

HIGHLAND PARK PUBLIC LIBRARY
Friends Transition Committee Meeting
October 14, 2026

CALL TO ORDER

Chair Carol Wolfe, presiding, called the meeting to order at 9:30 a.m.

ATTENDANCE

Members Present: Carol Wolfe (chair), Rebecca Nathanson, Irene Hoffman

Others Present: Heidi Smith (Executive Director)

COMMENTS FROM THE PUBLIC

None.

DISCUSS FRIENDS OF THE LIBRARY REQUEST FOR TRANSITION SUPPORT

The Committee discussed the work of the Friends and how the Friends can best support the Library. The Committee will recommend a path forward to the Library Board and the Friends Board by the end of the year. The Committee will meet again on October 28th at 12 p.m.

OTHER BUSINESS

None.

ADJOURNMENT

Chair Wolfe moved and Trustee Nathanson seconded a motion to adjourn. Chair Wolfe adjourned the meeting at 11:00 a.m.

Submitted by: Heidi Smith

Reviewed by: Carol Wolfe

Approved:

HIGHLAND PARK PUBLIC LIBRARY
Operations & Policy Meeting
October 07, 2026

CALL TO ORDER

Chair Peter Zotos, presiding, called the meeting to order at 7:04 p.m.

ATTENDANCE

Members Present: Peter Zotos (Chair), Rebecca Nathanson, Rob Biederman, and Irene Hoffman (ex officio)

Members Absent:

Others Present: Heidi Smith (Executive Director)

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

Trustee Biederman moved and Trustee Nathanson seconded a motion to approve the minutes of the September 1, 2026 Operations & Policy Committee meeting. The motion passed unanimously.

Ayes: Zotos, Nathanson, Biederman

Nays:

MOTION CARRIED.

REVIEW PERSONNEL POLICY

The Committee reviewed and revised the policy as needed. Director Smith will follow up with the Library's attorney about the proposed addition for professional references. The Committee will recommend the updated version to the Board for approval at the October Board meeting.

OTHER BUSINESS

None.

ADJOURNMENT

Trustee Nathanson moved and Trustee Biederman seconded a motion to adjourn. Chair Zotos adjourned the meeting at 8:36 p.m.

Submitted by: Heidi Smith

Reviewed by: Peter Zotos

Approved:

HIGHLAND PARK PUBLIC LIBRARY

Policy **Personnel**

Purpose: To state to Highland Park Public Library (“the Library”) employees the basic policies, procedures, rules, and terms governing their employment.

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WELCOME

Welcome to the Highland Park Public Library (“the Library”). The Library Board of Trustees (“the Board”) and staff are excited to have you as part of our team. We hired you because we believe that you can contribute to the achievement of excellent public service and share our commitment to the community and the Library.

The Library's success is achieved by operating as a unified team. We accomplish this through dedicated hard work, creative thinking, and a compassionate approach to service. The Board desires that all employees succeed in their jobs and wishes to assist them in reaching Library and staff goals.

As a Library employee, you are an ambassador of and represent the Library. We expect that you will always use good judgment and treat all people with respect and courtesy.

The Library strives to maintain an open-door policy of communications, whereby employees are free to ask questions and voice concerns to each other or to any level of management. The Library encourages open and candid feedback. The open-door policy is an employee’s opportunity to voice concerns about an issue with their employment, how the employee (or another employee) is being treated, or the work environment in general. Employees may raise their concerns with their immediate supervisor, another supervisor, Human Resources, or the Assistant Director. If the employee is not satisfied with the response, the employee may take their concerns to the Executive Director or their designee (“the Executive Director”). Alternatively, an employee may initially take their concerns to the Executive Director. In all cases, the supervisor or the Executive Director will give due consideration to an employee’s expressed concerns, provide appropriate feedback, and take action as appropriate.

You should use this Policy as a reference throughout your career with the Library, where we strive to recognize the contributions of all employees.

INTRODUCTION

This Personnel Policy (“the Policy”) presents the Library’s basic policies, procedures and rules, as well as the many benefits provided to its employees. This Policy applies to all full-time, part-time, and temporary employees. It specifically supersedes and replaces all previous employee manuals, handbooks, and policy statements, whether oral or written, issued by the Library.

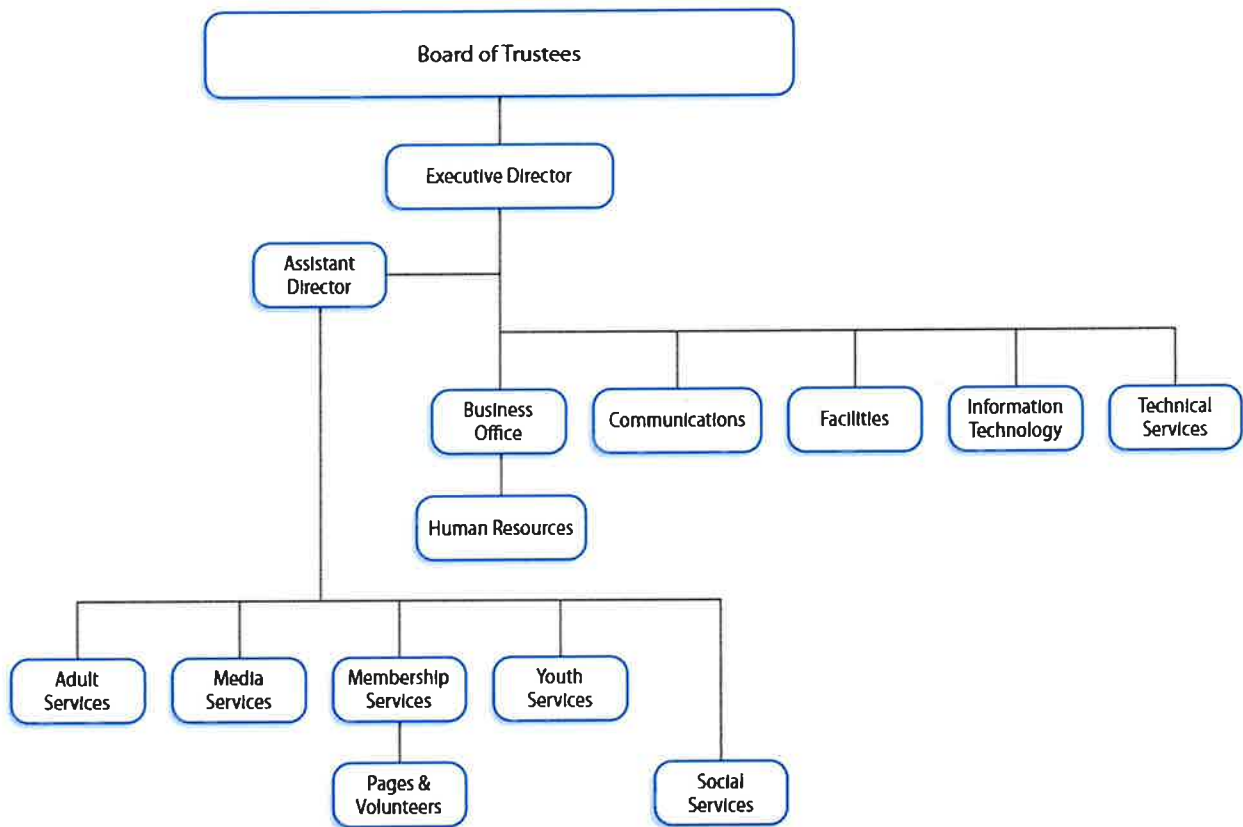
Please note that this Policy is not a contract or an offer to form a contract. It is not intended to create any binding contractual commitments between the Library and any employee. Nothing contained in this Policy, or any written or oral statement contradicting, modifying, interpreting, explaining, or clarifying any provision of the Policy, is intended to create, or shall create, any express or implied contractual obligations that bind the Library.

Furthermore, this Policy does not provide any guarantee or assurance of continued employment with the Library for any particular term. Notwithstanding anything contained in this Policy or any other current or future policy statement or practice, the Library and its employees retain the mutual right to terminate the employment relationship “at will,” for any reason, with or without warning, notice or cause. No representative of the Library, other than the Executive Director or the President of the Board, has the authority to make any binding representations, whether oral or written, contrary to the foregoing or purporting to guarantee any particular benefits, procedures, terms or conditions of employment. Moreover, such representations by the Executive Director or the President will be binding on the Library only if they are set forth specifically in a written employment agreement signed by the Executive Director or President and the employee.

The Library expressly reserves its rights to unilaterally revise, interpret or discontinue any of the policies, procedures, rules or benefits set forth in this Policy at any time. In no case, however, may any such action alter the prevailing at-will employment relationship or guarantee any particular benefit, procedure, term or condition of employment. Nothing contained within this Policy is intended to nor shall be construed as altering the employment at-will relationship.

Employees are expected to review and sign the acknowledgment form provided by the Library and become familiar with the Policy’s contents. When questions arise regarding personnel policies or procedures, employees are encouraged to check with their supervisor or the Executive Director regarding the most recent policies and procedures in effect.

Organizational Chart



The Friends of the Highland Park Public Library is a separate 501(c)(3) organization that works in partnership with the Library.

Library Trustees are appointed by the Mayor of the City of Highland Park and approved by the City Council.

CHAPTER I: SHARED MISSION

A. Library Mission Statement

Opening doors to information and imagination.

B. Employees' Role in Carrying out the Library's Mission

Each employee plays a key role in providing service to the community. The manner in which an employee carries out assigned responsibilities determines whether the public views the Library as a welcoming place where it may find desired materials and information. Employees proactively bring to the public's attention the Library's collections and services, educate the public on their use, and connect the Library to people's everyday lives.

CHAPTER II: ANTI-DISCRIMINATION POLICIES AND PROCEDURES

Employees shall bring any question regarding the policies and procedures described under this chapter directly to the Executive Director.

A. Equal Employment Opportunity

The Library complies with equal employment opportunities for all qualified persons. See **Appendix 1**.

B. Americans with Disabilities Act

The Library complies with the requirements of the Americans with Disabilities Act ("ADA"). Reasonable accommodations will be considered for qualified applicants and employees with disabilities, provided the accommodation does not impose an undue hardship. See **Appendix 2**.

C. Unlawful Discrimination, Harassment, and Retaliation: and Procedures for Reporting and Investigating Complaints

The Library complies with requirements to provide a work environment free of all forms of unlawful discrimination and harassment and does not tolerate sexual harassment of its employees. See **Appendix 3**.

D. Whistleblower Protections

The Library, as a component unit of the City of Highland Park, complies with requirements to maintain an environment free from improper governmental action or retaliation against those who report, testify about, cooperate with, or participate in investigations regarding alleged improper governmental activities, as required by Section 4.1 of the Illinois Public Officer Prohibited Activities Act (50 ILCS 105/4.1 *et seq.*). See **Appendix 4**.

E. Pregnancy Accommodations

1. Under the Illinois Human Rights Act (775 ILCS 5) "pregnancy" means pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth, including menopause-related conditions. Employees have the right:

- a) To ask for a reasonable accommodation for pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from pregnancy.
 - b) To reject an unsolicited accommodation offered by the Library for pregnancy.
 - c) To continue to work during pregnancy if a reasonable accommodation is available which would allow the employee to continue to work.
2. Both state and federal law prohibit the Library from discriminating against employees on the basis of pregnancy or retaliating against employees who ask for reasonable accommodation. A fact sheet related to pregnancy-related rights can be found at <https://dhr.illinois.gov>.
3. Employees who need to express breast milk for their nursing infant child shall be provided reasonable break time. The employee shall be compensated at their regular rate of compensation during such break time and will not be required to use paid leave.

CHAPTER III: GENERAL WORKING CONDITIONS

A. Employment of Relatives

1. Relatives will not be employed within the same department. For purposes of this policy, a relative is an employee's spouse, parent, grandparent, child, grandchild, sibling, niece, nephew, or in-law.
2. Additionally, to prevent conflicts of interest and to provide fair management practices, the Library reserves the right in its sole discretion to transfer, demote, or take any appropriate action against an employee or employees in situations where one relative is supervising another.

