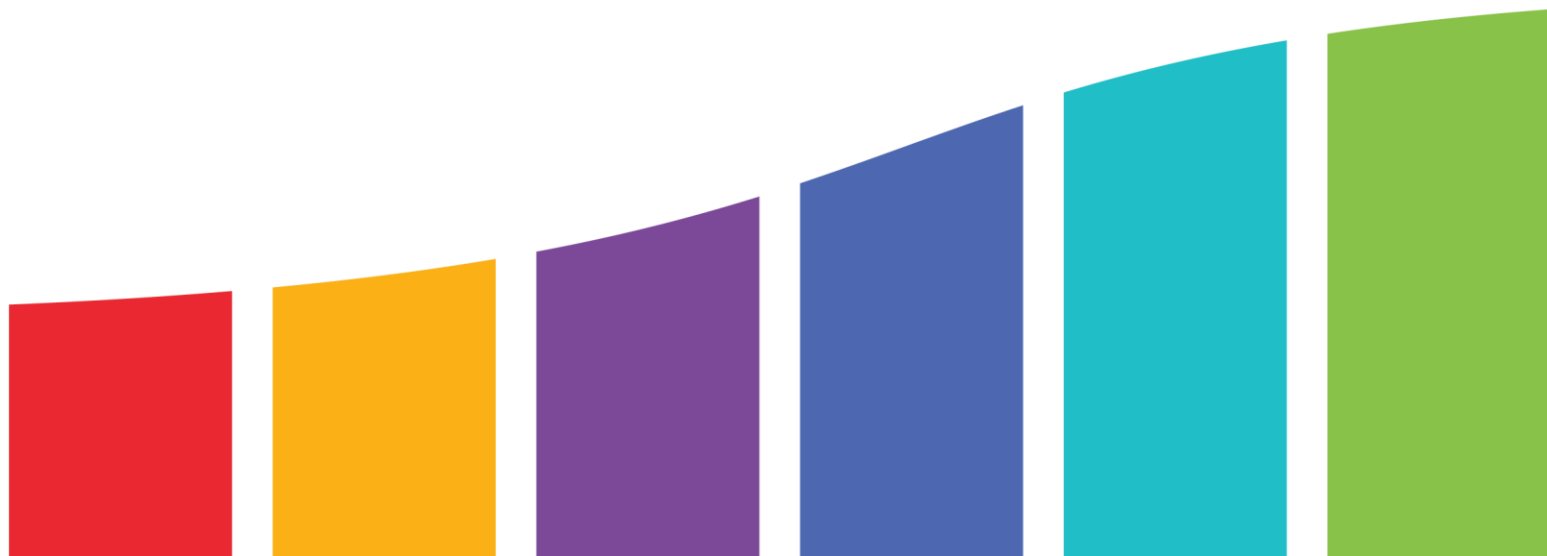




PERSONNEL POLICY MANUAL

REV 4/27/2023



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INTRODUCTORY STATEMENT/EMPLOYMENT AT WILL

These personnel policies are designed to acquaint you with the Zion-Benton Public Library (hereinafter "the Library") and provide you with general information regarding working conditions, employee benefits, and some of the policies affecting your employment. You are responsible for reading, understanding and complying with all provisions of these policies. They describe many of your responsibilities as an employee and outlines the programs developed by the Library to benefit employees.

The personnel policies are not intended to create a contract of employment. Rather, they are simply intended to describe the Library's policies and procedures, employee benefits, and general guidelines. Unless you have an employment agreement to the contrary, which is signed by the Board of Trustees, **your employment is at-will and may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or the Library.**

The Library reserves the right to revise, supplement, deviate from or rescind any policies or portion of these policies from time to time as it deems appropriate, in its sole and absolute discretion. The Library will make an effort to notify you of such changes as they occur.

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

- If any of the policies are or become in conflict with federal, state, or local laws or regulations.
- If any omissions or inclusions cause conflict with federal, state, or local laws or regulations.
- 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 or benefits listed herein, 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 these personnel policies, please see your supervisor or the Director.

POSITION CLASSIFICATIONS

Job positions at the Zion-Benton Public Library have been classified by grade, level of responsibility, supervision, knowledge, skills and the training and education needed to qualify for the position.

So that employees understand their employment status and benefit eligibility, the library has adopted the following categories and definitions. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and the Library.

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

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

Full-time employees are those who are not in a temporary or part-time status and who are regularly scheduled to work a minimum of 30 hours per week or more. Generally, they are eligible for all Zion-Benton Public Library benefits, subject to terms, conditions, and limitations of each benefit program.

Part-time 20+ employees are regularly scheduled to work between 20 and 30 hours per week. Part-time 20+ employees may be eligible for some Zion-Benton Public Library benefits, in addition to those required by law, subject to terms, conditions, and limitations of each benefit program.

Part-time less-than-20 employees are regularly scheduled to work fewer than 20 hours per week. They are not eligible for any of the Library's benefit package except those required by law.

Temporary employees are those who work over a designated, predetermined period of time, usually not to exceed six months. Temporary employees include, but are not limited to, substitute workers, who do not work a regular schedule, but fill in during employee vacations or other short-term absences. Temporary employees are not eligible for any of the Library's benefit package except those required by law.

WORK WEEK

Employees are scheduled to work at the discretion of their supervisor.

For any employee working seven and one-half hours or more in any one day, an unpaid meal period will be scheduled. This meal period must be scheduled by the employee's supervisor to begin not more than five hours after the start time.

Each staff member is allowed one paid fifteen-minute break for each three and three-quarters hour of continuous work. The time of the break is entirely discretionary with the employee's supervisor and will be arranged as he or she feels is most consistent with departmental and Library operation. Breaks are to be taken with the supervisor's approval.

Breaks may not be used to take the place of or add to the meal period, nor may they be used either at the beginning or end of a scheduled work day, nor to make up time.

Employees who miss a scheduled day due to paid leave, unpaid leave or a holiday are not guaranteed the ability to make up time. An employee's schedule may be adjusted by the employee's supervisor.

