or procedures by interfering with the rights of others at any time before, during, or after business hours
- Using the internet in any manner that intentionally disrupts the information network traffic or interferes with the network and/or connected systems
- Using the networks while access privileges are suspended or revoked
- Vandalizing or attempting to vandalize (physical or electronic) the library computers, the library network, files of others, files of the library, or to the computer network system

Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses, and the unauthorized deletion and editing of files and documents.

Employees are responsible for exercising appropriate care to protect the library's computing resources and communications systems against the introduction of viruses. When using the library's internet access or electronic communications, equipment, and capability, individuals must:

- Use the internet or electronic communications systems only in accordance with library policy
- Maintain the conditions of security (including safeguarding passwords) under which they are granted access to such systems
- Check with appropriate staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety





### 6.6.3. Internet Services Policy (continued)

If an employee accidentally introduces a virus to their PC, he or she must notify the Information Technology department immediately.

Copyrighted materials may not be transmitted by employees on the library's network. All employees obtaining access to copyrighted materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his or her own.

The library is not responsible for material viewed or downloaded by users from the internet. The library may use software to identify and block inappropriate or sexually explicit internet sites. The library has the right, but not the duty, to monitor any and all aspects of its computing resources and communications system, including, but not limited to, monitoring sites visited by employees on the internet, monitoring chat groups and newsgroups, reviewing materials downloaded or uploaded by users of the internet, and reviewing email sent and received by library employees.

Violation of the Internet Services Policy may result in disciplinary action up to and including termination from employment.

### 6.6.4. Email Policy

Employees are provided with email accounts to assist them in performing their jobs. Access is granted for the purpose of performing library work, and inappropriate use is not permitted. The library's conduct standards as well as its nondiscrimination, anti-harassment and non-retaliation policies apply to email use.

Inappropriate email use includes, but is not limited to:

- Sending, forwarding, or responding to chain letters
- Sending jokes; soliciting money
- Sending harassing statements to an individual or group of individuals for any reason including, but not limited to any other classification protected by law, or in the library's Nondiscrimination and Anti-Harassment policies
- Sending sexually explicit text or images
- Engaging in excessive personal use

Nonexempt staff members are not permitted to access library email for purposes of performing work on non-work time. Accessing library email during non-work time must be limited to non-work tasks such as checking schedules, communicating with co-workers about schedule changes, and submitting time off requests.

Employees have no right of privacy in any matter stored in, created, received, or sent over the library's email system. Unless email communications specifically deal with matters exempted by state law, they are considered to be open public records and not private or personal. The library, at its discretion, may monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the email system for any reason and without the permission of the employee. Use by employees of passwords or other security measures does not in any way diminish the library's rights to access materials on its system or create any privacy rights in employees in the messages and files on the system.





#### 6.6.4. Email Policy (continued)

The maintenance of an individual user's electronic mailbox is the user's responsibility. This includes staying within the assigned disk quota. Requests for a larger disk quota are at the discretion of the Information Technology department.

Communications sent via email and stored electronically are, by definition, public records, and are subject to Freedom of Information Act (FOIA) requests.

- Information that is traditionally treated in a confidential manner should be carefully considered prior to being included in email communications.
- Library business conducted through a personal email account (e.g., Gmail, Hotmail, or Yahoo) is subject to FOIA, regardless of whether such emails are generated on private equipment or in personal accounts.
- Employees are responsible for the preservation of email subject to FOIA requests. Information Technology staff are available to help users set up email archives for the preservation and retention of email for the required three years.

Each employee is responsible for the content of all text, audio, or images that he or she places on or sends over the library's email system. No email or other electronic communications may be sent which hide the identity of the sender or represent the sender as someone else. Because the library's name is attached to all email messages, employees must recognize that their emails reflect on the library itself and use care in formulating messages.

Any employee who violates this policy or uses email for improper purposes may be subject to disciplinary action, up to and including termination from employment.





### 6.6.5. Social Media Policy

Social media is defined as media for social interaction, such as blogs, other types of self-published online journals, and collaborative web-based discussion forums including, but not limited to, LinkedIn, Facebook, Pinterest, Twitter, Instagram, Snapchat, YouTube, and Tumblr.