B. Staff Work Areas

Only employees and designated volunteers are allowed in staff work areas unaccompanied. Absent approval from a supervisor or the Executive Director, employees are prohibited from allowing unaccompanied non-employees into staff work areas.

C. Personal Property

Employees are solely responsible for their own personal property. The Library is not responsible for theft, damage, or loss to employee personal property on Library premises. Employees are expected to exercise reasonable care to safeguard personal property on Library premises.

D. No-Smoking Environment

The Library and Library grounds are smoke-free. Employees may not smoke in the Library, anywhere on the Library's grounds, or within 50 feet of Library grounds. This policy applies to e-cigarettes and vaping devices, which for purposes of this policy are considered the same as traditional cigarettes, cigars, and pipes.

CHAPTER IV: PERFORMANCE, EXPECTATIONS, AND CONDUCT

The Library expects an employee's performance and conduct to meet general standards of good behavior, professionalism, and business ethics; the requirements of the employee's job; published and common-sense health and safety rules and practices; and applicable federal, state and local laws, rules, and regulations.

A. Performance Evaluations

1. Supervisors will evaluate their employees' performance annually in writing, and they will meet to review it together. A new employee's first evaluation will be after six months of employment. Additional reviews may be scheduled as necessary.
2. The performance evaluation offers an opportunity for an employee and their supervisor to jointly review the job requirements and expectations for satisfactory performance. It also provides an opportunity for them to openly discuss the strengths and weaknesses of the employee's performance and to set goals for the future. It also offers an added opportunity to discuss the employee's job and career goals in the context of their current position at the Library.
3. Supervisors may rate employees on, without limitation: communication, job knowledge, quality of work and efficiency, collaboration and adaptability, and accountability. Categories may differ for specific classifications. The performance evaluation may offer a basis for decisions relating to salary adjustments.
4. The supervisor, the Executive Director, and the employee shall sign the performance evaluation form. All performance evaluations will be placed in the employee's personnel file.
5. If an employee reports to more than one supervisor, then the two supervisors shall decide together who writes the performance evaluation with input from both supervisors. Depending on the job, the supervisors will decide if both need to be part of a joint performance review meeting.

B. Professional Development/Meeting Attendance

1. The Library encourages employees to remain informed of new

developments and ideas in the library and information science field. The Library expects all employees to attend periodic in-service meetings. These meetings are important opportunities to learn about the Library's operation and to develop job skills.

2. Employees may be granted time off to attend meetings or courses related to their job responsibilities. In all cases, prior approval must be obtained from the employee's supervisor and the Executive Director. Where appropriate, as determined solely by the Executive Director and with prior approval from the supervisor, the Library will pay the registration fees and other directly related expenses. When a meeting is held during hours when the employee normally does not work, compensatory time-off will only be granted if the employee is specifically directed to attend the meeting by the Executive Director.

C. Dress and Appearance

1. The Library is committed to creating a professional and welcoming environment. Therefore, employees are to practice good hygiene, be well groomed, and dress professionally in a manner that reflects the Library's dedication to providing excellent service.
2. All clothing should be clean, neat and in good repair. For questions about appropriate attire, an employee should consult with the employee's supervisor. To assist employees and supervisors in determining what is appropriate, these general guidelines have been developed. Some examples of inappropriate clothing include, but are not limited to:
 - a) Tops with large letter writing and/or graphics advertising programs, services or products that are not Library-related.
 - b) Clothing that features derogatory, indecent, offensive, or political sayings, slogans or images.
 - c) Clothing that is extremely tight or revealing in nature, such as bare midriff tops, spaghetti straps, extremely short skirts, muscle shirts or underwear showing.
 - d) Sweat clothes or other exercise apparel.
 - e) Shorts.

- f) Clothing that is ripped, torn, cut off, excessively worn or with holes.
 - g) Hats or other headwear, except those worn for religious or medical reasons.
 - h) Employees who use perfume or cologne should do so with discretion, as other employees or Patrons may be sensitive to scents.
3. Library supervisors may send an employee home on unpaid time if the employee is dressed or groomed inappropriately. Repeated violations of this policy may result in disciplinary action, up to and including termination. If an employee believes that the Library's dress code inhibits their sincerely held religious belief, the employee should contact the Executive Director to discuss the issue.
4. Employees are required to wear badges identifying their position title or department and, optionally, their name them as employees of the Library when they are working.

D. Employee Misconduct

1. Certain obvious types of conduct are unacceptable and will subject an employee to disciplinary action, up to and including termination. The following, non-exclusive list of such prohibited conduct is offered for guidance:
- b) Theft or unauthorized possession of Library property or the property of fellow employees or Patrons, regardless of value.
 - c) Provoking or engaging in a fight or threatening physical harm to others while on duty or on Library property, or engaging in other conduct that violates the Library's Workplace Violence policy (see below).
 - d) Insubordination.
 - e) Acts of dishonesty, including falsification or alteration of attendance records, time records or other employment-related documents.
 - f) Misrepresentation or omission of material facts on an employment

application, resume or other document used to secure or retain employment with the Library.

- g) Manufacturing, distributing, dispensing, selling, possessing, using, being impaired by, or under the influence of, Illicit Substances while on duty or on Library property.
- h) Using or possessing firearms or other dangerous weapons while on duty or on Library property.
- i) Committing any criminal offense while on duty or on Library property, or which otherwise may adversely affect the employee's work or work relationships or the Library's reputation.
- j) Violating the Library's policy or rules regarding attendance and punctuality.
- k) Engaging in unlawful discrimination, harassment or other conduct that violates the Library's policies prohibiting discrimination and harassment.
- l) Using working time for personal matters.
- m) Unauthorized or excessive use of the Library's telephones, computer system, networks, equipment or supplies for purposes other than Library business.
- n) Substandard productivity or unsatisfactory work performance.
- o) Damaging or improperly using, caring for or maintaining Library property, including tools, equipment, materials, computers, machinery, databases or software.
- p) Exceeding time limits on meal periods or taking meal periods at other than designated times, without proper authorization.
- q) Interfering with other employees' job performance.
- r) Violating the Library's rules regarding solicitation and distribution of literature.
- s) Failing to observe any of the Library's safety policies or rules or engaging in unsafe or unhealthy conduct.

- t) Unauthorized examination, use or disclosure of Library records.
 - u) Soliciting or offering to perform work for Patrons that is secondary to, or outside the scope of, the employee's Library employment, e.g. "odd jobs" or outside consulting.
 - v) Sharing personal information such as phone numbers, email addresses, or other contact information with Patrons for the purpose of soliciting employment.
 - w) Any other conduct that is in violation of this Policy.
2. All disciplinary action is within the Library's sole discretion. Cases of unacceptable work behavior will be handled individually, subject to such penalties as the Library may deem appropriate. Relevant factors include, but are not limited to, the nature of the offense, the surrounding circumstances, and the employee's prior work record.
 3. The Library generally endorses the concept of corrective counseling, which is predicated on the assumption that employees, when given the opportunity to correct work behavioral problems, will do so. Therefore, when deemed appropriate, the Library will attempt to apply corrective counseling before discharging an employee. Nevertheless, in any given case, the disciplinary action imposed by the Library can range from informal counseling to written warnings, to suspensions without pay, to immediate termination.
 4. Nothing stated herein shall be construed as imposing a requirement of "cause" for discipline or termination, or as otherwise limiting the prevailing at-will employment relationship between the Library and its employees.

E. Prohibition on Workplace Violence

1. The Library will not tolerate violence in the workplace for any reason. Employees who threaten physical harm against, intimidate, or strike any co-worker, supervisor, Patron, or other person with whom they come in contact in the performance of their job duties, or who engage in any other actual or threatened behavior of a violent nature while on duty or on Library property, will be subject to disciplinary action, up to and including termination.

2. Any employee who has (1) been subjected to or threatened with any act of violence or (2) is aware of violence or potential violence in the workplace should immediately report the matter to their immediate supervisor or the Executive Director. Situations of violence outside of the workplace that may affect employees should also be reported. The matter will be thoroughly investigated. No situation is too small for us to address. Retaliation against any individual who reports actual or threatened acts of workplace violence or participates in an investigation will not be tolerated and will be subject to disciplinary action, up to and including termination.
3. Supervisors have a special obligation to monitor employee behavior to ensure that no actual or threatened acts of a hostile, aggressive or violent nature occur in the workplace. Supervisors who witness any such behavior or suspect that such behavior has occurred must report it immediately to the Executive Director. Supervisors who are aware of and fail to report actual or threatened hostile, aggressive or violent behavior in the workplace will be subject to appropriate disciplinary action, up to and including termination.
4. Complaints regarding the Executive Director should be directed to the President of the Board. The Board will investigate all complaints.

F. Drug- and Alcohol-Free Workplace

Drug and alcohol use and abuse not only threaten the health of the user but also create a danger to the safety of fellow employees on the job. They also have an adverse effect on the quality of the services that the Library provides and are extremely costly in terms of absenteeism, reduced productivity, and related problems in the workplace. For these and other reasons, the Library is committed to creating and maintaining a workplace free of drugs and alcohol. See **Appendix 5**.

G. Social Media and Community Interaction

In their capacity as private citizens, employees have the same right to self-expression enjoyed by community members. However, because of their employment, employees have access to certain confidential information about the Library, its employees and its Patrons. The Library has a right, and a responsibility, to protect this confidential information. Accordingly, employees are expected to abide by the guidelines set forth in **Appendix 6**

regarding their personal social media activities.

H. Internet, Electronic Mail & Computer Use

The Library's non-public email system, computers and software are the property of the Library and shall be used for appropriate business purposes only. All communications and information created, transmitted by, received from, or stored in this system are records and property of the Library, may be accessed by authorized personnel at any time, and are subject to the Illinois Freedom of Information Act (5 ICLS 140 *et seq.*). As such, employees should not consider their Internet usage, computer usage, and email communications to be private when using Library hardware, software, networks, or email accounts. The Library reserves the right to monitor the use of its computer systems, including Internet and email activity conducted through its Internet portal or via its Internet networks and Wi-Fi, to the extent permitted by law. See **Appendix 7**.

I. Political Activity

An employee may not engage in political activities at any time while at work or on duty or when the employee is engaging in their official duties in conjunction with their employment with the Library. In addition, no employee shall intentionally use any Library property or resources to engage in any political activity. Political activities include, but are not limited to, campaigning for a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for a political party or candidate, attending political rallies, circulating petitions, distributing political literature, wearing political wear, including but not limited to shirts, pins and other paraphernalia, or encouraging others to do any of the above.

J. Gifts

An employee may not solicit or accept any gift, gratuity or other reward from any person, business or entity that is doing business with the Library or is attempting to secure business from the Library. Further, employees must not solicit or accept from Patrons gifts, gratuities or other rewards, or other remunerative favors for performing the employee's job. However, employees may accept unsolicited plants or edible gifts, such as cookies, candy, etc., which must be placed in the Staff Work Room and shared with others.

K. Parking

The Library parking lot is provided for the convenience of Patrons. Employees are not permitted to park in the parking places adjacent to the Library building during Library open hours at times that they are scheduled to work. Employees who drive to work may request a parking permit from the Business Office that will allow them to park in available spaces in specified lots within a few blocks of the Library.