ATTENDANCE

Consistent attendance and punctuality contribute to the success of the Library's operations. Attendance problems disrupt operations, lower productivity and create a burden on other employees. All employees of the Library are expected to assume responsibility for their attendance and promptness.

RULES CONCERNING ATTENDANCE

- Inform the Library in advance when possible. When you know in advance that you cannot avoid absence from work, you must make arrangements in advance with your supervisor.
- If it is not feasible to make arrangements in advance for an absence, you are then required to contact your supervisor on the first day of the absence at least 30 minutes before your normal starting time. If you cannot reach your immediate supervisor, contact the Director. 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 personally 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.
- Three consecutive days of absence without notice to the Library constitutes job abandonment; thus, the Library will consider employees who are absent for three days without notice to have voluntarily separated from the Library.

PAY RANGES

The Board of Trustees, in consultation with the Director, may review the pay ranges of each position classification as part of its annual budget deliberations. Adjustments to the pay ranges may be approved by the Library Board. The Director may approve other merit-based pay increases at the Director's sole discretion, subject to budgetary restraints.

RECRUITMENT AND SELECTION

No person in the immediate family of current Trustees may be employed by the Library. The immediate family is defined for the purpose of this policy only as a Trustee's spouse, domestic partner, grandparent, parent, brother, sister, child, or grandchild; or the grandparent, parent, brother, sister, child, or grandchild of the employee's spouse or domestic partner; or the spouse or domestic partner of any of them. This also includes individuals for whom the Trustee is current legal guardian.

More than one member of the same family may hold positions in the Library, as long as they work in separate departments.

The Director will be appointed by the Board of Trustees. Appointments to other positions on the Library staff will be made by the Director.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Zion-Benton Public Library is an Equal Opportunity Employer and will comply with all equal opportunity, non-discrimination and fair labor practices.

The Zion-Benton Public Library does not discriminate in employment opportunities or practices on the basis of race, color, ethnicity, religion, sex, national origin, age, disability, gender, sexual orientation, gender identity, pregnancy, marital status, military or veteran status, order of protection status, genetic information, or other category protected by applicable law. This policy of equal employment applies to all aspects of the employment relationship, including but not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, the Department Manager or the Director. All such matters will be thoroughly investigated and rectified if a policy violation is identified.

Employees can raise concerns about discrimination without fear of reprisal. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the Library's investigative procedures.

REASONABLE ACCOMMODATIONS

The Zion-Benton Public Library is committed to complying fully with the Americans with Disabilities Act and the Illinois Human Rights Act and will attempt to provide reasonable accommodations for pregnant individuals and qualified individuals with disabilities in the workplace unless such accommodations would present an undue hardship for the Library.

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

A pregnant individual includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. A qualified individual with a disability is any individual with a medically recognized disability. In both cases, the individual must, with or without reasonable accommodation, be qualified for and able to perform the essential functions of the job the individual has or wants, and not pose a direct threat to the health or safety of himself or herself or other individuals in the workplace.

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

EMPLOYMENT OF MINORS

The Zion-Benton Public Library complies with all Federal and Illinois Child Labor Laws regarding the employment of minors. All minors under age 16 must have an Employment Certificate before they will be allowed to work. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.

Federal and Illinois Child Labor Laws mandate that a minor cannot work the following hours:

- During school hours when school is in session;
 - More than six (6) consecutive days in a calendar week;
 - More than forty (40) hours in a calendar week and more than eight (8) hours a day when school is out
 - Earlier than 7:00 am and later than 7:00 pm, except from June 1 to Labor Day, when the minor may work up to 9:00 pm;
 - More than three (3) hours a day when school is in session;
 - More than eight (8) hours a day combining school and work;
- and
- More than eighteen (18) hours in a calendar week when school is in session.

JOB POSTING

In order to provide equal employment and advancement opportunities to all individuals, every employee will be hired and promoted at the Zion-Benton Public Library on the basis of educational qualifications, experience and abilities.

The Library provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

Job openings will typically be posted internally (on the employee bulletin board/email) for seven days. Each job posting notice will usually include the dates of the posting period, job title, department, job summary, grade level, essential duties and qualifications.

In addition to the seven-day internal posting, Library positions which are open may be advertised on the Library website, other media sites and relevant publications.

EMPLOYMENT APPLICANTS

Employment applications will be accepted only if there is an advertised opening.

All applicants must be willing to submit to a criminal background check.

Any misrepresentations, falsifications or material omissions in any of an applicant's application- related information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYEE BACKGROUND CHECKS

The library performs background checks on all employees 18 years or older. The background checks are intended to screen persons whose employment by the Library is inappropriate given the library's concerns for the safety of library patrons and employees.

IMMIGRATION LAW

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

In compliance with the Immigration Reform and Control Act of 1988, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

INTRODUCTORY PERIOD

The introductory period for a new employee is six months. During this period, you have an opportunity to evaluate the Library as a place to work, and the Library has an opportunity to evaluate you as an employee with regards to your work, skills, attendance, punctuality, performance in the job, and other job-related criteria. The Library may not follow progressive discipline for rule violations or performance issues occurring during the introductory period.

Oral and written appraisals of performance will typically be made by the employee's supervisor during this period. At the close of the six months, a written appraisal will generally be done by the supervisor and discussed with the employee.

Introductory status is simply an administrative designation. It does not mean that an employee has a permanent job after completing the introductory period and is not in any other way inconsistent with the Library's employment-at-will policy. At any time during the introductory period and after the conclusion of the introductory period, you may be terminated.

BENEFITS

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

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

RETIREMENT PLANS

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

Employees who work 1,000 hours per year (or an average of 19+ hours per week) must participate in IMRF. Both the employee, via pay-roll deduction, and Library contribute a percentage of the employee's salary to the fund. The Library administers the plan according to the terms and conditions established by IMRF.

SOCIAL SECURITY

Both the employee, via payroll deduction, and the Library contribute a percentage of the employee's salary to Social Security. Upon retirement, qualified employees are eligible for Social Security benefits.