The following rules and guidelines apply to the use of social media by all employees:

1. Employees are prohibited from sharing, transmitting, or publishing confidential library information through the use of social media without proper approval. Employees have a duty to protect all employees' home addresses and other personal information and the confidentiality of library customer account information, strategic business plans, business contracts, and other proprietary and nonpublic library information.
2. Employees cannot use social media to harass, threaten, libel, or slander co-workers, managers, customers, or vendors, any organizations associated or doing business with the library, or any members of the public, including website visitors who post comments.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours, and working conditions with co-workers.
4. Employees may not use the library's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by the library.
5. Employees may not post the library's copyrighted or confidential information or library-issued documents bearing the library's name, trademark, or logo without proper approval.

Employees are urged to report any violations of this policy to the human resources manager. A violation of this policy may result in discipline up to and including termination of employment.





### 6.6.5. Social Media Policy (continued)

#### **Library-Sponsored Social Media**

Library-sponsored social media is used to convey information about library services; advise customers about library updates; obtain customer feedback; exchange ideas about trends; issue or respond to breaking news, or respond to publicity; brainstorm with customers; and discuss library-, business unit-, and department-specific activities and events.

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

1. Only employees designated and authorized by the library can prepare content for or delete, edit, or otherwise modify content on library-sponsored social media.
2. All library-sponsored social media content must comply with all state and federal law concerning copyright, intellectual property rights, and legal uses of network computers. Employees cannot post any copyrighted information unless written permission is obtained in advance. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
3. Designated employees are responsible for ensuring that library-sponsored social media conform to all applicable library rules and guidelines. These employees are authorized to remove any content at their discretion immediately and without advance warning.
4. Employees who post comments representing the library's response to content must identify themselves as employees.

Permissions for posting to library-sponsored social media may only be granted by the virtual community engagement manager.

### 6.6.6. Voice Mail Policy

Every library employee is responsible for using the voice mail system properly and in accordance with this policy. The voice mail system is the property of the library and has been provided to employees for business use. All communications and information transmitted by, stored in, or received from the phone system, are library records and property. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the library voice mail system. The library, in its discretion as owner of the voice mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created by, received, or sent over the system.

### 6.6.7. Disclaimer

The library makes no warranties of any kind, whether expressed or implied, for the computer network system and internet services it is providing to its staff. The library will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The library denies any responsibility for the accuracy or quality of information obtained through the internet system.

### 6.6.8. Security

Security in any computer network system is a high priority and must be a priority for all users. If a staff member is aware of any security risk or abuse of the computer or internet system, the staff member must notify IT or the human resources manager immediately.





### 6.6.9. Personal Communications, Personal Phone Calls, and Faxes

Telephones and computers are provided to conduct library business. Personal calls and personal use of email and the internet should be conducted only during break and meal times, and should not be conducted at public service desks, except in case of emergency.

While we expect that our phones will be used for library purposes, we recognize that some personal business may need to be conducted during the workday. For emergencies or to meet personal needs that cannot be handled during non-work hours, short personal phone calls or faxes may be made, provided the call or fax does not conflict with library business.

In regard to personal calls made during work hours, limit call duration to less than five minutes. Typically, personal use should not exceed two calls per day. If personal long distance calls or faxes are necessary, you are to use a personal long distance calling card or complete and submit a long distance call or fax form.

### 6.7. Use of Personal Devices

This policy outlines the use of personal cell phones, tablets, and other mobile devices at work and the safe use of these devices by employees while driving on library business.

While at work, employees are expected to exercise the same discretion in using personal cell phones, tablets, and other mobile devices as is expected for the use of library devices. Excessive personal calls, texts, messaging, etc. during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls on nonwork time when possible, away from public work areas, and to ensure that friends and family members are aware of the library's policy.

The library will not be liable for the loss of personal cell phones, tablets, or other mobile devices brought into the workplace.

### 6.8. Solicitation Policy

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 employee lounge or a designated area in their department. Employees may not distribute literature or printed materials of any kind outside the designated locations, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may use this time to solicit other employees who are on meal or regular breaks. There is to be no solicitation in public areas where such activity is likely to disrupt patrons' use of the library facilities.