L. Use of Personal and Library Vehicles for Library Business

1. All employees using any vehicle to perform Library business must have a valid driver's license and must exercise due care when operating any vehicle for Library business. Employees must obey all traffic laws and under no circumstances may they text or use a mobile phone (except in hands-free mode) while operating a Library vehicle or while conducting Library business in a privately-owned vehicle (POV).
2. Employees are responsible for any driving infraction or fines incurred as a result of their vehicle use. Employees are not permitted, under any circumstance, to operate a vehicle for Library business when any physical or mental impairment prevents the employee from being able to drive safely.
3. Employees must report any accident, theft, or damage while driving either a Library vehicle or POV for Library business as soon as practicable to the employee's supervisor, regardless of the extent of damage or injuries.
4. The Library does not insure POVs; the owner must insure any POV used for Library business. If an accident occurs while an employee is using a POV for Library business, the owner's auto policy is primary. (See also "Expenses Incurred & Reimbursement," below).
5. Additionally, employees who drive a Library vehicle must maintain the security of the vehicle and its contents at all times. Procedures regarding use of a Library vehicle are located in the Business Office.

M. Expenses Incurred & Reimbursement

1. Employees, in the performance of their duties, are expected to use the

equipment, computers, phones, fax, offices, workspaces, supplies, software, and network, email access, etc. provided by, made accessible by, or purchased by the Library. Any alternate arrangement must be pre-approved by the Library.

2. The Library will only reimburse an employee for reasonable and necessary expenses that are required to perform the employee's job duties for the Library and are for the primary benefit of the Library. Reimbursement is subject to an employee's compliance with this policy and any related procedure.
3. Authorized travel time is treated as work hours. Travel between home and work is considered normal commuting and is not eligible for compensation. Mileage will be reimbursed for pre-approved use of an employee's POV at the prevailing Illinois public employee rate. Approval of POV use is contingent upon the employee submitting a current and valid auto insurance policy declarations page. Also see above, Use of Personal and Library Vehicles for Library Business.
4. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the employee; (2) expenses which are expended for the primary benefit of the employee; (3) entertainment expenses; or (4) unreasonable expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event that is part of an approved Library activity.
5. Employees must submit requests for expense reimbursements within thirty calendar days, using the appropriate itemized and signed standardized form(s).
6. Employees who misrepresent information to the Library about expenses or who submit or sign any related forms that contain false statements or information may be subject to disciplinary action, up to and including termination, as well as possible criminal sanctions.
7. All expense reimbursement documents and information submitted to the Library are subject to disclosure under the Illinois Freedom of Information Act (FOIA), 5 ILCS 140/1 *et seq.*, unless exempt from disclosure

thereunder.

CHAPTER V: WORKING HOURS

A. Employment Categories

1. *Full-time employees*: Regularly scheduled to work thirty to forty hours a week. Eligible for full employee benefits except for paid time-off.
2. *Part-time employees with vacation and sick leave benefits*: Regularly scheduled for at least twenty hours a week. Eligible for paid vacation and sick leave on a prorated basis, and other selected benefits.
3. *Part-time employees with paid time-off benefits*: Regularly scheduled for less than twenty hours a week. Eligible for paid time-off.
4. *Temporary, substitute, or on-call employees*: Working part-time or full-time on a special project, seasonally, or on an on-call basis. May work a part-time or full-time schedule. Eligible for paid time-off.

B. Employment Classifications

Additionally, all employees also fall within one of the following classifications, which are relevant to determining their eligibility for overtime pay under the Fair Labor Standards Act (FLSA) (29 U.S. Code sect. 201 *et seq.*):

1. *Exempt Employees*: generally, those who are paid on a salaried basis and who serve in executive, administrative, professional or other “exempt” positions as defined by the FLSA. Their salaries are intended to fully compensate them for all hours that they may be required to work to perform their assigned responsibilities. Accordingly, they are not eligible for overtime pay.
2. *Non-exempt Employees*: Non-exempt employees are those who are entitled to overtime pay for all time worked in excess of forty (40) hours in any workweek.

C. Hours of Work

Employee work schedules are made to best meet the needs of the Library.

1. The workweek begins at 12:01 a.m. Monday and ends at midnight the following Sunday. Non-exempt employees who work more than 20 hours in a workweek must have at least 24 hours of rest in every consecutive seven-day period.
2. The normal full-time work schedule is five eight-hour days per workweek. Full-time employees who work closing evening shifts will generally be scheduled from 1:00 p.m. to 9:00 p.m., with an hour (unpaid) for dinner. Full-time employees who work Saturdays will generally be scheduled from 9:00 a.m. to 5:00 p.m., with an hour for lunch (unpaid). Employees may not start work prior to their scheduled start time without advance authorization from their supervisor.
3. Full-time employees scheduled to work evening and Saturday shifts are required to account for a full workday absence with the customary eight hours per day of accrued benefit time (*i.e.*, sick, vacation, floating holiday), even if the shift was shortened to seven work hours as provided above.
4. Employees in public service departments are employed with the understanding that their workweek includes evening and weekend assignments.
5. Maintenance employees may be scheduled early in the morning before the building opens, or late in the evening to close the building after programs end.
6. Information Technology and Maintenance employees may also be scheduled at times other than Library service hours to perform their job responsibilities most efficiently.

D. Breaks

1. Employees who are scheduled to work for a period of four hours are allowed a fifteen-minute paid break for relaxation during each four-hour period unless the employee is needed to cover a public desk that cannot otherwise be adequately covered.
2. Breaks may not be used to shorten the workday, lengthen the meal period, or be counted as overtime if not taken.

3. Meal periods are scheduled for one-half hour or an hour.
 - a) Employees working 7.5 continuous hours or longer in a day must be permitted to take a meal period no later than five hours after beginning work. An additional meal period is allowed for every 4.5 hours worked in a day past the 7.5 hour mark.
 - b) Employees scheduled for less than 7.5 hours in a day may work up to six hours without a meal period.
 - c) Employees fourteen and fifteen years of age may not work longer than five hours without a meal period.
4. As noted above, the Library provides reasonable accommodation, including paid break times, to an employee who needs to express breast milk for their own child. The Library will provide a private room with a locking door, other than a restroom, for nursing employees to utilize where the employee may express their milk in privacy.

E. Punctuality and Attendance

1. Punctuality on the part of each employee is fundamental to the smooth functioning of the Library, and it is an essential part of every position. Employees are expected to arrive on time and be in their departments ready to work when scheduled.
2. When employees are eight or more minutes late, they shall enter their start time as of the next 15-minute period. The time may be made up only with the prior approval of the supervisor. If the make-up time is not approved, employees are required to use accrued vacation or paid time-off for tardiness of 15 or more minutes.
3. If an employee knows they will be late, they shall call in before the start of their shift. An employee's failure to notify their supervisor of their inability to report to work on time (or at all) is grounds for disciplinary action, up to and including termination. Excessive absenteeism, tardiness, leaving work early, or a pattern of such conduct (e.g., repeated absences on a particular day of the week, sick days repeatedly coupled with regular time off, etc.) also will subject an employee to disciplinary action, up to and including termination.

F. Remote Work

The Library may consider working from home or another remote location a viable alternative workplace in limited circumstances, or during an emergency building closure to ensure service continuity. See **Appendix 8**.

CHAPTER VI: PERSONNEL MANAGEMENT

A. Personnel Files

Employees, upon written request, have certain rights of access to personnel files. See **Appendix 9**.

B. Total Years of Service

“Years of Service” is calculated as total time worked at the Library regardless of gaps in continuous employment, for purposes of longevity recognition (e.g., employment milestones for years of service) only.

C. Employment References

Only the Executive Director will respond to an employment reference request. Employment references will be limited to verifying dates of employment and job titles. Direct supervisors may serve as professional references.

D. Termination

1. Upon termination:

- a) Employees will be paid for any accrued but unused vacation time and floating holidays as part of their final compensation.
- b) Sick leave and paid time-off are *not* paid out upon separation of employment.
- c) An employee may choose to request a refund of money paid into the Illinois Municipal Retirement Fund (IMRF). All regulations and limitations established by the IMRF at that time will apply. Employees should contact IMRF directly with any questions regarding its rules and regulations. IMRF can be reached at 1-800-ASK-IMRF or 1-800-275-4673.

2. Resignation

To the extent possible, employees in professional Librarian classifications are requested to give a minimum of four weeks’ advance notice of resignation. All other employees are requested to give a

minimum of two weeks' advance notice of resignation.

3. Job Abandonment

An employee who is absent from work for three consecutive days without notifying the employee's supervisor shall be considered as having abandoned the employee's position and shall be deemed to have resigned.

4. Employment At-Will

Notwithstanding the foregoing, all employees are employed at-will, and both they and the Library may end the employment relationship at any time, for any reason, without notice, warning or cause.

CHAPTER VII: PAY AND PAYROLL

A. Pay Periods

Employees will be paid biweekly (every other Friday).

B. Salary and Salary Adjustments

The Board, in its sole discretion, determines the Library's salary ranges. Increases in an employee's salary and salary bonuses are discretionary and are determined by the Executive Director except that the Executive Director's salary and bonus are determined at the Board's discretion. An employee's salary is reviewed and subject to adjustment annually.

C. Time Sheets

Pay is calculated based on the number of hours worked. Therefore, to be properly compensated for all work performed, it is very important that all employees – both exempt and non-exempt – complete time sheets accurately and submit them to their supervisors at the end of each pay period.

1. Full-time employees:

Full-time employees must note on their time sheets those hours that are departures from their regular weekly schedules.

2. Part-time employees:

Part-time employees must sign in when they begin work and sign out when they leave work. They must also sign in and out for lunch and dinner periods.

3. All employees:

- a) Employees must note any paid non-work time (*e.g.*, vacation hours, paid time off) that is taken during the pay period.
- b) All time sheets must be kept up-to-date and be signed by both the employee and the employee's supervisor at the end of each pay period.
- c) An employee may not fill out another employee's time sheet. Filling out another employee's time sheet – or falsification of an employee's

own timesheet – will subject the employee to discipline, up to and including termination.

D. Overtime Pay

1. Non-exempt employees are paid overtime at 1.5 times their regular rate of pay for all hours worked in a workweek in excess of 40 hours.
2. Employees may not incur overtime unless their supervisor or the Executive Director has previously authorized it in writing. Employees are subject to disciplinary action for working unauthorized overtime.
3. Leaves of absence, vacation leave, sick leave, paid time-off, floating holidays, unpaid meal periods and other non-working time (except breaks of 25 minutes or less) shall be excluded from hours worked for overtime calculation purposes.

E. Emergency Closings

1. In cases where the Library closes due to a temporary emergency, loss of heat, or for any other unforeseen reason, full-time and part-time employees who were scheduled to work will be paid for the full number of hours for which they were scheduled up to five consecutive days of Library closure.
2. Following the fifth day of closure, further compensation will be at the discretion of the Board. Exempt employees will, in all cases, be paid in accordance with federal and state law.
3. Should an employee be scheduled to work at an off-site event (*e.g.*, outreach activity) that is cancelled or rescheduled, the employee shall complete their shift at the Library.

F. Payroll Deductions

1. The Library is required to withhold portions of an employee's salary for Federal Income Tax, Illinois Income Tax, and taxes under the Federal Insurance Contributions Act (FICA, *i.e.* Social Security and Medicare).
2. Employees who are scheduled to work more than 1,000 hours a year will also have a contribution withheld and remitted to the Illinois Municipal

Retirement Fund (IMRF).

3. Full-time employees who enroll in a health plan will have an amount deducted for a percentage of the premium cost.
4. Full-time employees may elect to have deductions made for deposit into their flexible spending account(s).
5. Both full-time employees and those part-time employees who work twenty or more hours per week may elect to have an amount deducted under a deferred compensation plan.

CHAPTER VIII: BENEFITS (Time-off, insurance, retirement)

A. Benefits Schedule

	Vacation	Sick Leave	PTO	Floating Holidays	Health Insurance
Full-Time, 30-40 hours	Yes	Yes	No	Yes	Yes
Part-Time, 20-29 hours	Yes	Yes	No	No	No
Part-Time, 10-19 hours	No	No	Yes	No	No
Substitute, Temporary, less than 10 hours	No	No	Yes	No	No

B. Leave & Time Off

The Library offers many types of leave – Vacation, Sick Leave, Paid Time Off (PTO), Floating Holidays, and others. See **Appendix 10**.