The Library may offer employees a deferred compensation plan (IRS Sec. 457). Participation is voluntary.

INSURANCE

All employees who are regularly scheduled to work 30 hours per week are offered the opportunity of being covered by medical, disability and life insurance paid for by the library. See summary plan description for details.

Employees who are eligible for insurance coverage and who wish to cover dependents under the Library's medical insurance program may do so at their own expense, via payroll deduction. This benefit will be administered according to the terms and conditions established by the insurance policy, and are subject to change at any time, without prior notice.

WORKERS' COMPENSATION

All employees are covered for injuries sustained while working on the job through workers' compensation, which is paid for by the Library. All injuries sustained while working on the job must be immediately reported to the Director, who will place a written report, describing the incident, in the employee's Personnel File and comply with any regulatory filings.

TUITION REIMBURSEMENT POLICY

ZBPLD Board feels that there is value for the institution and community when an employee seeks to advance their education while employed by the Library.

1. All reimbursements must be approved by the Director at least three weeks prior to the beginning of the course. The Director may or may not approve educational assistance dependent on if the coursework meets the criteria of the policy and/or if funds are available in the budget. (A course taken by the Director will require prior approval by the Board of Trustees.)
2. All courses must be directly related to public libraries and/or a current position as determined by the Director.
3. Coursework must be part of a degree-seeking program at an accredited institution or relevant work-related certificate program such as Library Technical Assistant (LTA).
4. Only employees that have worked at the library for at least six months may apply for a reimbursement.
5. The library will reimburse \$1000 per a fiscal year for a full time employee, \$750 per a fiscal year for a half time employee (20 to 30 hours), and \$500 per a fiscal year for a part time employee.
6. The Library does not guarantee a higher level position will be available or a change in paygrade to an employee upon the completion of a course or degree.
7. Classes must be taken during non-working hours.
8. Reimbursements must be submitted at least 90 days after the completion of the course.
9. Reimbursements will only be granted for grades of A or B, pass/fail courses will not be considered.
10. An employee who has received reimbursement will be required to repay any tuition reimbursement received upon leaving his/her job at 100% if less than six months has passed since the course was completed, or at 50% if more than six months, but less than one year has passed since the course was completed.
11. Tax consequences are the responsibility of the employee.
12. No reimbursement will be issued for books and other non-tuition fees.

The employee shall submit the following documents to the Director.

1. Tuition Reimbursement Application

2. An official grade notice
3. A copy of an official fee schedule
4. A copy of a canceled check or other proof of payment

***** Not part of policy*****

Tuition Reimbursement Application

Date: _____

Name: _____

Course Name (s): _____

Course Dates: _____ to _____

Degree Sought: _____

(if applicable)

If degree program, estimated time period for completion:

Name of Institution: _____

Address of Institution: _____

Course(s) Expenses:

Tuition: _____

Development Objective (what long-term goal is this program/course(s) intended to help you reach):

What is the value of Degree Program/Course(s) to Zion-Benton Public Library District:

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of B or better) of each course and submission of all receipts. I further understand that failure to successfully complete any course(s) will result in no reimbursements granted.

Employee Signature

Date

DIRECTOR Decision

☐ Approved ☐ Disapproved

Reason:

Does this application meet the established guidelines of the Tuition Reimbursement Program?

☐ YES ☐ NO

Was this expense included in the Library's budget?

☐ YES ☐ NO

Signature

Date

LEAVES

VACATION LEAVE

Vacation leave is to be accrued at a rate of one-twelfth of the employee's annual vacation benefit for each full month of employment. All vacation leave is in accordance with the following:

Full-time Assistant Directors, Department Coordinators, Supervisors, Librarians, and Associates accrue paid vacation per Vacation Accrual Table I.

Vacation Accrual Table I

Assistant Directors, Department Heads, Librarians, and Associates			
Years of Service	Hours Awarded Per Year	Maximum	Hours Awarded Per Month
0-5 (<1825 calendar days)	150	187.5	12.5
5+ (1,826+ calendar days)	187.5	225	15.63

All other full-time employees accrue paid vacation per Vacation Accrual Table II.

Vacation Accrual Table II

Other			
Years of Service	Hours Awarded Per Year	Maximum	Hours Awarded Per Month
0-5 (<1825 calendar days)	75	112.5	6.25
5-10 (1,826-3,650 calendar days)	112.5	150	9.38
10-15 (3,651-5,475 calendar days)	150	187.5	12.5
15+ (5,476+ calendar days)	187.5	225	15.63

Part-time 20+ employees will accrue paid vacation leave in accordance with the above sections, but computed on a pro-rated basis.

Part-time less-than-20 employees and temporary employees are not eligible for this benefit.

A less- than-20-hour employee who becomes a 20+ or full time employee will use their most recent hired date as the starting point for vacation accrual.

Vacation requests must be approved by the employee's supervisor. Vacation leave will be approved when it does not cause hardship in scheduling or in providing library service to the public and when sufficient notice is given.

The maximum amount of vacation hours can be no more than 37.5 hours (or, for part-time employees, the equivalent of a week's worth of vacation time) more than the hours awarded per a year (see maximum in the vacation accrual tables).

Terminated employees will be paid for earned vacation not taken.

The Director's vacation is determined by the Library Board of Trustees.

SICK LEAVE

Sick leave is granted to all full-time employees at the rate of 90 hours per anniversary year, credited on the first day of the month following the employee's hire date. Part-time 20+employees will receive a pro-rated amount of paid sick time.

Sick leave accumulates to a maximum of 1,800 hours.

Sick leave may not be considered a privilege which an employee may use at his/her discretion but will be allowed only in case of necessity due to illness, injury or disability of the employee or his/her immediate family or for the medical appointment of the employee or his/her immediate family. The immediate family is defined for the purpose of this policy only as an employee's spouse, domestic partner, grandparent, parent, stepparent, brother, sister, child, or grandchild; or the grandparent, parent, brother, sister, child, or grandchild of the employee's spouse or domestic partner; or the spouse or domestic partner of any of them. This also includes individuals for whom the employee is current legal guardian. Sick leave may also be allowed for medically-related appointments that cannot be reasonably accomplished during off-duty hours.