In addition, the email system may not be used for non-work related solicitation except for library-sponsored and sanctioned fund raising and library social committee activities, such as retirement parties and showers. If you are unsure as to whether using the email system is appropriate, please contact Administration for guidance.



## 6.9. Political Activity

Library employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should not affect the quality of service received from the library or any library employee.

Library rules do not preclude an employee from becoming a political candidate or taking part in election campaigns or other political activities. However, employees may not engage in political activities at any time during their work hours. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for a party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above.

Employees are prohibited from interrupting or disturbing other employees for purposes of communicating political messages while those employees are working or during their working hours.

Political affiliation, preference, or opinion will not influence an individual's employment, retention as an employee or promotion, or any other condition of employment with the library.

## 6.10. Tape Recording Policy

It is a violation of library policy to record conversations with a tape recorder or other recording device unless prior approval is received from the supervisor or all parties to the conversation to give their consent.





## 7. TRAINING AND DEVELOPMENT

### 7.1. Tuition Reimbursement

Any full-time staff member who has completed six months of employment, and who is planning to enroll in a job-related course of an accredited or otherwise recognized program of study, may request approval by the director to have the course considered for tuition reimbursement. Each course will be considered for approval independently. Approval of one course in a program of study does not necessarily imply approval of other courses in the same program. Upon presentation of evidence of satisfactory completion of an approved course, tuition reimbursement shall be authorized as follows: 50% for a grade of A or B, 25% for a grade of C, no reimbursement for a grade of D or a failing grade. The maximum lifetime benefit for an employee under the tuition reimbursement program is \$11,500.

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 a staff member who undertakes such study. A staff member who leaves the employ of the library within the year following the receipt of a tuition benefit will be expected to repay such tuition benefit.

### 7.2. Meetings and Training Sessions

The director or supervisors may from time to time schedule meetings and training sessions. Attendance is an important part of the regular workweek.

If meetings or training sessions fall outside the employee's scheduled work hours, employees will be paid for such hours, or time off within the same week will be arranged with the supervisor.

With the department manager's approval, part-time employees may be paid for meeting and training session attendance in addition to regularly scheduled hours.



### 7.3. Committee Assignments and Conference Attendance

A staff member who is invited to serve on a committee for ALA, PLA, ILA, or another professional association must submit a written request for approval to the director before accepting such an assignment. The request should include the name of the committee and unit, tenure of the assignment, and meeting obligations. Other current committee obligations should also be listed on the request. This will enable the director to act on the request with knowledge of impact on the schedule for the individual and for the department.

A person who has obtained approval for committee service may expect to be approved for conference attendance during the tenure of the assignment, up to four years. The library supports such attendance by granting a certain number of days off with pay to attend the conference, and by financial subsidy of conference expenses. Financial support will include the cost of registration and airfare, and may cover lodging and meals, budget permitting.

After four years of conference attendance, a staff member may not expect approval of subsidized attendance, even if continuing to serve on a committee. Limitation is necessary in order to enable other staff the opportunity to get involved and attend conferences. The department manager may continue to approve a certain number of days off with pay for conference attendance, schedule permitting, beyond the four-year period, with staff assuming conference expenses. Additionally, if other staff members are not interested in attending a conference, a staff member's attendance may be subsidized for more than four years, with the department manager's recommendation.

After a staff member has been off subsidized conference expense for as many years as they served with library support, they again become part of the priority pool for conference attendance.

### 7.4. Policy to Regulate Reimbursement of Travel, Meal, and Lodging Expenses

The library will pay only those travel expenses, including for transportation, meals, and lodging, that are ancillary to or otherwise necessary for the following types of official library business: conferences; meetings; inter-governmental relations activities; or other events or programs which an employee attends to further the mission of the library.

Expenses incurred on official library business as described above are eligible for approval, up to the maximum allowable rates shown by category of expense on Exhibit A to the library's January 11, 2017 Resolution, which may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the library director approved by the Board of Trustees.

The library will only approve reimbursement of travel-related expenses of an employee if the proposed expenses are submitted on the library's Travel Expense Request Form available on the library's staff intranet.

The library will not reimburse any employee for any entertainment expense unless such expense is ancillary to the purpose of a program or event which constitutes official library business.





# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division