C. Life Insurance

The Library offers life insurance to full-time employees. Information is available in the Business Office.

D. Health Insurance

1. The Library offers health and dental coverage to eligible full-time employees and dependents through a group plan provided by the City of Highland Park. Insurance coverage is effective on the first day of employment.
2. Group plans are subject to the rules and regulations of the insurance providers and the City. Except where prohibited by law, benefits are subject to change, modification, cancellation, or discontinuation. Required employee premium contributions are also subject to change. To the extent possible, employees will receive notice of any changes prior to the effective date of the change.

3. Employees and their covered dependents may extend group health insurance coverage pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA) in the event insurance terminates due to separation of employment, reduction of hours, death, divorce, legal separation, disability, or Medicare entitlement. See the Executive Director for more specific information.

E. Workers' Compensation Insurance

1. If an employee suffers an injury arising out of and in the course of their employment with the Library, the employee must notify the Business Office within twenty-four hours (or as soon as practicable).
2. Failure to report an injury or illness in a timely manner may jeopardize the employee's eligibility for Workers' Compensation benefits and subject the employee to disciplinary action, up to and including termination.

F. Deferred Compensation Plans

1. Participation in deferred compensation plans is offered to those employees who work twenty or more hours a week on a regular and permanent basis.
2. Deferred compensation plans are tax-deferred supplemental retirement programs that allow employees to contribute a portion of their salaries, before federal taxes, to a retirement account. Employees should be aware, however, that funds deferred may not be withdrawn except at retirement, termination, or in the event of an unforeseeable emergency such as a serious illness.
3. Participation is entirely voluntary and all decisions regarding investments under these plans are solely the risk and responsibility of each participating employee.

G. Illinois Municipal Retirement Fund (IMRF)

1. All employees who are scheduled to work 1,000 hours or more per year are required by state law to participate.

2. IMRF provides disability benefits, retirement benefits, and death benefits to eligible members.
3. Contact IMRF directly for further information (1-800-ASK-IMRF or 1-800-275-4673).

APPENDICES

Appendix 1. Equal Employment Opportunity

Appendix 2. Americans with Disabilities Act

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Appendix 1

Equal Employment Opportunity

- A. The Library provides equal employment opportunities to all qualified persons.
- B. All personnel policies, procedures and employment decisions, including those pertaining to hire, promotion, transfer, layoff, pay, discipline, termination and other terms and conditions of employment, are made without regard to:
1. race (and traits associated with race, including but not limited to hair texture and protective hairstyles),
 2. color,
 3. ethnicity,
 4. national origin or citizenship (including work authorization status),
 5. ancestry,
 6. sex, sexual orientation, gender identity or expression,
 7. age,
 8. religion,
 9. marital status,
 10. pregnancy, *
 11. reproductive health decisions,
 12. family responsibilities,
 13. genetic information,
 14. physical or mental disability (if otherwise qualified and able to perform the essential functions of the job with reasonable accommodation),
 15. military or veteran status (including unfavorable military discharge, but not Dishonorable discharge),
 16. arrest or conviction records (unless there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held, or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public),
 17. order of protection status,
 18. menopause-related condition, or
 19. any other category protected by law.

* Please refer to the Policy's section on Pregnancy Accommodations for further information on pregnancy-related rights in the workplace.

Appendix 2

Americans with Disabilities Act

A. The Library acts in good faith to meet the requirements of the Americans with Disabilities Act ("ADA").

1. Reasonable accommodation will be considered for employees and qualified applicants with disabilities, provided the accommodation does not impose an undue hardship.
2. Employees and applicants for employment may also request reasonable accommodation for pregnancy, childbirth, or related medical or common conditions, including menopause-related conditions, to enable them to perform the essential functions of their job (see also the Policy's section on Pregnancy Accommodations).

B. Requests for accommodation

1. Applicants and employees seeking accommodation should direct their requests to the Executive Director who is the Library's ADA Compliance Officer. The ADA Compliance Officer may be contacted by telephone at: 847-579-6819 or via email at library-administration@hplibrary.org.
2. The applicant or employee may be requested to provide medical documentation establishing the existence of a disability, any job-related restrictions due to the disability, and the estimated length of time for which accommodation is needed.
3. The Library will keep all medical information confidential as required by law.
4. Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

C. Complaints

1. In the event that the Library's Compliance Officer does not satisfactorily resolve the issue, an individual may file an administrative

complaint with the U.S. Equal Employment Opportunity Commission (EEOC) within 180 calendar days of the alleged discrimination or 300 calendar days if an Illinois state or local agency enforces a law that prohibits employment discrimination on the same basis, or may file a lawsuit for injunctive relief and damages.

2. The cognizant EEOC office may be contacted at:

Equal Employment Opportunity Commission
John C. Kluczynski Federal Building
230 South Dearborn Street, Suite 1866
Chicago, Illinois 60604
(312) 872-9777
TTY: (800) 669-6820

Appendix 3

Unlawful Discrimination, Harassment, and Retaliation (and Procedures for Reporting and Investigating Complaints)

A. The Library is committed to providing a work environment free of all forms of unlawful discrimination and harassment.

1. Discrimination or harassment by employees, whether overt or subtle, based on an individual's race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ethnicity, sex, sexual orientation, gender identity or expression, national origin, citizenship, work authorization status, ancestry, age, religion, marital status, reproductive health decisions, family responsibilities, physical or mental disability, military or veteran status, unfavorable military discharge status, pregnancy, genetic information, arrest record, conviction record, order of protection status, menopause-related conditions, or any other legally protected characteristic is strictly prohibited.
2. Harassment of Library employees by other Library employees, Board members, Patrons, or other non-employees with whom employees interact while performing their job duties is also strictly prohibited. Non-employees include contractors, subcontractors, vendors, consultants, or other persons performing work at the Library pursuant to a contract.

B. The Library does not tolerate sexual harassment of its employees.

1. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 - a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - c) 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.
2. Sexual harassment is unlawful and prohibited regardless of whether it is between or among members of the same sex or opposite sexes.

3. The following *non-exhaustive* list sets forth examples of conduct that violate the Library's policy against sexual harassment:

- a) Physical assaults of a sexual nature, such as rape, sexual battery, molestation or other unwelcome physical contact (e.g., touching, pinching, patting, grabbing, rubbing or brushing against another employee's body);
- b) Unwelcome sexual advances, propositions or other sexual comments, such as sexually-oriented gestures, sounds, remarks, jokes or comments about a person's sex, sexuality, or sexual experiences;
- c) Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct; or subjecting or threatening to subject an employee to more onerous terms or conditions of employment because of that employee's sex or rejection of sexual advances, propositions or comments; and
- d) Sexual or discriminatory displays or publications anywhere in the workplace, such as displays of pictures, posters, calendars, graffiti, objects, books or other materials that are sexually suggestive, demeaning or pornographic. (Note this prohibition applies only to behaviors engaged in by individuals toward Library employees and is not intended to apply to the acquisition and/or display of legitimate Library materials, consistent with the Library's standards.)

C. Enforcement.

1. The Library is committed to vigorously enforcing its policy against unlawful discrimination and harassment at all levels of the organization.
 - a) All employees must conduct themselves in a way that ensures they do not engage in acts of unlawful discrimination or harassment.
 - b) All supervisors are responsible for making sure that the employees who report to them are aware of this policy, ensuring that their personnel decisions comply with this policy, and taking corrective actions (after consultation with the Executive Director) when

inappropriate behavior occurs.

- c) Conduct that disregards or violates this policy will not be tolerated. Employees who violate this policy will be subject to appropriate disciplinary action, up to and including termination.

2. Retaliation Prohibited

The Library prohibits retaliation against any employee who seeks in good faith to enforce the employee's right to work in an environment free of unlawful discrimination or harassment or who makes a good faith report of violations of this policy, who cooperates in any investigation of a complaint, or who testifies in a proceeding or prosecution. Employees may use the internal and external complaint procedures explained below to report incidents of alleged retaliation. Employees should also refer to Appendix 4, *Whistleblower Protections*, for further information on retaliation against those who report, testify about, or cooperate in investigations regarding alleged improper governmental activities under the Public Officer Prohibited Activities Act (50 ILCS 105/4.1 *et. seq.*).

3. Internal Complaint Procedure

a) Report.

- i. Any employee who feels that they have been subjected to or have witnessed unlawful discrimination or harassment in the workplace must immediately report the matter – preferably in writing – to their immediate supervisor, another supervisor, Human Resources, the Assistant Director, or the Executive Director.
- ii. All reports will be referred to the Executive Director for investigation, review, or other appropriate action.
- iii. Supervisors or managers who have knowledge of any conduct prohibited by this policy and fail to properly report it to the Executive Director are subject to disciplinary action.
- iv. Complaints regarding the Executive Director should be directed to the President of the Board. The Board will investigate all complaints in a manner similar to that described below.

b) Investigation.

- i. In all cases, the investigation will be conducted by persons appointed by the Executive Director who are not involved in the alleged harassment or discrimination.
- ii. The investigation may involve, among other activities, interviewing the complaining employee, the alleged harasser, supervisors, and other personnel, as necessary to obtain sufficient factual information upon which to base a decision.
- iii. Confidentiality will be maintained to the extent it is consistent with the Library's obligation to conduct a full and effective investigation.
- iv. Complaints regarding the Executive Director directed to the President of the Board will be similarly investigated.

c) Disposition.

- i. If the Library determines that this policy has been violated, it will take prompt corrective action, which may include disciplinary action against the offending employee, up to and including termination, or against an offending Patron in accordance with Library Policy 501 "Patron Conduct".
- ii. A written record of any action taken will be placed in the employee's personnel file.
- iii. In the case of unlawful harassment by a non-employee, the Library will notify the person of the Library's policy prohibiting harassment and take such other action as may be appropriate under the circumstances.
- iv. If the complaint is not substantiated, the matter will be closed.
- v. In either case, however, the complaining employee will be advised of the results of the investigation and the decision reached by the Library.

d) Good Faith.

If, after investigating, it is determined that the complaint of harassment or discrimination was not made in good faith or that

an employee had intentionally provided false information regarding the complaint, disciplinary action may be taken against the employee, up to and including termination.

4. External Complaint Procedure

- a) The purpose of the foregoing is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally.
- b) However, an employee also has the right to contact the Illinois Department of Human Rights (IDHR), the Illinois Human Rights Commission (IHRC), or the U.S. Equal Employment Opportunity Commission (EEOC). **These rights are subject to various time limits imposed by the agencies.** Their respective contact information is:
 - i. Illinois Department of Human Rights:
Chicago: 312-814-6200
Chicago TTY: 866-740-3953
 - ii. Illinois Human Rights Commission:
Chicago: 312-814-6269
Chicago TTY: 866-832-2298
 - iii. U.S. Equal Employment Opportunity Commission:
Chicago: 800-669-4000
Chicago TTY: 800-669-6820

Appendix 4

WHISTLEBLOWER PROTECTIONS

The Library is committed to maintaining an environment free from improper governmental action and retaliation against those who report, testify about, or participate in investigations regarding alleged improper governmental activities as required by Section 4.1 of the Public Officer Prohibited Activities Act, Public Act 101-652 (50 ILCS 105/4.1 *et seq.*) (“the Act”).

A. General Policy

1. The Library will not tolerate improper governmental action or retaliation against employees based on the employee’s reporting of alleged improper governmental actions taken by anyone, including the Library, any agent or representative of the Library, another employee, an independent contractor, or an appointed official.
2. Therefore, it is the policy of the Library to prohibit any official from retaliating against any employee, independent contractor or appointed official who:
 - a) reports an improper governmental action;
 - b) cooperates in an investigation related to a report of an improper governmental action; or
 - c) testifies in a proceeding or prosecution of an improper governmental action.

B. Improper Governmental Action

1. “Improper governmental action” is defined as including any action by a unit of local government’s employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public’s trust or expectation of their conduct; is of substantial and specific danger to the public’s health or safety; or is a gross waste of public funds.

