



## **NOTICE**

**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**MANAGEMENT COMMITTEE MEETING  
THURSDAY DECEMBER 21, 2023  
6:30 p.m. in MEETING ROOM B**

### **AGENDA**

- **Review of proposed changes to the Personnel Policy. [Action Item]**

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2789 to allow the Library to make reasonable accommodations.



**DES PLAINES PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Agenda for the Management Committee  
Thursday December 21, 2023  
6:30 p.m. in Meeting Room B**

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. New Business.
  - A. Review of proposed changes to the Personnel Policy. [Action Item]
- VIII. Adjournment.

This meeting will be video recorded, and available on the Library's website.

# **FINAL COMPLETE DRAFT DES PLAINES PUBLIC LIBRARY PERSONNEL POLICIES**

## **D-1 INTRODUCTION AND SIGNATURE PAGE**

## **D-2 GENERAL PROVISIONS**

EQUAL EMPLOYMENT POLICY STATEMENT

## **D-3 CLASSIFICATION PLAN**

- A. APPLICABLE LOCAL, STATE, AND FEDERAL LAWS
- B. CLASSIFICATION OF POSITIONS
- C. JOB DESCRIPTIONS
- D. ADMINISTRATION

## **D-4 PAY PLAN**

- A. COMPOSITION
- B. ADMINISTRATION
- C. RATES OF PAY

## **D-5 HOURS, PAY PERIODS**

- A. STANDARD WORK WEEK
- B. WEEKLY HOURS
- C. PAY PERIOD
- D. OVERTIME
- E. COMPENSATORY TIME
- F. EMERGENCY CLOSING
- G. EXEMPT AND NON-EXEMPT POSITIONS
- H. PAYROLL DEDUCTIONS
- I. BREAK PERIODS

## **D-6 LEAVES WITH PAY**

- A. HOLIDAYS
- B. PERSONAL BUSINESS DAYS
- C. VACATION
- D. OTHER PAID TIME OFF
- E. SICK LEAVE
- F. FUNERAL OR MEMORIAL LEAVE
- G. DONATION LEAVE

## **D-7 LEAVES WITHOUT PAY**

- A. PART-TIME EMPLOYEES
- B. EXTENDED LEAVE
- C. FAMILY AND MEDICAL LEAVE ACT (FMLA)
- D. SCHOOL VISITATION LEAVE
- E. ABSENCE WITHOUT LEAVE
- F. EXCESSIVE ABSENTEEISM

- G. MILITARY LEAVE
- H. JURY DUTY
- I. COURT APPEARANCE
- J. FAMILY BEREAVEMENT LEAVE
- K. VICTIMS' ECONOMIC SECURITY AND SAFETY LEAVE

**D-8 GENERAL BENEFITS AND ALLOWANCES**

- A. INSURANCE
- B. CONTINUATION OF INSURANCE COVERAGE
- C. EMPLOYEE ASSISTANCE PROGRAM (EAP)
- D. PROFESSIONAL CONFERENCE ATTENDANCE
- E. MEMBERSHIPS
- F. EDUCATIONAL REIMBURSEMENT

**D-9 GENERAL RULES AND REGULATIONS**

- A. FAIR LABOR STANDARDS ACT
- B. THE AMERICANS WITH DISABILITIES ACT
- C. SELECTION AND EMPLOYMENT OF PERSONNEL
- D. WORK SCHEDULES
- E. PERSONNEL RECORDS
- F. CHANGE OF NAME, ADDRESS, OR MARITAL STATUS
- G. HARASSMENT, INCLUDING SEXUAL HARASSMENT
- H. OUTSIDE EMPLOYMENT
- I. USE OF LIBRARY VEHICLES, EQUIPMENT, SUPPLIES AND TOOLS
- J. WAGE GARNISHMENTS
- K. POLITICAL ACTIVITY
- L. TELEPHONE
- M. SAFETY AND WORKERS' COMPENSATION
- N. STAFF COMPUTER AND INTERNET USE POLICY
- O. FOOD
- P. PERSONAL MAIL
- Q. GIFTS AND FAVORS
- R. DRUG-FREE WORKPLACE
- S. SOCIAL MEDIA POLICY
- T. CARRYING GUNS ON LIBRARY PROPERTY
- U. PARKING
- V. PERSONAL APPEARANCE
- W. DISCIPLINARY PROCEDURES
- X. WHISTLEBLOWER REPORTING AND ANTI-RETALIATION POLICY AND PROCEDURES
- Y. RESIGNATION
- Z. RETIREMENT
- AA. DEATH

PERSONNEL POLICIES

INTRODUCTION

- A. This explanatory material for employees does not constitute a contract of employment with the library and does not change or modify any agreements between the library and the employee. The sole purpose of these written policies is to provide general information regarding the personnel program. The information provided may not apply in all cases. All policies are subject to change by the Library Board of Trustees. Nothing in this explanatory material shall be interpreted as an offer of employment or promise of continued employment for any specific period of time.

Reviewed and Approved 10/15/96  
 Revised and Approved 02/18/97  
 Revised and Approved 09/21/99  
 Revised and Approved 04/17/01  
 Reviewed and Approved 06/17/03  
 Reviewed and Approved 10/18/05  
 Reviewed and Approved 08/21/07  
 Reviewed and Approved 08/18/09  
 Reviewed and Approved 05/17/11  
 Revised and Approved 04/15/14  
 Reviewed and Approved 11/17/16  
 Revised and Approved 02/21/19  
 Revised and Approved xx/xx/xx

B. SIGNATURE REQUIRED

I understand that these written policies are for informational purposes only and do not imply or constitute in any way a contract for continued employment. I acknowledge that my employment is at will. I understand that I have the right to end my employment at any time, with or without notice and with or without cause, and that the Library has the same right.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GENERAL PROVISIONS

EQUAL EMPLOYMENT POLICY STATEMENT

- A. All personnel practices and procedures, including but not limited to recruitment, hiring and promotion, compensation, benefits, transfers, lay-offs, training and other conditions of employment, will be administered in a manner that does not discriminate on the basis of race, color, religion, sex (including sexual harassment), sexual preference, **gender identity**, national origin, ancestry, age, marital status, disability, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.
  
- B. The Library Director shall be given final authority, under the direction of the Library Board of Trustees, for the development and administration of the personnel program.

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Reviewed and Approved 11/17/16  
Revised and Approved 02/21/19  
Revised and Approved xx/xx/xx

## CLASSIFICATION PLAN

### A. APPLICABLE LOCAL, STATE, AND FEDERAL LAWS

All provisions for establishment and maintenance of the classification and compensation plans shall be in accordance with the state statutes.

### B. CLASSIFICATION OF POSITIONS

1. Each class shall include those positions sufficiently similar in respect to their duties and responsibilities so that similar requirements as to training, experience, knowledge, skill, personal qualities and the same rates of pay can be applied.
2. Part-time positions shall also be allocated to classes, wherever a corresponding class exists, for the purpose of applying rates of compensation. Temporary positions shall not be classified.
3. Job descriptions are prepared by the department heads and are presented to the Library Director, who presents them for approval to the Library Board.

### C. JOB DESCRIPTIONS

1. Purpose and Effect of Job Descriptions. Each job description shall state the major characteristics of the job. It shall give examples of specific duties that may be required. The listing of particular examples of duties does not preclude the assignment of other tasks and duties of a related kind or character or of lesser skills. The job description provides the basic information from which to derive a quantitative job content evaluation for each class.
2. Statements of Desirable Qualifications. The statement of qualifications in the job description is intended to express desirable minimum qualifications. The qualifications will be used as a guide in selecting candidates for employment, in selecting employees for assignment to new positions, as an aid in the preparation of competitive examinations and for use in determining the relative value of positions in a class with positions in other classes.