To receive compensation for sick leave, employees who know in advance that they will be absent for health reasons must give their supervisor advance

notice, including the probable start date and duration of the absence. If a sudden illness or injury makes it impossible for an employee to request sick leave before the workday begins, the employee must notify his/her supervisor or the Library prior to the time at which s/he is to report for duty, giving the nature of his/her illness and the estimated date of return to work. (Please see the Attendance Policy for more information).

The Director may require a doctor's certificate certifying that the employee was unable to work for health reasons and is fit to return to duty. Ordinarily, such a certification will be required for absences of longer than three days. 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.

Claiming sick leave under false pretenses is cause for dismissal.

PERSONAL LEAVE

Reviewed and approved 9/27/2022

Zion-Benton Public Library recognizes the importance of employees having the opportunity to have time to attend to family and non-work matters during regularly scheduled work hours.

All full-time employees are granted 30 hours of personal leave each anniversary year, credited on the first day of the month following the employee's hire date, and, in subsequent years, the first day of the month following the employee's anniversary date. Personal leave, on a pro-rated basis, is also granted to all part-time employees.

Personal leave is subject to the approval of the employee's supervisor. At the end of the anniversary year, all unused personal leave will be forfeited. There is no carry-over or payout of unused personal time.

HOLIDAYS

The Library is closed on these holidays. Full-time and part-time 20+ employees will receive holiday pay for the number of hours they are regularly scheduled to work on these days.

- New Year's Day
- Easter
- Memorial Day (observed)
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Part-time less-than-20 employees and temporary employees are not eligible for holiday pay.

During a year when an Official Holiday falls on a day that the Library is scheduled to be closed, an extra Personal Day will be issued to 20+ employees. The amount of time awarded will be based on the employees Standard Day (1/5 of the employee's regular weekly hours). This Personal Day shall have limited duration, and is to be used in the immediate time before or after the Official Holiday, based on the approval of the employee's Supervisor and the Director.

At the discretion of the Board of Trustees, the Library may be closed on the Saturday preceding or the Monday following a holiday that falls on Sunday.

BEREAVEMENT LEAVE

The Zion-Benton Public Library will grant all regular employees paid bereavement leave of up to three days of regularly scheduled work hours.

Bereavement leave may be taken due to the death of any family member or close friend. Parents who suffer pregnancy loss (i.e., miscarriage or stillbirth) are also entitled to leave under this policy.

An employee who wishes to take time off due to the death of any family member or close friend should notify their supervisor immediately.

Part-time employees are eligible for paid bereavement leave on a pro-rated basis, based on their regular schedule.

The library may require a staff member to provide reasonable documentation in connection with leave taken under this policy.

JURY DUTY OR WITNESS TO A TRIAL

Employees will be granted time off when summoned to jury duty. Full-time and part-time 20+ employees called for jury duty or subpoenaed as a witness to a civil or criminal trial, will receive their normal straight time compensation for regularly scheduled hours. Part-time less-than-20 employees will receive unpaid time off. All compensation for jury duty can be retained by the employee.

This policy does not apply when an employee is involved as either plaintiff or defendant. Those special cases will be referred to the Director at that time for full consideration of the special circumstances that may be involved.

Employees requesting and/or returning from jury duty leave may be required to provide verification of jury duty service.

EMERGENCY CLOSINGS

When weather conditions are such that traveling is hazardous, the Director (or person-in-charge) may approve opening the Library late, closing early, or not opening at all. Every effort will be made to notify staff in advance of the closing.

The Emergency Closing Center:

<http://www.emergencyclosingcenter.com/ecc/home.jsp> will be notified.

- Staff will be compensated for their regularly scheduled time that day, provided that:
 - They have not previously scheduled time off.
 - They have not called in absent prior to the declaration of an emergency closing.

Employees are NOT expected to come to work if their shifts begin one hour or less before an early closing.

When weather conditions are not severe enough to close the Library but staff members are unable to get to work, they may take personal time, vacation, or unpaid time off for the time missed.

COMPENSATORY TIME OFF

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

Compensatory time off (CTO) will be awarded to non-exempt employees in lieu of financial compensation or overtime pay for hours worked beyond 40 hours per week. Non-exempt employees will receive their regular straight time pay between 37.5 and 40 hours per week and will receive CTO at time-and-a-half for hours over 40 per week. CTO is NOT makeup time to compensate an employee for time missed because of an approved personal obligation. As noted above, CTO is awarded when an employee works more than 40 hours in a workweek--holiday, vacation, personal, and sick time, and any other paid or unpaid leave of absence, do not count as hours worked for purposes of CTO.

CTO must be approved by the employee's supervisor and should be taken within the pay period in which it was accrued or the next two pay periods or it will be paid out.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

Basic Leave Entitlement

An employee may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months AND worked at least 1,250 hours in the last 12 months AND at least 50 employees are employed by the Library within 75 miles of the employee's work location.

The 12-month period in which the 12-week leave entitlement occurs shall be a rolling 12-month period measured backward from the date an employee uses any leave under FMLA. Thus, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Reasons for Leave

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

1. Birth and/or care of a newborn child of the employee;
2. Placement of a child into the employee's family by adoption or by a foster care arrangement;
3. In order to care for the employee's spouse, child or parent who has a serious health condition; or
4. A serious health condition which renders the employee unable to perform one of the essential functions of the employee's position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. Spouses

employed by the Library who request leave because of reasons one or two or to care for the employee's parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA leave entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter or parent. Qualifying exigencies may include: (1) attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty.

An employee may also be eligible for up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. This single 12-month period begins with the first day the employee takes the leave. A covered servicemember includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran, meaning one who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); and (ii) was terminated or released under conditions other than dishonorable within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Improper Use of Leave

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

Notice of Leave

If the FMLA leave is foreseeable, the employee must give the Library at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon as practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures as detailed in the Attendance Policy and the General Leave of Absence Policy. When the leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the Library's operations.