2. "Improper governmental action" does *not* include a unit of local government's personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent the actions amount to retaliation.

C. Retaliation

For the purposes of this policy, "retaliation", "retaliate" or "retaliatory action" means any adverse change in an employee's employment status or terms and conditions of employment that results from an employee's protected activity of reporting improper governmental action, or cooperating in the investigation, proceeding or prosecution of a reported improper governmental action. Retaliation includes but is not limited to: denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this policy.

D. Covered Individuals

All employees of the Library are covered under this policy, whether in a regular or temporary position, including full-time, part-time, and intermittent workers. Further, this policy covers persons who have been terminated because of any report or complaint submitted under this policy.

E. Designation of Auditing Official

The Library designates the Executive Director to serve as the Auditing Official of the Library, with the duties and responsibilities set forth in the Act and this policy. The Auditing Official may transfer the complaint to another auditing official, including the States Attorney, if they determine that it is appropriate. The Auditing Official may also delegate some or all tasks to other individuals to assist in the investigation and resolution of complaints.

F. Reporting Improper Governmental Action

To secure the protections of this policy and Section 4.1 of the Act, an employee or other individual covered by this policy must file a written report with the Auditing Official as follows:

1. If a covered individual believes that they have witnessed an improper governmental action, as defined in this policy, they must submit a written report of the improper governmental action to the Auditing Official.
2. If a covered individual believes that they have been retaliated against for having reported improper governmental action or cooperating in the investigation or procedure involving an improper governmental action, they must report such alleged retaliation to the Auditing Official in writing within sixty (60) days of gaining knowledge of the retaliatory action.
3. If the Auditing Official is also the subject of the complaint, the covered individual may file the written report with any State's Attorney.

G. Duties of the Auditing Official

1. Identity of the Complainant is Confidential

- a) The Auditing Official shall keep the identity of a covered individual who files a report of improper governmental action or retaliation ("Complainant") confidential to the extent allowed by law.
- b) However, the Complainant may choose to waive confidentiality.

2. Investigation

Upon receipt of a report of improper government action or retaliation, the Auditing Official shall investigate the complaint promptly and thoroughly. The investigation by the Auditing Official may, but is not obligated to, include, without limitation, the following:

- a) Interviews of the Complainant and witnesses;
- b) Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
- c) Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
- d) Transfer of a report to outside investigators, including but not limited to a State's Attorney;
- e) Take any other appropriate measures to ensure that the complaint is thoroughly investigated.

3. Determination and Remedial Action If Necessary

Upon the conclusion of the investigation, the Auditing Official shall determine whether the complaint has merit or does not have merit.

- a) Has merit
 - i. If the Auditing Official determines that improper governmental action or retaliation has taken place, the Auditing Official may take remedial action on behalf of the complainant, including reinstatement, reimbursement for lost wages or expenses, promotion, or other remedial action that the Auditing Official deems appropriate.
 - ii. The Auditing Official may also make their investigation findings available to the Complainant's attorney if the Auditing Official finds that restitution is not sufficient.
 - iii. Also, any person who engages in prohibited retaliation under this policy or under Section 4.1 of Public Act 101-652 may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions.
 - iv. Further, if the Auditing Official determines that improper governmental action has taken place, or that Library employees

or officials hindered the investigation, the Auditing Official must notify the President of the Board of Trustees and any other individual or entity the Auditing Official deems necessary under the circumstances.

b) Does not have merit

- i. If the Auditing Official determines that the complaint has no merit, the Auditing Official shall dismiss the complaint.
- ii. Further, the Auditing Official is also responsible for taking appropriate remedial measures if a complaint is determined to be fraudulent or submitted for purposes other than reporting improper governmental activities.

H. Employee Responsibility and Acceptance of Policy

1. All Library employees have a responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with this Policy.
2. Copies of this policy, along with a copy of Section 4.1 of the Act, will be given to every employee upon hiring. Additionally, these same documents will be furnished or made available to all employees on an annual basis.

I. Out of Scope Violations

Nothing in this Policy is intended to limit the Library's ability to discipline, terminate and/or remove an employee or official for conduct that violates other Library policies, procedures and/or work rules, even if such conduct does not technically qualify as an "improper governmental action" or "retaliation" under this policy or the Act.

Appendix 5

Drug- and Alcohol-Free Workplace

Drug and alcohol use and abuse not only threaten the health of the user but also create a danger to the safety of fellow employees on the job. They also have an adverse effect on the quality of the services that the Library provides and are extremely costly in terms of absenteeism, reduced productivity, and related problems in the workplace. For these and other reasons, the Library is committed to creating and maintaining a workplace free of drugs and alcohol.

A. Policy:

The use, sale, manufacture, possession, or distribution of alcohol, cannabis, cannabis or THC-infused products, drugs or non-prescribed controlled substances (defined below in number 10), all collectively referred to as “Illicit Substances,” is prohibited while on or in Library property, or while conducting Library business.

B. Rules:

Consistent with and in addition to the foregoing, the Library has adopted the following rules regarding drugs and alcohol. All employees are required to abide by these rules as a condition of their continued employment with the Library:

1. Employees may not report to work or any work function under the influence of Illicit Substances.
2. Off-the-job use, sale, manufacture, possession, or distribution of Illicit Substances may adversely affect an employee’s job performance, the safety of other employees and the public, and the public’s trust in the Library and its ability to provide quality services. Accordingly, such conduct may subject employees to disciplinary action, up to and including immediate termination consistent with Illinois and Federal Law.
3. The Library reserves the right, to the extent permitted by law, to search the person, vehicle, and personal property of employees for contraband (including, but not limited to Illicit Substances, and drug

paraphernalia) while on duty or on Library property. The Library also reserves the right, to the extent permitted by law, to search all Library property (including, but not limited to, employee offices, desks, and lockers) for such contraband. Employees who fail to submit to or cooperate fully in such searches will be subject to disciplinary action, up to and including immediate termination.

4. Each employee must notify the Executive Director of any conviction under a criminal drug statute that the employee receives for a violation occurring while on duty or on Library property within five days of such conviction.
5. This policy does not prohibit employees from the lawful use (in accordance with both federal and state law) and possession of prescription and over-the-counter medications, when taken in standard dosages or as prescribed by the employee's licensed health care provider, provided that an employee's work performance is not impaired. Employees must review with their supervisor or Executive Director any work restrictions that should be observed while taking a prescribed drug or substance. Medical and health information provided by the employee regarding work restrictions tied to medication use will be held in confidence.
6. The Library may consider an employee to be impaired or under the influence of marijuana if the Library has a good faith belief the employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance.
7. Employees may be required to submit to a drug and/or alcohol test as a condition of continued employment. Employees who fail to submit to the required tests or who test positive for Illicit Substances may be subject to disciplinary action, up to and including termination. Because of the significantly increased risk and probability of accidents and injuries arising out of the use of Illicit Substances, employees who are involved in work-related accidents or unsafe practices may, depending on the circumstances, also be required to submit to a drug and/or alcohol test.
8. Employees are required to report known violations of these rules directly to their supervisor or the Executive Director.

Confidentiality will be maintained to the extent it is consistent with the Library's obligation to conduct a full and effective investigation.

9. Employees who recognize that they have a drug or alcohol problem are encouraged voluntarily to seek medical or other professional assistance to correct the problem. However, the employee must continue to observe all of the Library's policies and rules, including those relating to the use and possession of drugs and alcohol. Seeking professional assistance or participating in a drug or alcohol rehabilitation program will not insulate an employee from discipline, up to and including immediate termination, for violation of the Library's policies and rules.
10. The terms "drugs," "illegal drugs," and "controlled substances" include controlled substances as defined in the federal Controlled Substances Act (21 U.S. Code sect. 812 *et seq.*) the Federal Drug Free Workplace Act (41 U.S. Code sect. 81) and the Illinois Controlled Substances Act (720 ILCS 570/100 *et seq.*), and cannabis as defined in the Illinois Cannabis Control Act (720 ILCS 550/1 *et seq.*) and the Illinois Cannabis Regulation and Tax Act (410 ILCS 705/ *et seq.*) The terms specifically include, but are not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates.
11. Notwithstanding any of the foregoing, the Library will not take adverse action against an employee if the employee is permitted under Illinois law to use cannabis for medical treatment purposes and uses cannabis outside of working hours and off the Library's premises in a manner consistent with Illinois law, provided the employee otherwise abides by this policy. In accordance with federal and state law, however, being under the influence of medical cannabis at work or possession of medical cannabis at work is prohibited, even with a valid prescription.
12. Notwithstanding any of the foregoing, the Library will not take adverse action against an employee for the "off duty," responsible, and legal consumption or possession of alcohol, cannabis, and cannabis- or THC-infused products.

Appendix 6

Social Media and Community Interaction

In their capacity as private citizens, employees have the same right to self-expression enjoyed by members of the community. However, because of their employment, employees have access to certain information about the Library, its employees and its Patrons that is confidential in nature. The Library has a right and a responsibility to protect this confidential information. Accordingly, employees are expected to abide by the following guidelines in their personal social media activities, including online forums such as blogs, and interactions with the community:

A. Posting to Social Media

1. During the workday, employees may engage in the personal use of social media only during nonworking time. Nonworking time consists of authorized break times and meal periods only. This includes accessing Social Media from personally-owned electronic devices.
2. To the extent employees are posting comments to Social Media outside of the scope of their job responsibilities, they may not make any statements that would give the impression that the views they express are the opinions of the Library. If there is the potential for confusion on this point (for example, the individual making the post identifies themselves in the post as an employee of the Library), employees are expected to include a disclaimer to the effect that the views being expressed are personal and do not necessarily reflect the views of the Library.
3. Employees posting positive comments about the Library or its services to social media in their personal capacity are encouraged to disclose their affiliation with the Library in the post.

B. Community Interaction

1. To the extent employees are participating in public forums and/or interacting with others in social settings (for example, attendance at civic or non-profit organizational meetings, children's sporting events, town halls, grocery store check-out lines, etc.), they may not make

any statements that would give the impression or create the inference that the views they express are the opinions of the Library.

2. If there is the potential for confusion on this point (for example, the individual making comments or identifying themselves as an employee of the Library in conjunction with the expression of the employee's views), employees are expected to include a disclaimer to the effect that the views being expressed are personal and do not necessarily reflect the views of the Library.

C. Content

1. When interacting with the community or posting comments to Social Media sites, including online forums such as blogs, employees may not disclose any confidential information relating to the Library, its employees or its Patrons. Confidential information includes, but is not limited to, Health Insurance Portability and Accountability Act (HIPAA) protected health information (other than with respect to the individual making the post), registration and circulation records governed by the Library Records Confidentiality Act, 75 ILCS 70/1 *et seq.*, and other information, the disclosure of which would violate any federal, state or local statute or regulation (including privacy laws). Questions about whether an item of information constitutes confidential information should be directed to a supervisor or the Executive Director prior to posting.
2. Employees may not knowingly post statements, either in their personal capacity or as a representative of the Library, that are defamatory, false, or untrue about the Library or its supervisors, co-workers, independent contractors (consultants), or Patrons.
3. Employees may not utilize any of the Library's logos, drawings, trademarks, copyrights, or other images or photographs of the Library or typically associated with the Library with respect to their personal Social Media activities if doing so would reasonably create the impression that the Social Media post or page is sponsored or sanctioned by the Library.
4. Employees are responsible for ensuring that no personal correspondence appears to be an official communication of the Library.

Personalized Library stationery may only be issued by the Library.

5. Employees are expected to abide by the Library's policies against unlawful discrimination and harassment in any online or Social Media activity.
6. Library employees may not make comments or otherwise communicate about coworkers, supervisors, the Library, or Patrons in a manner that is threatening, intimidating, harassing, libelous, or discriminatory. Those communications are disrespectful and unprofessional and will not be tolerated by the Library. Employees are encouraged to be respectful and considerate in all online interactions and are cautioned to consider the risks associated with any online posting before doing so.