D. ADMINISTRATION

Responsibilities of the Library Director. Under the direction of the Library Board of Trustees, the Library Director shall be responsible for the administration of the classification plan.

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Revised and Approved 02/21/19  
Revised and Approved xx/xx/xx



PAY PLAN

A. COMPOSITION

1. The pay plan shall consist of all job listings in the Salary and Classification Schedule, with corresponding rates of pay reflecting the minimum, mid-point, and maximum annual salaries for each classification.
2. The annualized rates of pay and salary ranges prescribed are based on full-time employment at normal working hours for the respective jobs.

B. ADMINISTRATION

1. The Library Director shall be responsible for the administration of the pay plan. Changes recommended must be approved by the Library Board of Trustees and shall be effective upon action by the Library Board of Trustees.
2. Changes in the compensation plan shall be made in a manner to maintain proper relationship among the classes of positions.

C. RATES OF PAY

1. Beginning
  - a. Starting Rate on Initial Employment. Original appointment to any position shall normally be made at the minimum of the salary range. Advancement within each salary range shall be made on the basis of periodic performance appraisals. Upon recommendation of a department head the Library Director may approve initial compensation at a higher rate than the minimum salary. Any employee who starts at a salary higher than the minimum shall be eligible for salary advancement as described in "2. Advancement."
  - b. Starting Rate on Return from Military Service. Any employee who leaves the library's service to enter active duty in the Armed Forces of the United States and who is reinstated to a position previously held shall be placed in the same position in the salary range held prior to the time of separation.

2. Advancement

The Library Director must approve all hiring decisions, including starting rate of pay. All subsequent personnel decisions must have the approval of the Director.

**Salary Advancement Within Classification.** Salary advancement through a salary range (i.e., from minimum to maximum) is based on an individual's level of performance determined by fair, periodic performance appraisals. All employees are to be evaluated at least once per year.

a. Beginning Status

An employee shall enter at the minimum level of the schedule unless extensive experience warrants starting at a higher level.

(1.) No prospective employee may be hired above the minimum level without the approval of the Director.

b. Six Months Status

Employees shall receive a formal evaluation by their supervisor after six months employment in the position.

c. Twelve Months Status

After a period of twelve months, an employee shall receive a formal evaluation by their supervisor.

d. Anniversary Advancement

Each employee shall be evaluated on a yearly basis by their supervisor. At this time, consideration will be made to determine advancement to a higher rate of pay. Reaching an annual anniversary does not guarantee advancement to a higher rate of pay. The decision to advance an employee to a higher rate of pay is at the Library Director's sole discretion.

If a performance salary increase is granted, the increase will be effective on the employment anniversary date unless stipulated otherwise.

3. Anniversary Date

An employee's anniversary date is the date of hire for the position that they currently hold.

#### 4. Part-Time Positions

**Part-time and Temporary Employees.** Part-time employees shall be defined as those employees occupying positions that are normally scheduled to work less than an average of thirty (30) hours per workweek during the calendar year or, for purposes of the Affordable Care Act only, less than an average of thirty (30) hours per workweek over the course of any “look-back/stability period” established by the Library, whichever is applicable. The Library Director determines who is a part-time employee. Positions shall be assigned to classes in the Pay Plan for the purposes of applying rates of compensation.

Any employee working on a part-time or temporary basis shall be paid at an hourly rate only for hours actually worked.

##### a. Breaks in Service

Continuing Service Requirements. Requirements for advancement are based on continuous service, which means employment with the library without break or interruption. Leaves of absence with pay and leaves of absence without pay of thirty days or less shall not interrupt continuous service and shall not be deducted. Leaves of absence without pay in excess of thirty (30) days (except extended service in the Armed Forces of the United States) shall be deducted in computing total service.

Continuity and Re-Classification. Whenever an employee ~~changes from a classification in one of the schedules to a classification in another schedule~~ **positions within the Library**, the employee shall retain credit received for sick leave and vacation based on previous service.

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## HOURS, PAY PERIODS

### A. STANDARD WORK WEEK

The library work week begins on Sunday and ends on Saturday.

### B. WEEKLY HOURS

The standard work hours for all full-time positions are 37.5 hours per week.

### C. PAY PERIOD

#### 1. Pay Periods

Pay periods are bi-weekly.

#### 2. Reporting Requirements

All employees are required to submit an online time sheet. Time sheets must be completed by employees and reviewed and verified by their supervisors. Falsification of any time sheet may result in disciplinary action, up to and including termination of employment.

3. The library encourages employees to have their paychecks processed through a direct deposit agreement with their designated financial institution. Employees must complete a Direct Deposit Enrollment Form and submit it to the Human Resources Manager for processing to enroll in a direct deposit program. Employees who choose not to enroll in a direct deposit agreement will be charged a fee determined by the Library Director to receive a paper copy of their paycheck.

### D. OVERTIME

Employees will receive overtime compensation in accordance with the federal Fair Labor Standards Act. All overtime hours must be approved by a supervisor and the Library Director. Failure to get proper approval will result in disciplinary action.

### E. COMPENSATORY TIME

For full-time employees, Sunday is considered a full work day.

## F. EMERGENCY CLOSING

When the library is closed because of weather, building safety emergencies, or by a **Disaster Proclamation issued by the governor**, all employees who were scheduled to work during the period the library is closed will be compensated for the hours they were scheduled.

## G. EXEMPT AND NON-EXEMPT POSITIONS

**Exempt Employees.** An exempt employee is one who is paid on a salary basis and who works in an executive, administrative or professional capacity. An exempt employee is not entitled to overtime payment for hours worked in excess of forty (40) hours in a week under the Fair Labor Standards Act (FLSA) or the Illinois Minimum Wage Law (IMWL).

**Non-exempt Employees.** Employees who are paid on an hourly basis and are therefore entitled to overtime for hours worked in excess of forty (40) hours in a week, in accordance with the Fair Labor Standards Act and/or the Illinois Minimum Wage Law.

## H. PAYROLL DEDUCTIONS

### 1. Mandatory Deductions.

- a. Federal Income Withholding Tax. This amount is specified by each employee when the W<sub>4</sub> Form is completed. It can be changed at any time by submitting a new form.
- b. State Income Withholding Tax. This amount is also specified by each employee when the IL W<sub>4</sub> Form is completed and can be changed at any time as described above.
- c. Social Security Tax. All employees are included in the Social Security System. These benefits are in addition to other retirement benefits that the employee may be eligible to receive.
- d. Medicare Tax. All employees are included as participants in the Medicare Tax System. These benefits are in addition to other retirement benefits that the employee may be eligible to receive.

e. Pension.

(1.) Illinois Municipal Retirement Fund (IMRF)

- (a.) A 4.5 percent contribution is required of employees who qualify. To qualify as a participating employee, an employee must be regularly scheduled to work 1,000 hours or more per year. Non-participating employees pay Social Security Tax and get only Social Security coverage for retirement purposes.
- (b.) The 4.5 percent member contribution is considered as employer paid contributions for the purpose of Section 414 (b) of the Internal Revenue Code. This means that the member's contribution is not considered taxable wages when computing federal or state income tax withholding. Consequently, payment of federal income tax on member contributions is postponed until the contribution is paid to the member as a refund, pension, or to the member's beneficiary as a death benefit.

2. Voluntary Deductions.

- a. Deferred Compensation ~~Through the City of Des Plaines, the Library~~ The City provides an option to any regular employee to invest a portion of their present earnings in a deferred compensation plan. Under this arrangement, investments are not subject to current Federal income taxes until such time as the employee receives payment from the plan.