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

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification the employee initially provides. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own medical condition specifying that the employee is fit to

perform the essential functions of the job.

Certification for a Qualifying Exigency

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

Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the Library may also request additional information pertaining to the leave.

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee is requesting leave because of the need to care for a covered veteran with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered veteran. In addition, the Library may request additional information pertaining to the leave.

Substitution of Paid Leave

FMLA leave is unpaid leave. If an employee requests leave for any FMLA-covered reason, the employee will be required to exhaust all available vacation and personal time, and, when leave is taken due to the employee's serious health condition, all available sick days. The exhaustion of this paid leave does not extend the leave period. In addition, if an employee is eligible for any additional paid leaves, such as short term/long term disability or workers' compensation, these leaves will also run concurrently

with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, an employee must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed, but the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee may be required to reimburse the Library for payment of health insurance premiums during the FMLA leave.

During the unpaid portions of FMLA leave, the employee will not accrue employment benefits, such as vacation pay and sick/personal pay, etc. Employment benefits accrued by the employee up to the day on which the unpaid FMLA leave begins will not be lost. Also during the unpaid portions of FMLA leave, the employee will not receive pay for holidays during the leave.

Intermittent Leave/Reduced Schedule Leave

In the case of unpaid leaves for serious health conditions, to care for a service member with a serious injury or illness, or because of a qualifying exigency, the leave may be taken intermittently (in separate blocks of time due to a single qualifying reason or health condition) or on a reduced hours basis if necessary. If intermittent or reduced hours leave is required for planned medical treatment, the Library may, in its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. A fitness-for-duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform his or her job duties.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay. An employee who took leave because of his or her own serious health condition who wishes to return to work from FMLA leave may be required to present a fitness for duty release by a doctor prior to being restored to employment. An employee who fails to provide the certification will not be permitted to resume work until it is provided.

PAID PARENTAL LEAVE

The purpose of paid parental leave is to help enable the employee to care for and bond with a newborn or a newly adopted child by offering up to four weeks of paid time off.

Eligibility

Regular full-time and part-time employees who meet the following are eligible to request Paid Parental Leave. Temporary employees are not eligible.

- Have worked for the library for at least one year and
- Have not taken a paid parental leave in the previous twelve months

Staff who qualify for FMLA may apply for and take paid parental leave as part of any FMLA leave.

Use of Leave Time

- Eligible employees will receive a maximum of four weeks (20 days) of paid parental leave per birth or adoption (the child must be 17 or younger) of a child/children.
- Time must be used in increments of a full working day as typically scheduled.
- The adoption of a child by a new spouse is excluded from this policy.
- Multiple births or adoptions, such as the birth of twins or adoption of siblings, does not increase the four-week total amount of paid parental leave granted for that occurrence. In addition, an employee will not receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.
- Paid parental leave time runs concurrent with approved FMLA beginning with the start of FMLA. Once paid parental leave time is exhausted, the employee may choose to use any accrued paid sick, vacation or personal time until those hours are exhausted. Any paid or unpaid time off will run concurrent with FMLA and be counted toward the 12-week allotment.
- Employees must use paid parental leave within 6 months of the date of

birth or adoption of a child.

- Any unused paid parental leave will be forfeited at the end of the 6-month time period.
- Paid parental leave is compensated at the employee's current hourly rate based on the employee's normally scheduled weekly work hours as defined by their current job. Paid parental leave will be paid on regularly scheduled pay dates. All standard payroll taxes, and standing deductions (such as IMRF and/or insurances) will apply.
- Upon separation of employment, the employee will not be paid for any unused paid parental leave for which he or she was eligible.

Requesting Paid Parental Leave

The employee will provide Library Administration with notice of the request to utilize Paid Parental Leave at the time of the request for FMLA. If employee is not covered by FMLA, a written request for paid parental leave should be submitted 30 days prior to the expected leave. The employee must complete the necessary HR forms and provide all documentation as required by Library Administration to substantiate the request.

MILITARY SERVICE LEAVE

Military leave is granted for military service in accordance with Federal and Illinois law. 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 or the Director as soon as practicable. Their eligibility for reinstatement after the completion of their military duty or training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws.

Employees may elect, but are not required, to use any vacation entitlement for the absence.

GENERAL LEAVES OF ABSENCE WITHOUT PAY

General leaves of absence without pay may be granted at the discretion of the Director when an employee does not qualify for any other leave of absence. The employee must have first exhausted all personal leave, vacation leave, sick leave and any other applicable paid leave. This leave of absence is typically granted for a maximum of up to 30 calendar days.

General leaves of absence must be taken as a consecutive period of time. Requests for general leaves of absences without pay must be submitted to the Director, in writing, for approval. Your request must include the reason for the leave, the date the leave of absence will start, and the date the employee will return to work. You should also provide any documentation supporting your need for the leave. If the reason for the leave of absence is reasonably foreseeable, the request should be submitted one month in advance. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Director. Requests for an extension of a general leave of absence should be submitted in writing to the Director prior to the agreed upon return date.

Benefits such as vacation leave, sick leave and health and life insurance will not accumulate during approved leaves of absence. If the employee so requests, he or she may pay the full premium of his or her insurance benefits during the leave. While the Library will make every effort to reinstate the employee to his or her previous position, there are no guarantees.

An employee failing to ask for and secure approval of a leave, failing to return to work at the expiration of the leave or failing to secure an extension of a leave will be dismissed from the Library's employment.

STAFF DEVELOPMENT

PROFESSIONAL MEETINGS

The Library provides its employees with the opportunity to attend meetings and conferences that relate to their job activities and enhance their job performance. Requests to attend such meetings and conferences must be approved in advance by the employee's supervisor, with adequate prior notice, and with an estimate of anticipated expenses. To the extent allowed by the Library's budget, employees will be compensated for expenses incurred during the course of such activities in accordance with the Reimbursement of Travel, Meal, and Lodging Expenses policies and procedures.

MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS

To the extent provided in the budget, the Library will pay the following professional association dues:

- Trustees —ALA, (including the Trustee Division), and ILA.
- Director —ALA, including divisions and roundtables, and ILA
- Department Managers—ALA, including one division or roundtable, and ILA.
- Librarians (Full Time and Part time) —ALA and ILA.
- Associates and Supervisors (Full Time and Part time)—ALA or ILA.

PERSONNEL PROCEDURES

PERFORMANCE EVALUATIONS

Each employee will be generally evaluated at least once a year by his or her supervisor and/or the Director. Evaluations are designed to provide communication between the employee and supervisor on the employee's job performance. Typically, the supervisor and/or the Director will meet with the employee and provide a written evaluation of the employee's work performance. Criteria that will usually be evaluated include, but are not limited to: quality and quantity of work performed; conduct and behavior; dependability; ability to work with others; initiative, resourcefulness and creativity; and potential for future growth. Each employee will be asked to contribute toward the overall assessment process both in terms of personal performance and that of the Library.

PAY DEDUCTIONS

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

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the payroll administrator and the Director. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Board of Trustees.

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

OPEN DOOR COMMUNICATIONS

If an employee has a complaint, problem or situation that needs to be addressed, the following procedure should be utilized. ZBPLD encourages use of this problem solving procedure and assures its employees that they will not be reprimanded for voicing concerns.

Step One: The employee should discuss the situation with his/her supervisor or Department Head as soon as possible. The employee should give the supervisor or Department Head an opportunity to investigate and then get back to the employee.

Step Two: If the employee is not satisfied with the supervisor's or Department Head's response or feels the problem has not been resolved, the employee should create a formal written statement that includes:

Statement of problem

Reply by the person(s) involved

Action taken

Submit it to the Library Director. After reviewing and assessing the situation, the Director will respond back to the employee in a timely manner.

Step Three: If the employee is still not satisfied with the response, the employee can present the grievance to the Board of Trustees in writing in a timely manner. The Board of Trustees will consider the situation and respond accordingly.

This should be done with the full knowledge of the Library Director.

CONDUCT AND WORK RULES

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

Employees are encouraged to observe the highest standards of professionalism at all times. The following is a list of behaviors that could result in disciplinary action, up to and including termination. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at the Library's discretion, also result in disciplinary action, up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a

particular rule or are uncertain regarding a particular behavior.

BREACHES OF CONDUCT

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

- Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its employees, or its patrons.

DISCIPLINARY ACTION

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

- First Offense Verbal Warning
- Second Offense Written Warning
- Third Offense Suspension (or Final Written Warning)
- Fourth Offense Termination

The Library is not necessarily required to go through the entire disciplinary action process.

Discipline may begin at any step, including immediate termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face termination. In this case, the Library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if termination is the proper decision. Following the investigation, if the Library decides not to terminate the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

DRUG-FREE WORKPLACE

The Zion-Benton Public Library has a longstanding commitment to provide a safe and productive work environment. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Zion-Benton Public Library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Prohibited Activity

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on Zion-Benton Public Library premises is prohibited, unless an exception is made by the Zion-Benton Public Library. No employee shall be under the influence of alcohol while on Zion-Benton Public Library premises or while performing Zion-Benton Public Library business off Zion-Benton Public Library premises, except a moderate amount of alcohol may be consumed at approved Zion-Benton Public Library events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

"Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using cannabis must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and should not possess, use, or be under the influence of any cannabis while performing their duties, while on Zion-Benton Public Library property, or while operating vehicles for the Zion-Benton Public Library. Employees are responsible for consulting with their doctors about a prescription medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so by the Library Director.

“Illegal drugs” are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited: (1) on Zion-Benton Public Library premises or (2) where the employee is performing Zion-Benton Public Library business off Zion-Benton Public Library premises.

Testing for alcohol and drugs

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

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

The laboratory conducting the tests shall transmit positive drug tests results to

a doctor ("MRO"), retained by the Zion-Benton Public Library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

Notification of Drug Conviction

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

Employee Assistance Program

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

CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, hospital, laboratory or medical facility chosen by the Zion-Benton Public Library District at the agency's expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a Library official or a designated representative, but to no other person without my written consent. If the results of such testing indicate that I have violated the agency's Drug-Free Workplace Policy, I understand that I will be subject to disciplinary action up to and including immediate discharge.

If I test positive for a drug which may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility which administered the test to contact my physician or pharmacist to verify my reported use of legally-prescribed drugs. I authorize my physician or pharmacist to provide the Zion-Benton Public Library District or its agents with any current prescription bottles or physician's letters authorizing the use of any such medicines, which may explain the positive test results, and I will execute any consent or authorization forms may be required. I understand that the legal use of certain prescription drugs may disqualify me from certain jobs due to safety risks.

I also confirm that I will cooperate with any disclosure authorization requirements that the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), which relate to its ability to disclose findings, conclusions, and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to a Zion-Benton Public Library District official or a designated representative. I hereby further confirm that I will cooperate with any disclosure authorization requirements that my physician or pharmacist has implemented pursuant to applicable law (including HIPAA) so as to allow it to share information with the medical facility or Zion-Benton Public Library District regarding my reported use of legal drugs in accordance with the Zion-Benton Public Library District Drug-Free Workplace Policy.

In consideration of my continued employment, I hereby release and agree to hold the Zion-Benton Public Library District and its elected officials, Trustees, officers, members and agents harmless against any, and all claims, charges or causes of action whatsoever I now have or may have in the future which may arise from this testing or from any investigation or personnel action related to or arising out of any such testing.

I also acknowledge receiving, reading and understanding the Zion-Benton Public Library District Drug-Free Workplace Policy. I understand that, in accordance with this policy, failure

to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Zion-Benton Public Library District the use of legal drugs as required by the policy, may result in disciplinary action, up to and including termination.

I further acknowledge that I have read this consent form carefully and that I am signing of my own free will.