D. Enforcement

1. If an employee's personal online or social media activity adversely affects the job performance of the employee or co-workers, adversely affects Patrons, or adversely impacts the business interests of the Library, an employee may be subject to disciplinary action as a result, up to and including termination.
2. The Library reserves the right to monitor all electronic communications activity conducted on its electronic communications systems (e.g., computers, hard drives, servers, routers, gateways, Internet portals), including Social Media activity. If employees elect to log onto or access Social Media from the Library's electronic communications systems using the Library's computers, smart phones, wireless or hard-wired routers, gateways or Internet portals, there is no reasonable expectation of privacy as to any information that they input or review while engaged in Social Media related activities.

Appendix 7

Internet, Electronic Mail & Computer Use

A. Proprietary Library Systems

The Library's non-public email system, computers and software are the property of the Library and shall be used for appropriate business purposes only. All communications and information created, transmitted by, received from, or stored in this system are records and property of the Library, may be accessed by authorized personnel at any time, and are subject to the Illinois Freedom of Information Act (5 ICLS 140 *et seq.*). As such, employees should not consider their Internet usage, computer usage, and email communications to be private when using Library hardware, software, networks, or email accounts.

B. No Reasonable Expectation of Privacy

Employees have no reasonable expectation of privacy with respect to the use of any Library hardware, software, networks, email or other computer or electronic means of communication or storage, whether or not the employees have private access or an entry code into the Library's computer system. This extends to personal devices used for Library business that are using the Library's Internet server/network, drives, and email accounts, which are governed under the same policies as library-owned equipment.

C. Proscribed Use

1. All use of the Library's computer systems, including Internet and email activity, must be done in conformity with local, state and federal laws, policies, regulations and court orders.
2. The use of the Library's computer system to view, access, store or distribute obscene or pornographic material is strictly prohibited.
3. The Library's policies prohibiting discrimination and harassment are applicable to employee use of the Library's computer system and technology.
4. Employees may not install unauthorized software on the Library's

computer system.

5. Employees are expected to take reasonable care to prevent the introduction of viruses and other malware on to the Library's computer system.
6. Employees may not make unauthorized copies of software residing on the Library's computer system and may not use the Library's computer system to make copies of software or other intellectual property (e.g., songs, video, documents) in violation of copyright or other laws.

D. Enforcement

1. The Library reserves the right to monitor the use of its computer systems, including Internet and email activity conducted through its Internet portal or via its Internet networks and Wi-Fi, to the extent permitted by law.
2. Violation of this policy will subject an offending employee to disciplinary action, up to and including termination.

E. Permissive Use

Subject to the foregoing, employees may use Library non-public computers or public computers (subject to Patron demand) for non-Library business during their meal periods and at any time when they are not scheduled to work if such use does not interfere with other employees' work.

Appendix 8

Remote Work

A. Remote work is not an entitlement; it is not an organization-wide benefit; and it does not change the terms and conditions of employment.

B. Emergency Building Closure

1. Working from home or another remote location may be required for certain positions during an emergency building closure to ensure service continuity. Affected employees will be advised of such requirements by their supervisor or the Executive Director.
2. Preparations should be made in advance by employees and supervisors to allow for remote work in emergency circumstances. The IT department will review equipment and software needs with employees and provide support.
3. Employees should not assume any specified period of time for emergency remote work arrangements, and the Library may require employees to return to regular in-office work at any time consistent with applicable federal, state, or other local law or order.

C. Non-Emergency

1. The Library may consider working from home or another remote location a viable alternative work arrangement for certain employees if the employee's supervisor and Executive Director determine that the position and the nature of the job responsibilities are suited for remote work.
2. Either the employee or supervisor can initiate a request for remote work.
 - a) Each request will be reviewed by the supervisor and Executive Director on a case-by-case basis.
 - b) The work may be recurring (e.g., work from home each Monday) or for a continuous period (e.g., work from home each day for the next week).

3. Not all positions can be performed from off-site locations.

- a) For example, positions requiring face-to-face interaction with Patrons and other employees are not suitable for remote work arrangements.
- b) The employee and supervisor will discuss job responsibilities and determine if the job is appropriate for a remote work arrangement, including a review of equipment needs, communication needs, and scheduling issues.

4. Remote work is not available for employee illness or to care for an ill family member.

- a) When an employee is sick, such as with a fever or other symptoms that limit efficacy, the employee should stay home and use available sick leave.
- b) Remote work generally will not be authorized to take care of a child or elder; rather, an employee should make arrangements for their care or use Paid Time Off if available.

5. Written Agreement Required.

- a) If the proposed arrangement is feasible and deemed appropriate by the supervisor and Executive Director, a remote work agreement will be prepared by the Business Office and signed by the employee and supervisor.
- b) Employees must have an approved, current remote work written agreement in place for recurring or continuous remote work schedules.
- c) For periodic remote work, employees should have a signed agreement on file memorializing the conversation with their supervisor and acknowledging they understand the policy and its provisions. Periodic remote work should not exceed more than one day a month on average.

D. Overtime

1. An FLSA non-exempt employee (see “Employment Classifications” section in Chapter IV: Working Hours) working remotely must record all hours worked in a manner designated by their supervisor.
2. Any work in excess of regularly scheduled hours requires advance approval of the employee’s supervisor.
3. Failure to comply with this record-keeping requirement may result in the immediate end of the remote work arrangement and disciplinary action.

E. The Remote Workplace

1. Work Environment

- a) The employee shall establish an appropriate work environment within their home or other remote location for work purposes.
- b) Employees must be able to carry out the same duties, assignments, and other work obligations at their remote work location as they do when working on the Library’s premises.
- c) The Library will not be responsible for any costs associated with the setup of the employee’s remote work location, such as remodeling, furniture, or lighting, nor for repairs or modifications to home office space.

2. Equipment

- a) The Library will determine the equipment needs for each employee on a case-by-case basis.
- b) Equipment supplied by the Library is to be used for business purposes only.
- c) Unless the Library requires a remote work arrangement, expenses such as internet and phone are not reimbursable by the Library.

3. Connectivity

Employees must be reachable by phone, Microsoft Teams and Library email during the established work schedule, unless otherwise detailed by the remote work agreement.

4. Information Security

- a) Consistent with the Library's expectations of information security for employees working on the Library's premises, remote work employees will be expected to ensure the protection of employee and Patron information accessible from their home office or other remote work location.
- b) Failure to take appropriate steps to ensure information remains protected while working remotely will subject an employee to disciplinary action.

5. Workplace Injuries

- a) Injuries sustained by a remote work employee while at their home or other remote work location, and in conjunction with work duties being performed for the Library, are normally covered by the Library's workers' compensation insurance coverage.
- b) Remote work employees are required to notify the Business Office of any injuries and complete an incident report in a timely manner.
- c) The Library will not be liable for any injuries sustained by visitors to the remote work employee's work site.

Appendix 9

Personnel Files

A. Location, Maintenance & Content

1. Employee personnel files are maintained by the Library in the Business Office.
2. They include the following information:
 - a) employment application,
 - b) references,
 - c) evaluations,
 - d) commendations,
 - e) disciplinary actions,
 - f) termination,
 - g) current address and telephone number, and
 - h) other pertinent employment records.
3. Employee medical and benefit information is maintained in a separate file.

B. Safeguarding Contents

1. The Library complies with the Identity Protection Act, 5 ILCS 179/1 *et seq.*, which requires that every employee who handles personnel records be trained to safeguard Social Security numbers against unauthorized access and disclosure.
2. The full Identity Protection Act will be provided to those Library employees who routinely work with and have access to protected information, and it is available upon request.

C. Employee duty to keep current

Employees must notify the Business Office promptly of any change in name, address, or telephone number; withholding adjustments for federal and Illinois income taxes; changes in insurance coverage; or other changes regarding personnel information.

Employee's Right to Access

1. Upon written request, and subject to the exceptions listed in section 10 of the Personnel Record Review Act ("the Act"), 820 ILCS 40 *et seq.*, employees have the right to inspect, copy, and receive copies of:
 - a) their personnel documents which are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, compensation, benefits, discharge, or other disciplinary action, except as provided in section 10 of the Act,
 - b) any employment-related contracts or agreements that are legally binding on the employee,
 - c) any employee handbooks made available to the employee or that the employee acknowledged receiving, and
 - d) any written employer policies or procedures that the employer contends the employee is subject to and that concern qualifications for employment, promotion, transfer, compensation, benefits, termination, or disciplinary action.
2. Procedure:
 - a) The Library, upon written request, shall grant at least two requests in a calendar year to inspect, copy, and receive copies of records to which that employee has a right under the Act.
 - b) Employees are directed to contact the Executive Director to make an appointment to review their personnel file.
 - c) Employees requesting a copy of their personnel file may be charged a reasonable fee limited to the actual cost of duplicating the requested record.
 - d) The Library will comply with applicable Illinois law when responding to employee requests to review the employee's personnel file

Appendix 10

Leave – Types and Schedules

A. Vacation

Full-time and part-time employees working twenty or more hours a week are entitled to paid vacation time. Vacation time must be requested in writing, in advance, and be approved by the employee's supervisor.

In order to fulfill the purpose of vacation, which is rest and relaxation, and to make scheduling of employees more efficient, employees are encouraged to use vacation time in periods of a week or longer rather than in single-day increments. Vacation time may not be used to systematically shorten the workweek or lengthen the weekend.

Gaps in employment with the Library, including time-worked on-call, does not count towards “years of employment” for vacation accrual purposes. If an employee is rehired after separating from employment with the Library for any reason, the most recent hire date will be used for vacation calculations.

Employees can divide the annual amount of vacation time by 26 (the number of pay periods per year) to determine the amount of vacation time hours accrued each pay period. Employees may not accrue any more vacation time than the maximum amount listed in the tables (see below). If an employee reaches the maximum accrual amount, vacation time will cease accruing until the employee utilizes vacation time.

An employee will be paid for all unused accrued vacation time at the termination. An employee will also be paid for unused accrued vacation time if the employee transfers from a schedule entitling them to paid vacation time to a schedule that does not.

The following tables explain how to calculate vacation:

Full-time working 40 hours/week, except specific positions listed below:

Years of Employment	Hours/Days Accrued Per Year	Maximum Accrual
1-5	10 days (80 hours)	160 hours
6-10	15 days (120 hours)	200 hours
11+	20 days (160 hours)	240 hours

Full-time working 37-39 hours/week, except specific positions listed below:

Years of Employment	Days/Hours Accrued Per Year	Maximum Accrual
1-5	10 days (74 hours)	148 hours
6-10	15 days (111 hours)	185 hours
11+	20 days (148 hours)	222 hours

Full-time working 34-36 hours/week, except specific positions listed below:

Years of Employment	Days/Hours Accrued Per Year	Maximum Accrual
1-5	10 days (68 hours)	136 hours
6-10	15 days (102 hours)	170 hours
11+	20 days (136 hours)	204 hours

Full-time working 30-33 hours/week, except specific positions listed below:

Years of Employment	Days/Hours Accrued Per Year	Maximum Accrual
1-5	10 days (60 hours)	120 hours
6-10	15 days (90 hours)	150 hours
11+	20 days (120 hours)	180 hours

Pages and Volunteer Coordinator:

Full-time in this category working 40 hours/week:

Years of Employment	Days/Hours Accrued Per Year	Maximum Accrual
1-5	15 days (120 hours)	200 hours
6+	20 days (160 hours)	240 hours

Full-time in this category working 37-39 hours/week:

Years of Employment	Days/Hours Accrued Per Year	Maximum Accrual
1-5	15 days (111 hours)	185 hours
6+	20 days (148 hours)	222 hours

Full-time in this category working 34-36 hours/week:

Years of Employment	Days/Hours Accrued Per Year	Maximum Accrual
1-5	15 days (102 hours)	170 hours
6+	20 days (136 hours)	204 hours

Full-time in this category working 30-33 hours/week:

Years of Employment	Days/Hours Accrued Per Year	Maximum Accrual
1-5	15 days (90 hours)	150 hours
6+	20 days (120 hours)	180 hours

Full-time employees working 40 hours/week: Professional Librarian classifications (regardless of the number of years employed) and all Managers:

Weekly Hours	Days/Hours Accrued Per Year	Maximum Accrual
30-33	20 days (120 hours)	180 hours
34-36	20 days (136 hours)	204 hours
37-39	20 days (148 hours)	222 hours
40	20 days (160 hours)	240 hours

Part-time employees, except those in Professional Librarian classifications (regardless of the number of years employed):

Scheduled Hours Per Week	Hours Accrued Per Year	Maximum Accrual
20-23	40 hours	80 hours
24-26	48 hours	96 hours
27-29	54 hours	108 hours

Part-time employees with Professional Librarian classification (regardless of the number of years employed):

Scheduled Hours Per Week	Hours Accrued Per Year	Maximum Accrual
20-23	60 hours	100 hours
24-26	72 hours	120 hours
27-29	81 hours	135 hours

B. Holidays

1. Annual Regularly Recurring Holidays and Other Related Closures

The Library is closed on these six holidays throughout the year ("Library Holidays"):

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Whenever one of these Library Holidays falls on a Sunday, the Library is also closed on the following Monday, though hours for holiday pay are not increased.