~~Through the City of Des Plaines, the Library~~ The City program includes various investment options and is currently administered by ~~ICMA-RC~~ **MissionSquare Retirement** and Nationwide. Enrollment is open to any employee. Contributions to the program are financed solely by the employee, through payroll deduction.

Benefits received through this program are in addition to any Social Security or Illinois Municipal Retirement Fund (IMRF) benefits for which the participating employee would be eligible. A plan (annuity) is available to all employees through ~~ICMA-RC~~ **MissionSquare Retirement** or Nationwide. Enrollment and other information is available through the Human Resources Manager.

- b. Credit Union. All library employees and family members are eligible to join the Northwest Municipal Federal Credit Union. Employees may arrange to have payroll deductions from their paycheck.

I. BREAK PERIODS

- i. The Library Director is authorized to establish and arrange meal periods and reasonable rest periods that are consistent with the Library's operations and applicable law.
- ii. Break periods of no more than 10 minutes may be allowed for all employees, with the permission of their supervisors, so as not to interrupt normal work operations or interfere with efficient customer service.
- iii. Meal period: employees are eligible for meal periods in accordance with applicable law. The meal period is unpaid.

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## LEAVES WITH PAY

### **Notification Requirements**

Each employee is expected to report to their respective department at or before the scheduled starting time. If an employee is unable to report accordingly, every effort should be made to notify their supervisor or designated individual prior to the scheduled starting time, or reasonably thereafter.

If an employee requires time off for a necessary absence, a request must be submitted via the online payroll system to their supervisor. The supervisor should then consider the request and advise the employee as soon as possible and inform the employee how the absence will be recorded (vacation, sick leave, personal). Every effort will be made to accommodate all reasonable requests, while maintaining efficient department operations.

### A. HOLIDAYS

#### 1. Official Holidays

All full-time employees of the library shall receive 7.5 hours of holiday pay at their regular compensation rates for the following holidays, **and other holidays as approved by the Library Board of Trustees:**

New Year's Day	Thanksgiving Day
Memorial Day	<b>Friday Following Thanksgiving</b>
Independence Day	Christmas Eve
Labor Day	Christmas Day
	New Years Day

No part-time or seasonal employees will receive holiday compensation.

Employees who are suspended or absent without leave on the last working day before or the first working day following a specified holiday shall not be paid for such holiday.

**Holidays Occurring on Vacation.** When a holiday falls within the regularly scheduled vacation of employees eligible for holiday pay, they will receive holiday pay and such day will not be counted as a day of vacation.

2. Floating Holiday

In addition to the eight (8) official holidays, full-time employees will receive seven and one half (7.5) hours of floating holiday pay. This time must be taken as a full 7.5-hour day, not in smaller increments.

These hours will be accrued on January 1 each year and must be used by December 31 of the same year. There will be no compensation for unused floating holiday hours, nor will floating holiday hours be carried over to the next calendar year. Eligible employees must request the use of floating holiday hours from their supervisors, who will grant the use at their discretion. **Floating holiday hours do not pay out upon separation, termination, or retirement of the employee from the Library.**

B. PERSONAL BUSINESS DAYS

1. Eligibility

Full-time, regular employees will be eligible for two personal-days per year following their first full year of employment.

~~Part-time, regular employees will be eligible for two personal days per year following their first full year of employment, as follows~~

- ~~• Regularly scheduled 20 hours or more per week receive two 7.5 hour days.~~
- ~~• Regularly scheduled less than 20 hours per week receive two 4 hour days.~~

~~Seasonal employees will not receive any personal days.~~

2. Accrual

Personal days will accrue annually on the employee's original hire date.

3. Approval Requirement

Employees must request permission from their supervisors in advance to take personal leave. The supervisors may grant the leave at their discretion.

4. Carryover

Personal days must be taken within the twelve (12) month period after they are accrued. ~~Unused personal days shall be forfeited.~~ **Personal day hours do not pay out**

upon separation, termination, or retirement of the employee from the Library.

5. Compensation for Unused Personal Days

Employees will not receive compensation for unused personal business days.

D-6

C. VACATION

1. All full-time, regular employees will accrue vacation leave as follows:

Director, Assistant Director, Department Heads, Managers, School Liaison Librarian, Librarian II, Teen Services Librarian, Youth Services Librarian, Reference Librarian, and Metadata and Cataloging Specialist.

First year and every year thereafter	20 work days
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Other **full-time** library staff

First through fifth year	10 work days
Sixth through tenth year	15 work days
Eleventh and every year thereafter	20 work days

2. Part-time employees who are regularly scheduled to work twenty (20) hours or more per week will accrue vacation leave as follows:

First year <b>through fifth year</b>	<b>two</b> <del>one</del> weeks as regularly scheduled
<b>Sixth through tenth year</b>	<b>three</b> weeks as regularly scheduled
<del>After five years</del> <b>Eleventh and every year thereafter</b>	four <del>two</del> weeks as regularly scheduled

3. Accrual for all qualified employees will begin with the employee's first day of work and will be credited monthly.

4. All vacation leave must be approved, in advance, by the employee's supervisor.

5. **Full-time** employees will be allowed to accrue up to a maximum of twenty work days of vacation at any time during the year. Employees who have accrued twenty (20) vacation days will not accrue additional vacation days until they have used enough vacation time to be back below the twenty (20) vacation day cap. **Part-time employees who are regularly scheduled to work twenty (20) hours or more per week will be allowed to accrue up to a maximum of eighty (80) hours of**

vacation at any time during the year. These part-time employees who have accrued eighty (80) hours of vacation time will not accrue additional vacation time until have used enough vacation time to be back below the eighty (80) hour vacation cap.

6. Holiday Credit. When a holiday falls within an employee's regularly scheduled vacation, such day shall not be counted as a day of vacation leave allowance.

D-6

7. Scheduling. Vacations will be scheduled in accordance with departmental procedures. Although each department head reserves the final right for scheduling vacations, vacation leaves shall be scheduled at times most desired by and in accordance with the written requests of employees, provided that such scheduling does not unreasonably interfere with the operations of the Library.

8. Separation. At separation, employees shall be paid for all unused vacation leave as required by the Illinois Wage Payment and Collection Act

#### D. OTHER PAID TIME OFF

1. All part-time, regular employees who are regularly scheduled for less than 20 hours per week will receive paid time off as follows:

One hour in paid time for every scheduled hour of work, multiplied by 52 weeks (representing the number of weeks in a year), divided by 40 (representing the typical work week as contemplated in the Illinois Paid Leave for All Workers Act).

*For exemplary purposes only,  
Employee A works 15 hours per week as regularly scheduled. 15 multiplied by 52 divided by 40 equals 19.5. This employee would receive 19.5 hours of paid time off.*

*Employee B works 10 hours per week as regularly scheduled. 10 multiplied by 52, divided by 40 equals 13. This employee would receive 13 hours of paid time off.*

Paid time off under this subsection accrues monthly on the first day of the month, and may not be used sooner than 90 days after January 1, 2024 or 90 days after the employee's hire date, whichever is later. This time off may be taken in increments of two hours or more. An employee using this provision should schedule the time with their supervisor in advance so as not to disrupt library operations, unless

circumstances make it unfeasible to do so.

Paid time off under this subsection is not paid out upon separation, termination or retirement of the employee from the library.

#### E. SICK LEAVE

1. Full-time employees of the library shall accrue one (1) day of sick leave for each completed month of service.
2. Sick leave may be used for an illness or injury not compensated by Workers Compensation.

D-6

3. Employees eligible for sick leave with pay may use such sick leave, upon approval of the department head, for absence due to illness, injury, exposure to contagious disease that is communicable to other employees, and illness in the employee's immediate family (spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, child, grandchild, grandparent, step-parent, step-child). Sick leave for other family members will be determined at the sole discretion of the department head.