Employee Name: _____

(Print)

Employee Signature: _____

Date: _____

Witness Signature: _____

☐ I agree to the test ☐ I will not agree to the test

REASONABLE SUSPICION CHECKLIST

Employee's Name	Date and Time	
	<u>YES</u>	<u>NO</u>
Alcohol odor?	_____	_____
How strong? _____		
Marijuana odor?	_____	_____
How strong? _____		
Eyes red (bloodshot), glassy or watery?	_____	_____
Face flushed?	_____	_____
Blank or confused look on face?	_____	_____
Face pale?	_____	_____
Speech thick or slurred?	_____	_____
Eyes puffy/droopy?	_____	_____
Pupils very small?	_____	_____
Pupils very large?	_____	_____
Does the employee seem unusually:		
Sleepy?	_____	_____
Lethargic?	_____	_____
Slow, including delayed reaction times?	_____	_____
Confused?	_____	_____
Anxious?	_____	_____
Paranoid or suspicious?	_____	_____
Panicked?	_____	_____
Argumentative?	_____	_____
Agitated?	_____	_____
Moody, including any sudden mood changes?	_____	_____
Hostile/irritable?	_____	_____
Giddy/carefree?	_____	_____
Clumsy/uncoordinated?	_____	_____
Irrational?	_____	_____
Unsteady?	_____	_____
Fidgety?	_____	_____
Dizzy?	_____	_____
Has the employee been having unusual attendance issues, including being away from the work areas for extended times or tardy or absent repeatedly without good cause?	_____	_____

Is the employee's appearance or clothing unusually dirty or disheveled?	_____	_____
Does the employee seem to have trouble following or understanding your instructions?	_____	_____
Does the employee seem to have memory or learning problems?	_____	_____
Was the employee disruptive, including causing a disruption of a production or manufacturing process?	_____	_____
Did the employee show negligence or carelessness in operating equipment or machinery?	_____	_____
Did the employee show disregard for the safety of himself/herself or others?	_____	_____
Was the employee careless and as a result caused injury to himself/herself or others in the workplace?	_____	_____
Was the employee involved in an accident that resulted in serious damage to equipment or property?	_____	_____
Did the employee cause or contribute to an accident which demonstrated a lack of judgment, carelessness or negligence on the part of the employee?	_____	_____
In conversing with you, are the employee's responses:		
Slurred?	_____	_____
Slow?	_____	_____
Distracted mid-thought?	_____	_____
Incoherent/unintelligible?	_____	_____
Confused?	_____	_____
Rambling?	_____	_____
Unusually quiet?	_____	_____
Unusually loud?	_____	_____

EMPLOYEE INTERVIEW RESULTS

When did you last drink alcohol?

What type of alcohol?

How many drinks did you have?

When did you last use drugs?

What kind of drugs?

What have you been doing the last 4 hours?

Observations/indications of impairment:

_____ I am allowing this employee to return to work today.

_____ I am directing this employee to take a drug and/or alcohol test and
am not allowing this employee to return to work today.

Supervisor's Signature

Witness Signature

SMOKE FREE WORKPLACE

The Library is a smoke-free workplace. No smoking of any kind will be permitted in the Library's facilities, parking garage, or within 15 feet of any Library entrance, exit, window that opens, or ventilation intake that serves an enclosed area where smoking is prohibited. This policy specifically applies to the use of e-cigarettes, vaporizers, and other electronic smoking devices.

Smoking is only allowed during authorized break times and in authorized areas.

POLICY PROHIBITING SEXUAL HARASSMENT

I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of Zion Benton Public Library District to prohibit harassment of any person by any library official, library agent, library employee or Library agency or office on the basis of sex or gender. All library officials, library agents, library employees and library agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing

the body, any coerced sexual act or actual assault.

- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, or supervisor.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the library will not be presumed to have knowledge of the harassment.

- *Resolution Outside Library District.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Library District. However, all library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the Library District. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No library official, library agency, library employee or library agency or office shall take any retaliatory action against any library employee due to a library employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any library employee that is taken in retaliation for a library employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a

retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to Library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the Library District and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the Library District shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

COMPUTER, E-MAIL AND INTERNET USAGE

This policy governs employee use of the Library's computers, networks, communications systems, phone systems and other IT resources (collectively "information systems"). All such information systems, and all communications and stored information transmitted, received, or contained in the Library's information systems are Library property and are to be used primarily for job-related purposes during working time. **To ensure the proper use of information systems and business equipment, the Library may monitor the use of these systems and equipment from time to time.**

When using the Library's information systems, employees should note the following:

- Information systems are owned/leased and maintained by the Library, and electronic communications are the sole property of the Library. Excessive personal use of information systems or distribution of personal messages by employees is prohibited. Personal software or messages shall not be installed or stored on the Library's information systems unless prior approval is obtained.
- Employees should not use a password, access a file or retrieve any stored communication without authorization.
- The Library's policy prohibiting sexual and other forms of harassment and discrimination applies to employees' use of the information systems, including e-mail systems and accessing the internet. To maintain a workplace free of harassment and sensitive to the diversity of its employees, the Library prohibits the use of computers and the e-mail system in ways that would violate the anti-harassment or any other Library policy. For example, the display or transmission of sexually explicit images, messages, or cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or threatening towards others. An employee can be terminated for the improper use of the computer, e-mail and the internet. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor or the Director.
- Employees must respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Library's own copyrights, trademarks, and brands.