The Library is closed on Easter Sunday and the Sunday before Labor Day, but these are not considered Library Holidays for which employees receive holiday pay. In addition, the Library is closed on the Sunday before Memorial Day, only if it falls after Highland Park High School finals.

The Library closes at 1p.m. on New Year's Eve, Christmas Eve and the day before Thanksgiving and at 5 p.m. the day before Independence Day. The Board may alter Library closing dates and times in its sole discretion. In cases of early closings, full-time employees who are normally scheduled to work an evening schedule will be rescheduled to work the morning period. When the Library closes at 1:00 p.m., full-time employees will be expected to work a four-hour day; when it closes at 5:00 p.m., a seven-hour day though they will be paid for the regular eight-hour day.

2. Holiday Pay

Full-time employees:

Full-time employees receive holiday pay for Library Holidays that fall on a day when the employee is scheduled to work. Whenever a Library Holiday falls on a day (Monday-Saturday) for which a full-time employee is not regularly scheduled to work, the employee may take another day off during either the preceding week or the week following the holiday, subject to approval by the employee's supervisor.

Daily hours for Library Holidays are listed below:

Weekly Hours	Daily Hours for Holidays
30-33	6 hours
34-36	6.8 hours
37-39	7.4 hours
40	8 hours

If a full-time employee is on paid leave at the time of a Library Holiday, the employee will receive pay for the holiday and will not be required to utilize their paid leave benefits for that day.

Part-time employees:

Part-time employees will not be compensated when the Library is closed for a holiday or closes early the day before a Library Holiday. However, an employee may request to make up the lost time; the decision whether to allow re-scheduling of the time will be at the sole discretion of the employee's supervisor.

3. Floating Holidays

Full-time employees:

Full-time employees are permitted to take four days off during the year in addition to vacation days, subject to approval by the employee's supervisor. These days, called floating holidays, are provided so that employees may attend to personal business and/or observe religious holidays without having to utilize vacation time.

A maximum of four days may be accrued by an employee. Accrual is at the rate listed in the chart below per bi-weekly pay period, beginning with the first full two-week pay period of each calendar year.

Weekly Hours	Days/Hours Accrued Per Year	Pay Period Accrual
30-33	4 days (24 hours)	0.92 hours
34-36	4 days (27.2 hours)	1.05 hours
37-39	4 days (29.6 hours)	1.14 hours
40	4 days (32 hours)	1.23 hours

A full-time employee will be paid for unused accrued floating holiday time at the termination of full-time employment.

Part-time employees:

Part-time employees do not earn floating holidays. If a full-time employee transfers to part-time status, they will be paid for any unused accrued floating holiday time.

C. Paid Sick Leave

Full-time and part-time employees working twenty or more hours a week are entitled to paid sick leave. Sick leave is to be used for personal illness, injury, or medical appointment, or for personal care for a family member.

An employee may also use paid sick leave for absences due to an illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent. For the purpose of this Sick Leave benefit, a "child" is a biological, adopted, or foster child, a step-child, a legal ward, or a child for whom the employee stands *in loco parentis*, who is (a) under 18 years of age; or (b) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Full-time employees

Full-time employees accrue 12 days of sick leave per calendar year with a maximum accrual of 120 days. Hours and maximum accruals are listed in the chart below:

Weekly Hours	Days/Hours Accrued Per Year	Maximum Accrual
30-33	12 days (72 hours)	120 days (720 hours)
34-36	12 days (82 hours)	120 days (820 hours)
37-39	12 days (89 hours)	120 days (890 hours)
40	12 days (96 hours)	120 days (960 hours)

Part-time employees

Part-time employees accrue sick leave based on the number of weekly hours per their employment letter and the chart below:

Scheduled Hours/ Week	Hours Accrued/ Year	Maximum Accrual
20-23	48 hours	480 hours
24-26	57.6 hours	576 hours
27-29	64.8 hours	648 hours

Employees can divide the annual amount of sick leave accrued by 26 (the number of pay periods per year) to determine the amount of sick leave accrued each pay period.

Employees requesting to use sick leave must notify their immediate supervisor as soon as possible before their scheduled shift. If an employee fails to notify the employee's supervisor in advance and fails to report to work, this may constitute a violation of the Library's attendance policy/rules and subject the employee to discipline, up to and including termination.

Upon an employee's return to work, a healthcare professional's written note or report may be required to allow payment of sick leave or to excuse the absence.

Employees may not accrue any more sick leave time than the maximum amount listed above. If an employee reaches the maximum accrual amount, sick leave time will cease accruing until the employee utilizes sick leave time.

An employee who changes from full-time employment to part-time employment with partial paid time off benefits (see Paid Time-Off section) will have unused accrued sick leave reduced on a prorated basis. An employee who changes from a schedule with paid sick leave benefits to one without such benefits will lose all unused accrued sick leave.

An employee will not be paid for unused accrued sick leave time at the termination. However, employees should review the IMRF benefits regarding accrued sick leave left unused at retirement.

D. Paid Time-Off (PTO)

Part-time, temporary and substitute employees, working fewer than 20 hours per week and regardless of the number of years employed, are eligible to earn at least one hour of paid leave (which can be used for any purpose) for every 40 hours worked, with accrual capped as listed in the chart below:

Scheduled Hours Per Week	Hours Accrued Per Year	Maximum Accrual
1-9	12 hours	24 hours
10-13	24 hours	48 hours
14-16	33.6 hours	67.2 hours

17-19	40.8 hours	81.6 hours
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Employees may carry over accrued but unused paid leave to the following accrual period but may not use more than 40 hours of paid leave per accrual period (regardless of any carryover). Employees will not accrue additional time until they fall below the maximum accrual mark.

Notice to use PTO

If the use of paid leave is foreseeable, the employee must give the Library at least seven days' notice of the planned leave in accordance with the Library's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of leave. Where the need for leave is not foreseeable, the Library expects the employee to notify it as soon as practicable and, absent unusual circumstances, in accordance with the Library's normal leave procedures.

Payment of PTO

Paid time off will be paid at the employee's base pay rate at the time the leave is taken, or the required minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Upon termination, any accrued but unused leave will not be paid.

E. Family and Medical Leave (FMLA Leave)

The policy described in this section is intended to comply with the Family and Medical Leave Act of 1993 (29 U.S. Code sect. 2601 *et seq.*), as amended (hereinafter "FMLA"). The Library will be guided by the specific provisions of the Act and related regulations issued by the U.S. Department of Labor when interpreting and applying this policy in individual cases.

1. Employee Eligibility, Entitlement, and Job Restoration

Employees who have been employed by the Library for at least 12 months and who have worked at least 1,250 hours during the prior 12 months may take up to 12 weeks (or up to 26 weeks to care for a covered military service member) of unpaid leave per rolling 12-month period, in accordance with the FMLA. This 12-month period is measured backward from the date on which the employee uses any family and medical leave ("FMLA leave").

FMLA leave is available for the following reasons:

- a) The birth of a child or placement of a child with the employee for adoption or foster care and to bond with that child.
- b) To care for the employee's spouse, child, or parent, who has a *serious health condition*.
- c) For a serious health condition that renders the employee unable to perform the employee's job.
- d) Qualifying exigencies in connection with a spouse, child, or parent on active duty or called to active duty in the National Guard or Reserve component of any branch of the Armed Forces of the United States in support of a contingency operation.
- e) To care for a covered military servicemember with a serious injury or illness.

In the case of FMLA leave for serious health conditions, the leave may be taken intermittently or on a reduced schedule basis if such leave is medically necessary. If the need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the employee generally must schedule the treatment in a manner that does not unduly disrupt the Library's operations. Also, if planned intermittent or reduced hours leave is required, the Library may temporarily transfer the employee to another position with equivalent pay and benefits that better accommodates such leave.

In the case of an FMLA leave for the birth or placement of a child, intermittent or reduced hours leave cannot be taken without the approval of the Business Office. If both spouses are employed by the Library, the combined FMLA leave for the birth or placement of a child, or to care for a parent who has a serious health condition, shall not exceed 12 weeks.

Employees who return to work from an FMLA leave within their maximum 12 weeks per rolling 12-month period will be reinstated to their former position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been

continuously employed by the Library during the FMLA leave period; for instance, if changes in the Library's operations occur during an employee's FMLA leave and the employee would have been terminated, laid off or reassigned had they been on active status, the employee is *not* guaranteed reinstatement.

Employees who require additional leave for their own serious health conditions may apply for an extension of leave time, prior to the expiration of their FMLA leave, under the Library's Personal Leave of Absence policy.

2. Notice and Certification

Requests for FMLA leave should be made to the Executive Director. Employees must provide at least 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not practicable, the employee must provide notice as soon as practicable.

Employees are expected to comply with the Library's normal call-in procedures for absences and tardiness. Employees taking intermittent leave also must comply with the Library's normal call-in procedures (specifically indicating their absence is due to the FMLA), unless so precluded by their condition.

Employees must provide sufficient information for the Library to determine if the leave qualifies for FMLA protection and the anticipated timing and duration of the leave. If an employee seeks leave for a reason for which the employee has previously been granted FMLA leave within the past 12 months, the employee must specify the reason for which FMLA leave was previously taken.

After receiving a request for FMLA leave, the Library will inform the employee whether the employee is eligible under the FMLA. If eligible, the Library will inform the employee about any additional required information, as well as the employee's rights and responsibilities concerning FMLA leave. If the employee is not eligible for FMLA leave, the Library will inform the employee why the employee is not eligible.

Employees requesting FMLA leave will be required to submit a certification from their health care provider establishing the existence of a serious health condition, the need for the leave, and its probable duration. The Library will give the employee the certification form. When required, such certification must be submitted as soon as practicable but, in no event, no later than 15 calendar days after the request. If the Library concludes that an employee's medical certification is

insufficient or incomplete, it will notify the employee in writing of the additional information that is necessary to complete the certification. The employee then has 7 calendar days to provide the requested information. The Library reserves the right to require a second or third medical opinion by a health care provider of its choice at its expense.

The Library will inform the employee whether leave will be designated as FMLA-protected and, if known, the amount of leave that will be granted. The Library will also notify the employee if it determines that the leave is not FMLA-protected.

Employees on FMLA leave must periodically notify the Executive Director of their status and intention to return to work and may be required to submit periodic medical recertification to the Library. In addition, in order to return to work after an FMLA leave due to the employee's own serious health condition, the employee must submit a certification to the Library from the health care provider that the employee is able to resume work, *i.e.*, is fit for duty.