Sick leave may also be approved for dental appointments, outpatient diagnostic testing, or sickness preventive measures ordinarily available only during normal working hours.

3. Each employee has the responsibility to inform their immediate supervisor of any absence from work and the reason for the absence prior to starting time, if possible, but no later than thirty (30) minutes after starting time. Failure to do so without cause may result in denial of sick leave pay for that particular day's absence.

An employee whose sick leave is ~~three (3)~~ 5 (five) consecutive work days or more must present upon return to work a written statement from the employee's ~~physician~~ health care provider that the employee is able to return to work.

The library has the right to check on the welfare of the employee to determine the extent of illness. Any employee who knowingly falsifies absence information may be subject to disciplinary action including suspension and termination of employment.

5. In the event an employee uses up all accumulated sick leave and is still unable to return to work, the employee will **must** use any remaining vacation time, **or other paid time off** for that calendar year. However, at no time can accumulated sick leave be taken in lieu of or with a scheduled vacation. If all sick leave and vacation time is exhausted, an eligible employee should then apply for **leave under the Family Medical Leave Act if not done previously and if applicable**, leave without pay, or for

temporary disability benefits through the Illinois Municipal Retirement Fund if applicable.

6. Absence for a fraction of a day will be charged proportionately in an amount not smaller than one-half hour increments.
7. All unused, accrued sick leave shall be accumulated from year to year to a maximum of eighteen hundred (1,800) hours (240 days).
8. **Accumulated sick time is not paid out upon separation, termination, or retirement of the employee from the Library.**

D-6

#### F. FUNERAL **OR** MEMORIAL LEAVE

1. Full-time ~~regular~~ employees are eligible for funeral leave of up to three consecutive scheduled work days not chargeable to sick leave or other paid leave in the event of the death of any of the following relatives: mother, father, spouse, civil union partner, child, brother, sister, mother-in-law, father-in-law, grandchild, grandparent, grandparent-in-law, brother-in-law, and sister-in-law. Exceptions to this policy may be granted at the discretion of the Library Director.
2. Funeral **or memorial** leave will be instituted when the administration receives notification of the death, and will coincide with the funeral or memorial arrangements.
3. An employee shall be entitled to regular pay for those days taken for funeral **or memorial** leave that fall on a regular work day.
4. ~~If conditions warrant additional time, the department head may authorize the employee's use of sick leave, vacation or personal leave.~~
5. ~~In the case of the death of a child or children of an employee, the employee may request unpaid time off (or paid to the extent available) in accordance with the Illinois Child Bereavement Leave Act.~~

#### G. **DONATION** LEAVE

##### 1. PURPOSE

The ~~Des Plaines Public~~ Library recognizes that ~~full and part-time~~ employees may experience a catastrophic illness or injury related to themselves or their family, resulting in a need for additional time off. ~~in excess of their available sick, vacation, and personal time off provided~~

~~by the Library. To alleviate this need, The Library implements this Donation Leave Policy for all eligible employees.~~

Under the policy, employees may donate sick time, vacation time, personal time, **or other paid time off** to a sick leave bank managed by the Library that eligible employees can draw upon when experiencing a catastrophic illness or injury related to themselves or their family under the policy. Participation in the policy is voluntary.

## 2. ELIGIBILITY

Eligibility for participation ~~under this~~ begins upon the employee's initial donation of at least one day of accrued sick, vacation, personal or **other paid time off**. Eligibility will continue from year to year, provided that the employee donates at least one day (7.5 hours or the part time equivalent of one scheduled day) of sick, vacation, personal, **or other paid time off leave time** each subsequent fiscal year. Full-time and part-time library employees may participate in this program.

"Catastrophic illness or injury" is defined as a medical event involving a lengthy convalescence expected to last a minimum of 10 weeks, or a condition for which a health care provider has determined there is a substantial risk of death. The catastrophic illness or injury must require the continuing services of a physician. Employees may withdraw time based on a catastrophic illness or injury related to their person or a family member as defined by the Family and Medical Leave Act (FMLA). Use of donated sick leave shall run concurrently with FMLA if the employee is FMLA eligible.

Eligible employees may withdraw from the bank if they entirely exhaust all sick, vacation, personal, **and other paid time off** and all other forms of accrued leave time, if any, available to the employee. An employee may not withdraw from the bank if that employee is receiving temporary disability benefits under workers' compensation, any pension plan including but not limited to IMRF, or any other short-term or long-term disability plan.

Employees will not be eligible for withdrawal from the bank upon the termination of employment or failure to donate one day of sick, vacation, personal **or other paid time off** per fiscal year. Benefits from the bank are not available retroactively. Once an employee donates time, that time is no longer available to the employee. ~~unless they meet the criteria to withdraw time from the bank under the Library's Leave Donation Policy.~~

The ~~Executive Director of the Library~~ **Human Resources Manager** will notify employees of the current amount of leave time in the bank upon an employee's request. ~~per fiscal quarter.~~ Days remaining in the bank at the end of a fiscal year will be carried over to the next fiscal year.

## DONATION LEAVE GUIDELINES

### *Donating Time*

Any employee who participates in the Leave Donation Program must sign a statement

indicating the number of days they would like to donate. Donations must be in increments of the equivalent of one day of scheduled work.

Full-time employees may donate up to five (5) days of sick, vacation, or personal time per fiscal year. Part-time employees may donate up to ~~one (1)~~ **two (2)** days of sick, vacation, or other ~~accumulated leave~~ **paid time off** per fiscal year.

Employees may not designate a specific employee to receive their donated time. Employees may not borrow against future sick, vacation, or personal time but rather donate accrued time. Employees currently on an approved leave of absence may not donate any accrued sick, vacation, or personal leave time.

### ***Withdrawing Time***

An employee must request donated leave time from the bank in writing to the Human Resources Manager. An employee requesting leave time from the bank must use donated leave time for themselves or a family member experiencing a serious health condition as defined under FMLA guidelines.

All requests must include a physician's statement that consists of the beginning date of the condition, that the condition would otherwise qualify the employee to FMLA leave, and an estimated duration of the employee's absence. All requests must also estimate the number of sick days required. An employee must make withdrawal requests after exhausting all accrued sick, vacation, personal, **or other paid time off**, or other forms of accrued leave time.

The Library will limit initial requests for withdrawal from the bank of up to ten (10) days of leave time. An applicant may request up to an additional ten (10) days of leave by reapplying  
D-6

under the policy. The maximum leave granted under this Leave Donation Program is 20 days of leave at the employee's regularly scheduled hours of work in a calendar year.

Any such donated leave will be paid at the applicant's regular compensation rate for the hours that they are regularly scheduled to work. Applicants are not eligible to receive cash compensation in lieu of paid time off. All medical information provided by an employee, including a request for donated time and medical documentation, will remain confidential and placed in a file separate from the employee's personnel file per guidelines established by the Americans with Disabilities (ADA).

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## LEAVES WITHOUT PAY

### A. PART-TIME EMPLOYEES

Part-time employees will be eligible for ~~eight (8)~~ **five (5)** days (pro-rated) of unpaid leave per year beginning on their original hire date. This leave is subject to their supervisor's approval and only if it does not interfere with efficient department operations.

### B. EXTENDED LEAVE

The Library Director may authorize an employee to be absent without pay for personal reasons (not covered by FMLA) not to exceed 20 working days in any calendar year. The employee must submit their request in writing through their immediate supervisor to the Library Director. The supervisor will review the request and forward the recommendation for consideration. The Library Director shall then advise the employee of their determination at their earliest convenience.