- The Library purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Library does not have the right to reproduce such software for use on more than one computer. Employees may use software only on local area networks or on multiple computers according to the software license agreement.
- The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the information systems or any data or content stored therein. The Library reserves the right to override personal passwords.
- In order to maintain network and information security, the sharing or misuse of passwords is prohibited. Employees are responsible for protecting the confidentiality of their password(s). Passwords should not be written down or left in places that they are accessible to others.
- Employees are prohibited from bringing unauthorized electronic equipment to work to use with Library-provided information systems and/or from accessing Library systems with their devices absent explicit permission from the Director. Such prohibited equipment includes but is not limited to any type of external computer drives, such as flash drives, to save information from computer drives, and personal laptops and other wireless communications devices. Using such unauthorized equipment with Library-provided information systems and/or accessing Library information systems without permission is considered to be theft of the Library's intellectual property.
- Employees who create a Library profile/email account on their personal devices without permission (or who refuse to delete their Library profile/email account on their personal devices when asked to do so) will automatically have their devices reset to factory default by the Library. This setting will delete all Library information from their devices, but will also delete any and all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.
- The Library will, or reserves the right to, monitor the use of information systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
- Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be exchanged

haphazardly by email, facsimiles, etc.

- Employees should exercise care so that no personal correspondence appears to be an official communication of the Library.
- Violation of this policy can result in discipline, up to and including termination of employment.

USE OF SOCIAL MEDIA

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

General Rules and Guidelines:

The following rules and guidelines apply to the use of social media, whether such use is for the Library during working time, for personal use during non-working time, outside the workplace, or during working time while using Library-owned equipment. (Using Library equipment to access social media sites is also governed by the Computer, E-Mail and Internet Usage Policy. Employees should also refer to this policy before accessing such sites via the Library equipment). These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential Library matters through the use of social media such as the Library's trade secrets, marketing lists, patron account information, strategic business plans, patron lists, confidential Library financial information, business contracts, and other proprietary and nonpublic Library information.
2. Employees cannot use social media to harass, threaten, bully, or discriminate against co-workers, managers, customers, clients, vendors or suppliers, any organizations associated or doing business with the Library, or any members of the public, including website visitors who post comments. The Library's anti-harassment and EEO policies apply to use of social media in the workplace.
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.

Library-Sponsored Social Media

Library-sponsored social media is used to convey information about the Library's facilities and services; advise the public about upcoming events; obtain patron feedback, exchange ideas or trade insights about industry trends; reach out to potential new markets; issue or respond to breaking news, or respond to negative publicity; and brainstorm with employees and patrons.

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. Library-sponsored social media accounts are owned by the Library. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to Library-sponsored social media accounts must provide the Library with all passwords and/or log-in information to such accounts immediately upon the Library's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon the Library's request.
2. Employees must respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
3. Designated employees are responsible for ensuring that the Library-sponsored social media conforms to all applicable Library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Library's EEO and/or anti-harassment policies.
4. Employees who want to post comments in response to Library-sponsored content must identify themselves as employees.

Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the Library's policy concerning personal use of the Library's electronic and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the Library may not represent themselves as spokespeople for the Library. Accordingly, employees are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Library or of any person or organization affiliated or doing business with the Library.
3. Employees should respect all copyright and other intellectual property

laws. For the Library's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Library's own copyrights, trademarks, and brands.

4. Employees may not advertise or sell Library products or services through social media.

Library Monitoring

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

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

Violations

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

PERSONNEL FILES

Employment records and evaluations for each employee will be kept in his or her personnel file in the Director's office. Personnel files and other employee documents are the property of the Zion-Benton Public Library. These are confidential, but each employee may have access to his or her personnel records and may view them by submitting a written request to the Director, who will arrange a reasonable time for the employee to review his or her records.

WORKPLACE SECURITY

The Library is required to maintain the safest work environment possible and protect Library materials. To: 1) safeguard the property of employees, patrons, and the Library; 2) help prevent the possession, sale, and use of illegal drugs on the Library's premises and keep with the spirit and intent of the Library's substance abuse policy; and 3) help prevent the possession of illegal weapons on the Library's premises, the Library reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Library and are issued for the use of employees only during their employment with the Library. Inspections may be conducted at any time at the discretion of the Library.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action, up to and including termination.

LOCKS AND LOCKERS

The library is required to maintain the safest work environment possible and protect library materials. To do this, it is necessary to have access to lockers suspected of containing spoiled food, illegal or hazardous materials, or abandoned or missing library property. It is not the library's policy to conduct unannounced, random searches for such items; however, employees should have no expectation of privacy when using library lockers. Lockers, like all library property, remain under the control of the library even when being used by staff.

Lock combinations will be kept strictly confidential, and no access to occupied lockers will be allowed without the Library Director's written permission.

All locker assignments and lock combinations must be issued through the

Administrative Office.

Locks not issued by the Administrative Office and the contents of such lockers, may be removed and disposed of.

NO SOLICITATION/NO DISTRIBUTION

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

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

WHISTLEBLOWER PROTECTION

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

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing, including but not limited to theft or embezzlement. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower. The Library prohibits any form of retaliation against whistleblowers, including, but not limited to, retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Director immediately. If the employee feels that the Library has not fairly addressed the issue of retaliation, the employee may initiate an audit of the investigation with the Lake County State's Attorney office. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly investigated, and corrective action will be taken as necessary.

SEPARATION FROM SERVICE

Separation from service in the Library may be by resignation, retirement, lay-off or dismissal. Resignation, lay-off or dismissal entitles the employee to refund of money paid by the employee into the Illinois Municipal Retirement Fund during the years of service, to the extent allowed by law and the Fund provisions.

Resignation should be made by the employee in writing to the Director. Except under unusual circumstances, employees are requested to give two weeks' notice.

Retirement will be pursuant to the requirements of the Illinois Municipal Retirement Fund.

Effective July 1, 2020, employees seeking to end their employment with the Library may not extend their separation date with vacation time, personal days, and holidays. Rather, their last day of work will be the last day they are present in the Library, and any earned unused vacation will be paid out with their last paychecks. Unused personal days will not be paid out.

EMPLOYEE ACKNOWLEDGMENT FORM

The personnel policies describe important information about the Library, and I understand that I should consult my supervisor or the Director regarding any questions not answered in the personnel policies.

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

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

Furthermore, I acknowledge that these personnel policies are neither a contract of employment nor a legal document. I have received the personnel policies, and I understand that it is my responsibility to read and comply with the policies contained herein and any revisions made to them.

DATE

NAME, PRINTED

SIGNATURE