Failure to meet the notice and certification requirements, described above and in the written information provided to the employee at the time of the request, may result in one or more of the following: (1) a delay in approval of leave; (2) denial of a request for leave; (3) counting the employee's days off against the employee's attendance record; (4) disciplinary action, up to and including termination; or (5) denial of reinstatement following the leave.

3. Health Insurance and Other Benefits during FMLA Leave

During an FMLA leave, the Library will continue to pay its portion of the group health insurance premiums, and the employee must continue to pay the employee's share of the premiums (including the employee's share of any premium increases). The employee's failure to pay the employee's share of the premiums will result in loss of coverage.

If the employee does not return to work after the leave expires, the employee must reimburse the Library for all premiums the Library paid during the leave, unless the employee does not return because of the continuation, recurrence or onset of a serious health condition, or other circumstances beyond the employee's control.

Employees will not lose any employment benefits earned and accumulated before their FMLA leave begins. However, employees are required to use their

earned and accumulated sick leave, vacation time, and paid time-off in conjunction with FMLA leaves, with accrued sick leave generally being used before accrued vacation leave or paid time-off, unless the leave is paid otherwise (*e.g.*, workers' compensation or disability benefits).

4. Military Family Leave under FMLA

The FMLA provides two types of leave to employees with family members in the military: qualifying exigency leave, and military caregiver leave.

a) Qualifying Exigency Leave

Eligible employees may take up to 12 weeks leave for a "qualifying exigency" arising out of the foreign deployment of the employee's spouse, son, daughter, or parent who is a member of the Armed Forces of the United States, including the National Guard and Reserves ("servicemember") and who is on covered active duty or has been notified of an impending call or order to covered active duty.

Qualifying exigencies include (i) addressing any issues that arise from short-notice deployment (deployment within 7 or fewer days of notice); (ii) attending military events and related activities, such as official ceremonies, programs, events and informational briefings, or family support or assistance programs sponsored by the military, military service organizations, or the American Red Cross that are related to the servicemember's deployment; (iii) certain childcare and related activities arising from the servicemember's active duty (*e.g.*, arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling in or transferring a child to a new school or day care facility); (iv) care of the servicemember's parent who is incapable of self-care; (v) making or updating financial and legal arrangements; (vi) attending counseling for the employee, the servicemember, or the child of the servicemember; (vii) certain post-deployment activities within 90 days of the end of the servicemember's covered active duty; and (viii) taking up to 15 calendar days of leave to spend time with the servicemember when on short-term, temporary Rest and Recuperation leave during deployment.

b) Military Caregiver Leave

Eligible employees may take up to 26 weeks of leave to care for a covered servicemember or a covered veteran during a single 12-month period.

Covered servicemember

A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list for a serious injury or illness. A serious injury or illness is one that is incurred by the servicemember in the line of duty on active duty that may cause the servicemember to be medically unfit to perform the duties of the servicemember's office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the servicemember's active duty and that were aggravated by service in the line of duty on active duty.

Covered veteran

A covered veteran is a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who meets each of the following criteria:

- i. Was a member of the Armed Forces of the United States (including the National Guard or Reserves);
- ii. Was discharged or released under conditions other than dishonorable (*i.e.*, "honorable," "other than honorable," and "bad conduct" are covered); and
- iii. Was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

Combination with other FMLA leave

With respect to military caregiver leave, an eligible employee is limited to a combined total of 26 weeks of leave for any FMLA-qualifying reasons during the single 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military caregiver leave.

F. Military Leave

(Not to be confused with Military Family Leave under the FMLA.) The Library follows both the Uniform Services Employment and Reemployment Rights Act of 1994 (U.S. Code sect. 4301 *et seq.*) and the Illinois Service Member Employment

and Reemployment Rights Act (330 ILCS 61 *et seq.*) with respect to the service-related leave requirements of employees who themselves are members of the U.S. Armed Forces Reserves or the National Guard, or of the U.S. Coast Guard Reserve, Civil Air Patrol, Merchant Marines, or Military Auxiliary Radio System. The Library also complies with the Illinois Military Leave Act to provide eligible employees unpaid family military leave during the time federal or Illinois State deployment orders are in effect and paid leave for funeral honors details.

G. Paid Parental Leave

The Library will provide up to eight weeks of paid parental leave following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The Library will maintain all benefits for employees during the paid parental leave period. The paid parental leave policy will run concurrently with FMLA leave to the extent an employee is eligible for FMLA.

1. Eligibility

Employees who have been employed by the Library for at least 12 consecutive months and who are full- or part-time employees are eligible for paid parental leave, provided they meet one of the following criteria: (a) have given birth to a child; (b) be a spouse or committed partner of an individual who has given birth to a child; or (c) have adopted a child, or been placed with a foster care child, age 17 or younger.

2. Amount and Duration of Paid Parental Leave

Eligible employees who meet the criteria will receive a maximum of eight weeks of paid parental leave per birth, adoption or foster care placement. Multiple births, adoptions, or foster care placements (e.g., the birth of twins or adoption of siblings) does not increase the eight-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than eight weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Approved parental leave may be taken at any time during the 6-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not extend beyond the 6-month period.

Employees must take paid parental leave in one continuous period of leave.

They also must use all paid parental leave during the 6-month period. Any unused paid parental leave will be forfeited at the end of the 6-month period. Upon separation from employment, any unused paid parental leave for which an employee was eligible will not be paid.

Employees on paid parental leave are compensated at the employee's current pay, based on the employee's regularly scheduled work hours. Paid parental leave is paid on the regularly scheduled pay basis, and all standard taxes and deductions apply.

3. Paid Parental Leave and FMLA

Any leave taken under the Paid Parental Leave policy will be counted towards the 12 weeks of available FMLA leave per 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the FMLA policy for further guidance on FMLA.

After paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued sick, vacation and personal leave. Upon exhaustion of accrued sick, vacation and personal leave, any remaining leave will be unpaid.

4. Notice and Requests for Paid Parental Leave

Employees shall provide their supervisor and the Executive Director with notice of the request to use eligible paid parental leave at least 30 days prior to the proposed date of the leave (or as soon as possible if the leave is not foreseeable). The employee must complete the necessary forms and provide all documentation as required to substantiate the request.

H. Victim's Economic Security & Safety (VESSA Leave)

The Illinois Victims' Economic Security and Safety Act ("VESSA") (820 ILCS 180) provides an eligible employee – who has been a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or who has a family or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence, or

any other crime of violence – with up to 12 workweeks of unpaid leave during a 12-month period, in order to address the consequences of domestic, gender, sexual violence, or any crime of violence to themselves or their family or household member who is a victim of domestic, gender, sexual violence, or any crime of violence.

Twelve weeks of unpaid leave on an intermittent or reduced work schedule basis shall be provided to an eligible employee if the employee is (1) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, or gender violence or any other crime of violence to the employee or the employee's family or household member; (2) obtaining services from a victim services organization for the employee or the employee's family or household member; (3) obtaining psychological or other counseling for the employee or the employee's family or household member; (4) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, or gender violence or any other crime of violence; or (5) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating any civil, criminal, or military legal proceeding related to or derived from domestic violence, sexual violence, gender violence, or any other crime of violence.

An employee shall be entitled to use a cumulative total of no more than two weeks of unpaid leave for the following purposes: (1) attending the funeral or its alternative or wake of a family member or household member killed in a crime of violence; (2) making arrangements necessitated by the death of a family or household member killed in a crime of violence; or (3) grieving the death of a family or household member killed in a crime of violence. The leave must be completed within 60 days after the date on which the employee receives notice of the death of the victim.

Employees are limited to a combined total of 12 weeks of unpaid leave each year under FMLA and VESSA. Employees must use any available paid or unpaid leave from employment prior to unpaid VESSA leave. As with FMLA leave, the employee must pay the employee portion of insurance by the fifteenth day of the month for the Library to continue medical coverage.

The employee must provide the Library with at least 48 hours' notice of the employee's intention to take the leave, unless said notice is impractical. The Library may require the employee to provide certification justifying the need for the leave.

Employees who take leave under this policy are entitled to be restored to the same or equivalent position and benefits as the employee had prior to the VESSA leave.

I. Funeral and Bereavement Leave

1. Paid Funeral Leave

In the case of a death in an employee's immediate family, leave with pay is allowed for up to five working days. An additional five working days of leave is allowed, either unpaid or by using other available benefit time. Immediate family for this purpose includes child, spouse, parent, step-parent, domestic partner, grandparent, parent-in-law, and sibling.

2. Bereavement Leave

Under the Illinois Family Bereavement Leave Act (820 ILCS 154) (formerly known as the Child Bereavement Leave Act), eligible employees may take up to 10 days of unpaid time off following the death of a covered family member, the loss of a pregnancy, failed adoption, failed surrogacy, failed fertility treatments, negative fertility diagnosis, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. A covered family member includes an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Bereavement leave runs concurrently with paid funeral leave. The leave time must be completed within 60 days after the date the employee receives notice of the event. Employees must give the Library at least 48 hours notice before taking such leave, unless not reasonable or practicable.

J. Jury Duty

The Library will pay employees their usual salaries for work time missed due to jury duty. Employees notified of jury duty must inform their supervisor as soon as possible so that alternate staffing can be arranged.

K. Blood Donation

A full-time or part-time employee who has been employed by the Library for a

period of six months or more may use up to one hour of compensated time off to donate blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards. The employee must submit the request for time off in writing at least 24 hours ahead to their supervisor and provide medical documentation of the proposed blood donation. The supervisor may schedule the employee's time off for blood donation to accommodate the Library's needs. Time off for blood donation will be in accordance with applicable law.

L. Organ Donation

Upon request, a full-time or part-time employee who has been employed by the Library for a period of 6 months or more may request to use up to 10 days of paid time-off in a 12-month period to serve as an organ donor in accordance with appropriate nationally recognized medical standards. For a part-time employee using leave under this Act, the Library will calculate the daily average pay the part-time employee received during their previous 2 months of employment and compensate the part-time employee in the amount of the daily average pay for the leave days used.

M. Personal Leave of Absence

All employees may apply for a personal leave of absence without pay (except in the case of leave requested as a reasonable accommodation due to an employee's disability, which is assessed by the Executive Director on a case-by-case basis consistent with federal and state law).

To be eligible for a personal leave of absence, employees must first exhaust any accrued paid vacation leave and floating holiday leave. The duration of an approved leave of absence shall not exceed six months in a rolling twelve-month period.

The employee requesting a leave of absence must show good cause, whether it is for medical reasons, to pursue an educational objective, or for a personal obligation. The employee must obtain the approval of both the employee's supervisor and the Executive Director. The employee's prior job performance and the needs of the Department will be taken into account when considering the request. It is the sole discretion of the Executive Director or supervisor to grant or deny the request, based on individual circumstances.

Employees will not accrue sick time or other benefits during a period of personal leave of absence and will not receive holiday pay (if otherwise eligible). The employee may continue health insurance coverage by paying both the employee and employer premium contributions to the Library, on or before the fifteenth of the month. Salary increases and vacation time will be recalculated to reflect only those months that were actually worked.

N. Family Neonatal Intensive Care Leave

A full-time or part-time employee is entitled to a maximum of twenty (20) days of unpaid, job-protected leave while a child of an employee is a patient in a neonatal intensive care unit ("NICU"), in accordance with the Neonatal Intensive Care Leave Act (820 ILCS 157/ *et seq.*). NICU Leave is in addition to any leave an employee may be eligible for under the federal Family and Medical Leave Act (29 U.S.C. 2601 *et seq.*). NICU leave may be taken continually or intermittently at the employee's selection and shall be taken in minimum increments of no less than two (2) hours in duration.

The Library may require reasonable verification of the employee's child's length of stay in the NICU. Confidential medical information will not be requested as part of the reasonable verification.

This Policy was developed solely by the Library and changes in policy may be made from time to time at the sole discretion of the Board, with or without notice. This document does not constitute a contract, nor does it alter the at-will employment relationship between the Library and its employees.

Revised January 1, 2027