1. Eligibility. All full and part-time employees who have been employed continuously for twelve months are eligible.
2. Limit. Employees will be limited to four work weeks of personal leave in each calendar year.

Upon ability to return to work, an employee shall be returned to the former job or as close as possible to a job of like status and pay provided the employee meets the library's physical standards of employment rules, assuming such position is available.

### C. FAMILY AND MEDICAL LEAVE ACT (FMLA)

#### 1. Coverage and Eligibility.

To be eligible for leave, an employee must have worked for the library for at least 12 months, and at least 1,250 hours over the 12 months preceding the start of the leave.

#### 2. General Leave Requirements.

##### a. Length and Purpose of Leave:

- (1.) The length of the leave is determined on a "rolling" basis, which is the twelve (12) months immediately prior to the first day of any eligible FMLA leave and continues forward with each additional day of leave. FMLA leave may be up to twelve (12) weeks less prior leave used during the prior twelve (12) months of the "rolling" period;
- (2.) Because of the birth of a child and in order to care for such child (eligibility ends 12 months after birth);

- (3.) Because of the placement of a child with the employee for adoption or foster care (eligibility ends 12 months after placement);
  - (4.) In order to care for an immediate family member (spouse, child, parent) of the employee if such family member has a serious medical condition;
  - (5.) Because of a serious health condition that makes the employee unable to perform the functions of their job.
- b. A total of 12 work weeks during a 12-month period can be taken:
- (1.) In one 12-week period;
  - (2.) In several leaves for different reasons totaling 12 weeks;
  - (3.) Intermittently in the case of a family illness leave or personal illness leave, when medically necessary, with the days/weeks of leave equaling a maximum of the equivalent of 12 workweeks;
  - (4.) For eligible part-time employees the leave entitlement is calculated on a pro-rated basis.
- c. If both spouses are employed by the library, they together may take only 12 workweeks for a "birth" leave, placement leave, or a family medical leave to care for a sick parent; otherwise, each spouse is entitled to a total of 12 workweeks for a medical leave to care for a child, spouse, or for personal medical leave for a serious health condition.
- d. Only leave starting on or after August 5, 1993 is considered FMLA leave which can be counted against an employee's 12-week entitlement.
- e. Employees may be eligible for additional leave if their child, parent, spouse or next of kin is (1) a current service member of the Armed Forces, including National Guard or Reserves, (2) suffers or aggravates a serious illness or injury in the line of duty on active duty while deployed to a foreign country, and (3) is undergoing treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list. This leave is also available for family members of veterans suffering from a serious, service-related illness or injury, if the veteran was a member of the Armed Forces, National Guard, or reserves within five (5) years of needing care.

Employees in this situation may take up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the family member. This leave is not in addition to the twelve (12) weeks of leave available for reasons addressed above. Employees eligible for this type of leave are entitled to 26 total weeks of leave in a twelve (12) month period for all reasons.

3. Advance Notice and Medical Certification

- a. The employee ~~may~~ **will** be required to provide advance leave notice, if possible, and medical certification. Taking of leave may be denied if requirements are not met.
- (1.) The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”. When it is not possible to provide such notice, an employee must give notice within two business days of when the employee learns of the need for leave.
  - (2.) The library will require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the library's expense) and a fitness for duty report to return to work. The certification must be provided within 15 calendar days.
  - (3.) Leave Request Forms and Medical Certification Forms can be obtained through the Human Resources Manager.
  - (4.) Any requests for leave must be signed by the employee's supervisor and Library Director and forwarded to the Human Resources Manager for processing.

4. Job Benefits and Protection

- a. For the duration of the FMLA leave, the library must maintain the employee's health insurance coverage under the group plan, under the same terms offered to employees not on leave.
- (1.) The library will require that an employee make premium payments that had been paid by the employee, i.e., family dental, before FMLA leave, subject to any change in the rates that may occur during FMLA leave.
  - (2.) The library will require that the payment of applicable premiums be made either at the same time as it would by payroll deduction, or another system mutually agreed upon by the library and the employee. The library will provide the employee with advance written notice of the terms under which the payment is to be made.

- (3.) There is a 30-day grace period following the premium due date without jeopardizing benefit coverage.

If the employee decides not to return to the library at the conclusion of any authorized unpaid FMLA leave, the employee will be responsible for reimbursing the Library for any health and life insurance premiums paid during that time on the employee's behalf.

- b. The library will maintain life insurance coverage during any unpaid FMLA leave in order to avoid a lapse in coverage; however, the employee will be expected to reimburse the Library for premium payments made on their behalf during that time.
- c. Employees are not entitled to an extension of benefits other than health care and life insurance during an unpaid leave, but will not lose any benefits accrued prior to leave.
- d. Upon return from FMLA leave, the employee must be restored to their former position or an equivalent position, with equivalent pay, benefits, and other employment terms. Exemption from restoration does exist, however, for employees in "key" positions (see definition of "key" employee).
- e. The employee's return to work rights are whatever they would have been had the employee not been on leave, subject to the exceptions noted in this policy. If, for example, an employee's position was eliminated for reasons unrelated to the employee's leave, the employee would have no right to reinstatement.
- f. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- g. Any period of unpaid FMLA leave should be treated as continuous service for purposes of vesting and eligibility to participate in pension and deferred compensation plans.

5. Substitution of Paid Leave

- a. The library will require an employee to substitute accrued paid leave for any part of leave provided under the FMLA as follows:
  - (1.) Birth, adoption, or foster care: vacation, personal leave.
  - (2.) Care for illness of a family member or injured or ill service member: vacation, personal, sick leave.
  - (3.) Employee personal medical: vacation, personal, sick leave.
- b. When available paid leave is used of less than 12 weeks duration, the library need provide only an additional period of unpaid leave so that the employee has a total of 12 weeks.

6. Definitions

- a. Child. Either under 18 years of age, or older who is incapable of self-care because of mental or physical disability (as defined by the ADA); one forwhom the employee has day-to-day responsibility for care (including biological, adopted, foster, or step-child).
- b. Continuing treatment. Under the direction and supervision of a health care provider. Reasonable efforts would be made by employees to schedule medical treatments so as not to disrupt the operations of the library.
- c. Health care provider. Licensed doctor of medicine or osteopathy; or other person who the Secretary of Labor determines to be capable of providing health care services.
- d. Key employee. The library may refuse to reinstate a “highly compensated” employee where the effect of the leave on the operations of the library would cause “substantial and grievous economic injury” in replacing the employee on a temporary basis. The determination of highly compensated and restoration rights must be made at the time of the leave request.
- e. Medical certification will be required for:
  - (1.) the employee's own personal health condition;
  - (2.) the care of a family member;
  - (3.) request for intermittent/reduced leave;
  - (4.) inability to return from leave;
  - (5.) fitness for duty.

- f. Parent. Broadly defined to include natural parent, or person standing *in loco parentis* to an employee when the employee is a stepson or stepdaughter.
- g. Serious health condition. An illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment by a health provider. Continuing treatment involves: (1) a period of incapacity of more than three consecutive calendar days (not working days) and subsequent treatment including either two visits to a health care provider or one visit followed by continuing treatment under the health care provider's supervision; (2) a period of incapacity due to pregnancy or for prenatal care; (3) treatment for chronic serious health conditions such as asthma and diabetes that require periodic treatment by a health care provider; and (4) treatments for serious conditions such as cancer that may not be incapacitating but without treatments would result in a period of incapacity of more than three consecutive days.
- h. Service member. A member of the United States Armed Forces, including the National Guard or Reserves.

#### D. SCHOOL VISITATION LEAVE

Eligible employees whose biological, adopted or foster child, step-child or legal ward attends a primary or secondary school in Illinois or a contiguous state will be granted unpaid leave for educational and behavioral conferences or classroom activities that cannot be scheduled during non-working hours. To be eligible, an employee must have completed six (6) consecutive months of service and have worked at least half-time during the last six months. Eligible employees will be granted up to eight (8) hours of school visitation leave per school year, and no more than four hours may be used on any one day.

In lieu of unpaid leave, employees may be required to use accrued vacation, personal, compensatory or other earned leave, but not sick or disability leave. If unpaid time is used, the employee may request to make it up subject to supervisor approval, but (except for exempt employees) is not required to do so.

Except in emergencies, the supervisor must be given ~~at least seven (7) days notice~~ **advanced notice** of the employee's need for leave. Verification that an employee actually attended a school conference, including the time the conference began and ended, may be required.

#### E. ABSENCE WITHOUT LEAVE

All unauthorized and unreported absences shall be considered absences without leave and deduction of pay shall be made for the period of absence. Appropriate disciplinary action may be taken including termination of employment.

F. **EXCESSIVE ABSENTEEISM**

The Library considers excessive absenteeism as absences that exceed an employee's paid leave and unpaid leave as applicable under these Personnel Policies, or, many absences that are unscheduled, or, many absences that follow day, date, and time-of-day patterns. The Library reserves the right to question an employee regarding their excessive absences. Further, excessive absenteeism may result in disciplinary action including termination of employment.

G. **MILITARY LEAVE**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Illinois Military Leave of Absence Act, the Public Employee Armed Services Rights Act, and the Local Government Employees Benefits Continuation Act, leaves of absence shall be granted for all employees who are called or volunteer for military service, including training duty in a reserve component of the United States Armed Services, including the National Guard, and the Illinois State Militia. During such leave, the employee's seniority and other benefits shall continue to accrue. In addition:

1. During leaves for annual training, the employee shall continue to receive his or her regular compensation as a Library employee;
2. During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, the employee shall receive regular compensation, minus the amount of base pay for military activities;
3. For any member of the Illinois National Guard or any member of any branch of the Armed Forces Reserve who is placed on active-duty status, the rights and benefits of the employee shall have the following rights and benefits preserved and protected:
  - a. The provision of insurance coverage and its automatic continuation immediately upon return to employment status with the Library;
  - b. The right to any promotional, employment, contractual or salary benefits, or pension rights and benefits, that accrued while the employee was on active-duty status;

An employee who is drafted or ordered into the military service shall be entitled to return to their former position at the current rate of pay with no loss in seniority and benefits, providing said employee returns to work within ninety (90) days of discharge from military service. Seniority shall accrue while in the service on active duty.



An individual returning from initial active training duty is entitled to reemployment if the following conditions have been met:

1. Reservist was called for initial active-duty training for at least twelve (12) weeks and was called to active duty for at least ninety (90) days.
2. Reservist applies for reemployment within thirty-one (31) days after release from active duty for training after satisfactory service or from discharge from hospitalization from military injury, provided it is less than one year after scheduled release from duty.

Employees granted a leave of absence for participation in training with the Army Reserves or National Guard need not apply for reemployment, but must report to work at the beginning of the next scheduled working period, unless prevented by circumstances beyond the employee's control. If the employee does not report to work, they may be subject to progressive discipline, but does not forfeit entitlement to reemployment.

Except as otherwise provided in paragraph 1) above, employees entering the military service shall be allowed the opportunity to continue to participate under the Library's group health insurance plan by utilizing their Federal COBRA rights.

#### H. JURY DUTY

All employees shall be given time off when required to serve on a jury. Full-time employees shall receive their regular, full-time pay for the duration of the jury duty for regularly scheduled workdays. Compensation received from the court system may be retained by the employee.

#### I. COURT APPEARANCE

When subpoenaed to appear before a court, public body or commission in connection with library business, the employee shall receive compensation for the hours actually appeared.

#### J. FAMILY BEREAVEMENT LEAVE

Employees who have been employed by the employer for at least 12 months and have worked at least 1,250 hours in the last 12 months may be entitled to take up to 10 days of unpaid leave for the death of a covered family member (attending the funeral, making arrangements and/or grieving the death).

Covered family members under this section include the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Employees shall be entitled to take up to two (2) weeks of leave per qualifying incident, for a total of up to six (6) weeks in a single 12-month period.

Employees may also be entitled to time off under this policy if the employee experiences: miscarriage, a failed adoption match, a failed surrogacy agreement, a failed assisted reproductive technology procedure, (artificial insemination/embryo transfer) a negative pregnancy/fertility diagnosis, or stillbirth.

Leaves under this policy must be completed within 60 days of the employee receiving notice of the family member's death or other qualifying incident. The employee shall provide the employer with at least 48 hours advance notice when possible. The employee will be required to provide reasonable documentation for the leave, such as a death certificate, obituary, funeral/memorial service notification, adoption or surrogacy documentation, or documentation from a healthcare provider certifying the employee has experienced a qualifying event.

Time off under this policy is not in excess of, or in addition to time off the employee uses under the Family Medical Leave Act, or the Funeral Leave policy in section F. If an employee uses time off under the Funeral Leave policy, that time will be deducted from time afforded under this Family Bereavement Leave policy.

#### K. VICTIMS' ECONOMIC SAFETY AND SECURITY LEAVE (VESSA)

##### 1. General

Eligible employees may use unpaid victim's economic security and safety leave for up to 12 weeks during a 12-month period for any one or more of the following reasons:

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

Eligible employees may use up to two work weeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:

- a. Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
- b. Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- c. Grieving the death of a family or household member who is killed in a crime of violence.

Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.

## 2. Definitions

- a. “12-Month Period” – means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- b. “Family or Household Member” – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;
- c. “Parent” – means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- d. “Son or Daughter” – means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- e. “Domestic or Sexual Violence” – means domestic violence, sexual assault, or stalking.
- f. “Crime of Violence”- means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by the Articles of the Criminal Code of 2012. This can include sex offenses, assault, harassment and obscene communications, armed violence, and other crimes.

## 3. Coverage and Eligibility

Both full and part-time employees are eligible to apply for this leave.

4. Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule (for example: scheduled to work 8 hours, working 6 hours with 2 hours of leave).

5. Substitution of Paid Time Off

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

6. Notice Requirement

An employee is required to give 48 hours' notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

7. Certification

- a. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases within 15 days after requested.
- b. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
  - (1.) Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
  - (2.) A police or court record; or
  - (3.) A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence; or
  - (4.) Other corroborating evidence.
- c. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

8. Effect on Benefits

During an approved VESSA leave, the Library will maintain the employee's health benefits, as if the employee continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the Library will deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay their portion of the premium during the leave. Group health care coverage may cease if the premium payment is more than 30 days late. If the employee does not return to work at the end of the leave period, they may be required to reimburse the Library for the cost of the premiums paid by the Library for maintaining coverage during the unpaid leave, unless failure to return to work is due to the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control.

When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

9. Job Protection

If the employee returns to work at the expiration of the leave, they are entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of their own medical condition, they are required to provide medical certification that they are fit to resume work. Employees failing to provide the Return-to-Work Medical Certification form will not be permitted to resume work until it is provided.

10. Reasonable Accommodations

The Library supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the Library.

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

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

Should anyone wish to request a reasonable accommodation pursuant to this policy, they should contact the Executive Director.

## 11. Confidentiality

All information provided to the Library pursuant to this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this Section shall be retained in the strictest confidence by the Library, except to the extent that disclosure is (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or State law.

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## GENERAL BENEFITS AND ALLOWANCES

### A. INSURANCE

1. Health. The library makes available certain health benefits to regular, full-time employees and their dependents who meet the eligibility requirements of the health insurance program.

Specific benefits of the plan(s) are described in brochures provided by the library.

- a. The library reserves the right to determine the manner in which these benefits will be provided, i.e., insurance carrier of its choice, self-insuring, or any other method deemed appropriate including but not limited to the ability to change co-pays, deductibles, drug benefits or any other plan benefit.
- b. All covered employees will contribute either a percentage or a flat dollar amount towards their monthly health insurance premium as determined by the Library Board of Trustees.

Employees may elect to reduce or eliminate coverage, if desired. Any decision to reinstate coverage at a later date will require Evidence of Insurability or such other requirements deemed necessary by then existing federal and/or state laws.

- c. Any changes adding dependent coverage by birth or marriage must be reported to the Human Resources Manager within thirty (30) days of the date of birth or marriage.
2. Enrollment forms are available in the Administrative Office. It is the employee's responsibility to notify the Human Resources Manager of any change in dependent status by completing the updated enrollment form.

Specific benefits of the plan are described in insurance brochures available from the Human Resources Manager. The Library reserves the right to change or eliminate this benefit at any time.

3. Life. The library makes available life insurance benefits to regular, full-time employees who meet the eligibility requirements of the life insurance program. A description of the life insurance program can be obtained from the Human Resources Manager. The Library reserves the right to change or eliminate this benefit at any time.

## B. CONTINUATION OF INSURANCE COVERAGE

1. Termination. When an employee terminates their active employment with the library or whose hours are reduced from a qualifying to a disqualifying number per week, by Federal mandate (COBRA), they may continue health insurance coverage for a period not to exceed 18 months from termination or reduced hours. Health insurance coverage may also be continued following certain other qualifying events for up to 3 years by spouse and/or dependent children of a covered employee, even if coverage would have otherwise been lost due to divorce or legal separation from employee, ceasing to satisfy plan's coverage requirements for dependent children. The monthly premium cost would then be paid for by the individual. The coverage levels would remain the same as if the individual were an active participant.

Coverage may be stopped prior to the maximum length or the library ceases offering health care benefits; or the individual becomes covered under another health care plan; the former spouse of a covered employee remarries and then becomes covered under another group plan; the individual fails to remit the required monthly payments within 31 days of the due date; the individual becomes eligible for Medicare.

It is the covered individual's responsibility to inform the library of the occurrence of any of the above mentioned qualifying or disqualifying events.

2. Retirement. Employees who retire from the library shall be eligible to retain the group health insurance coverage indefinitely providing that the employee meets certain criteria and pays the full group premium in a timely manner.

For employees covered by the Illinois Municipal Retirement Fund, retirement shall mean as follows:

- a. For employees hired after January 1, 2011:  
An employee who has retired having accumulated a minimum of 10 years of creditable service with the Des Plaines Public Library but may or may not have attained the required age for commencement of the pension.
- b. For employees hired before December 31, 2010:  
An employee who has retired having accumulated a minimum of eight years of creditable service with the Des Plaines Public Library but may or may not have attained the required age for commencement of the pension.

Employees who retire, as described above, shall be eligible to convert the group life insurance coverage upon application. The premium is determined by the applicant's age upon application and the amount of requested insurance coverage. Conversion forms are available from the Human Resources Manager.



### C. EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. An EAP is a service that provides professional assistance to help resolve problems affecting job performance and personal lives (e.g., alcoholism, drug abuse, emotional problems, marital conflicts, family difficulties, financial or legal problems). When they are identified early enough and when appropriate treatment is provided, many can be successfully resolved. The EAP Counselor will assess the problem, provide short term supportive service as necessary, or make an appropriate referral to ensure that the right kind of assistance is available.
2. Self Referral. If employees or members of their immediate family are experiencing personal difficulties, they may directly contact the EAP counselor. All requests and inquiries, including supervisory referrals, will be handled with complete confidentiality. This program is provided by an outside agency that ensures the individual's privacy. No records of employees' or families' contacts will be shared with the library unless with the written authorization of the employee on a "need to know basis."
3. Supervisory/Mandatory Referral. Supervisors can recommend an employee seek assistance when there is a noticeable decline in the employee's work performance that is not correctable through usual supervisory procedures, or when there are specific on-the-job incidents that indicate the presence of a personal problem. The focus is on the job situation, not the nature of the problem. The focus of a supervisory referral is based solely on job performance; not personal issues. As a referral is made, the job performance will continue to be evaluated. Participation in the EAP will not be accepted as a substitute for satisfactory performance. Participation in the EAP will not exclude normal disciplinary procedures.  
  
An employee may choose whether or not to follow the supervisor's referral. However, the employee will be informed what consequences, if any, they would be subject to if the choice is not to pursue the referral.
4. There is no cost for assessment and referral services. Any cost for additional counseling needs will be coordinated with the Library's group health insurance programs. Each employee is encouraged to make use of the EAP services. For further information regarding the EAP, please contact the Human Resources Manager.

### D. PROFESSIONAL CONFERENCE ATTENDANCE

1. Eligibility. Written request to attend professional training, conference, or seminar is to be submitted to the employee's supervisor. Attendance is allowed without loss of pay and at library expense in accordance with budgetary provision.
2. Expense Reimbursement of All Travel, Meals, and Lodging Expenses for Library Staff and Trustees. Reimbursement of travel expenses for employees and trustees of the Des Plaines Public Library shall be in compliance with the Illinois "Local Government Travel Expense Control Act (the "Act") and pursuant to the requirements set forth herein.

- a. **Travel Expenses.** “Travel expenses” are those expenses “directly incident” to official travel by employees or trustees which involve reimbursement or direct payment to private companies providing “transportation or related expenses.” These expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the library.
- b. **Entertainment Expenses.** No employee or trustee may receive payment for any entertainment expense, unless such expense is additional and secondary to the purpose of the program or event. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement.
- c. **Expense Reimbursement Authorization.** The Travel Authorization’s Expenditures and Request for Reimbursement forms are provided by the library and must be completed and authorized before reimbursement can occur. The information must include the employee or trustee’s name, title/office, travel dates, cost estimates for transportation, lodging, meals, and other necessary costs OR itemized receipts for the cost of the travel, meals, or lodging if the expenses have already been incurred. The employee or trustee should indicate the per diem amount, IRS standard mileage rate and/or actual reimbursement being requested. For conference/meeting travel and/or lodging approved or recommended by the sponsoring organization of the conference/meeting should be used whenever possible. For other travel, the lowest reasonable cost option(s) should be chosen whenever possible. The expenses allowable under this Policy must be approved by the Library Director for staff and can be exceeded only due to an emergency or other extraordinary circumstance, as determined by the Board of Library Trustees by roll call vote at an open meeting of the Board. In addition, Board approval by a roll call vote at an open meeting of the Board is required for expenses incurred by a member of the Board.
- d. **Reimbursement.** Payment or reimbursement for an authorized employee’s or trustee’s travel expenses shall be as follows:
  - (1.) For those activities which involve training or study as recommended or directed by law or by an applicable agency or entity with oversight or regulatory authority over the library or for activities which further the knowledge or expertise of the employee or official, or involve the sharing of such knowledge or expertise, or which involve professional collaboration with others in the employee’s or trustee’s professional field, or as required in the normal course of business of the library.

- e. The maximum allowable reimbursement for travel expenses shall be the per diem expense for meals and incidentals, or IRS standard mileage rate, or the actual, ordinary and reasonable expenses incurred.
- (1.) Per diem expenses are based on the U. S. General Services Administration (GSA) per diem rates. Refer to the GSA website: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for per diem rates according to the geographic areas involved in travel. Because rates for specific localities may change as often as every two months, please be careful to ensure that the applied rate is appropriate to the actual dates of travel.
  - (2.) For actual expenses, the original itemized receipts or proofs of payment are required.
  - (3.) Mileage expenses are based on the IRS standard rate.

This policy shall be in addition to any current regulations, requirements, or guidelines on expense reimbursement for employees or trustees of the library. In the event of any inconsistency or conflict, the provisions of this policy shall control.

3. Costs incurred for a companion will not be reimbursed.

## E. MEMBERSHIPS

Finances permitting, the Library will pay for membership in the Illinois Library Association for the following full-time positions: Director, Assistant Director, Department Heads, Acquisitions and Cataloging Manager, ~~Web Services Manager~~, Readers Services Manager, School Liaison Librarian, Reference Services Librarian II, Teen Services Librarian, Youth Services Librarian, Youth Services Assistant Manager, Reference Librarian, Metadata and Cataloging Specialist, Materials Services Manager, and Library Board Members. The library will maintain an Institutional membership in the Illinois Library Association.

The Library will pay for membership in the American Library Association for Library Board members, the Library Director and the Assistant Director. **The Library will maintain an Institutional membership in the American Library Association and the Public Library Association.**

**The Library will pay for membership and the costs of certification in The Society of Human Resource Management (SHRM) for the Human Resources Manager.**

F. EDUCATIONAL REIMBURSEMENT

Employees may be asked to attend a particular school, technical, correspondence, or special training courses by their department head. An employee so required will be reimbursed for all reasonable expenses.

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Revised and Approved 09/21/99  
Revised and Approved 04/17/01  
Reviewed and Approved 10/15/02  
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Revised and Approved 10/18/05  
Reviewed and Approved 08/21/07  
Revised and Approved 08/18/09  
Revised and Approved 11/30/10  
Revised and Approved 05/17/11  
Revised and Approved 04/15/14  
Revised and Approved 12/17/15  
Revised and Approved 11/17/16  
Revised and Approved 10/19/17  
Revised and Approved 02/21/19  
Revised and Approved 11/21/19  
Revised and Approved xx/xx/x

## GENERAL RULES AND REGULATIONS

### A. FAIR LABOR STANDARDS ACT

The objective of the Fair Labor Standards Act is to eliminate labor conditions detrimental to the health and well-being of workers and to eliminate unfair competition based on these conditions. This is accomplished through minimum wage standards, overtime provisions, child labor restrictions, and prohibition of wage differentials based on sex. The Fair Labor Standards Act differentiates between exempt (executive, administrative and professional) and non-exempt employees. Prior to the 1985 amendments public employees were not generally covered by this Act. Of primary concern to library employees is the Act's relation to overtime practices. Generally, nonexempt employees are paid time and one half their regular rate of pay for all hours worked over forty (40) hours in a given workweek. Hours worked shall not include vacation time, sick time or holiday time. Exempt employees are excluded from overtime pay requirements.

The following are deemed **exempt** employees: executive, administrative and professional employees. The category of **exempt** employees shall include the job classifications listed below:

Library Director, Assistant Director, Head of Adult Services, Head of Youth Services, Head of Patron Accounts Services, Head of Marketing and Communication Services, Building and Security Services Manager, **Business Manager**, Human Resources Manager, Readers' Services Manager, Acquisitions and Cataloging Manager, ~~Creative Services Manager~~, Materials Services Manager, Youth Services Assistant Manager, Web Services Manager, Metadata and Cataloging Specialist, Reference Services Librarian II, School Liaison Librarian, Teen Services Librarian, **Adult Services Librarian (full-time), and Youth Services Librarian (full-time)**.

All other job classifications shall be deemed **non-exempt**, and therefore covered under the provisions of FLSA and the Illinois Minimum Wage law and paid time and one half their regular hourly rate of pay for any hours worked over forty (40) hours in a given work week.

The work week for the Library begins at on Sunday and ends on Saturday.

### B. THE AMERICANS WITH DISABILITIES ACT

It is the intention of the Des Plaines Public Library to comply with the Americans with Disabilities Act (ADA) through every reasonable means available.

The Library has made a commitment to provide:

1. A bias-free work environment for disabled employees, and for disabled persons who seek employment with the Library;
2. Equal opportunities for disabled persons to participate in and benefit from services, programs, and activities sponsored by the Library;

3. Prompt and equitable resolution of complaints alleging discrimination on the basis of disability.

#### C. SELECTION AND EMPLOYMENT OF PERSONNEL

1. The Des Plaines Public Library does not hire immediate family or relatives of a serving Trustee. The immediate family includes spouse, child (including stepchild or legal custody), daughter or son-in-law, grandchild, parent, stepparent, spouse's parent, grandparent, spouse's grandparent, sister, brother, step-sister or brother, sister or brother-in-law, or legal guardian. The definition of relative includes those relatives identified under the immediate family plus aunts, uncles, nieces, nephews, first cousins and their spouses.

The Des Plaines Public Library does not allow two (2) or more relatives to work in the same department in circumstances where one relation occupies a position that supervises the other relation or has influence involving the relation's employment, promotion, supervision, salary advancement, or other personnel decisions. If such situations occur, the Des Plaines Public Library will assign the more recently hired or promoted employee to a different department, or shift, as appropriate.

2. Applicants may be disqualified for consideration for employment when any of the following facts exist:
  - a. They do not possess the qualifications for the job.
  - b. They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of an employment verification.
  - c. They have made false statements of any material facts or practiced deception in their application.
  - d. They are physically, mentally or otherwise unable to perform the duties of the position.
  - e. They are not within the legal age limits.
3. The Library Director must approve any candidate before an employment offer is made.
- ~~4.~~ Background Check: All employment offers are made contingent upon the results of a ~~name~~ background check. ~~through the Illinois State Police and other resources.~~

~~In addition, all positions except Clerks and Pages require fingerprinting for a criminal background check, and a drug and alcohol screening.~~

#### D. WORK SCHEDULES

Employees' schedules will be assigned by their supervisors to assure efficient use of staff hours to accomplish the goals of the library. ~~All changes in schedule must be requested and approved by the employee's supervisor.~~

Supervisors will allow their employees flexibility and honor their special scheduling requests only **if the request is for a short duration or otherwise temporary**, and the work of the library is not adversely affected.

**Employees' schedules may not be permanently changed from the schedules offered to the employee at time of hiring without the approval of the Library Director.**

#### E. PERSONNEL RECORDS

Items included in an individual's personnel file must serve pertinent organizational purposes.

Information from personnel files is divulged only on a need-to-know basis. Employees have the right to review information within their personnel file, with the exception of limited information that might invade the privacy of others in its content, materials used by the library for management planning, and any investigatory records as per the Personnel Records Act. In addition to access to their file, employees may request written amendments or corrections of information maintained. In order to review a personnel file "A Request to Review Personnel Records" form must be completed. The file must be reviewed within the Human Resources Manager's offices and a member of the administrative staff must be present. Prior arrangement should be made as to date and time of review.

Requests for information from employee files for the purposes of reference checks on current or former employees and credit verifications are directed to the Human Resources Manager. Any medical information in an employee's file will be released only upon written authorization of the employee or upon proper request from persons or agencies who have legal rights to the information, and is to be released only through the Human Resources Manager.

The Library adheres to the Freedom of Information Act, 5 ILCS 140, with respect to disclosure to third persons of records in employee personnel files. Such records are subject to disclosure except for "private information" within the meaning of 5 ILCS 140/2 (c-5) and record information that is exempt from disclosure under 5 ILCS 140/7. The Library shall act in accordance with the Employment Records Disclosure Act, 745 ILCS 46, in providing information about employees or former employees to prospective employers.

F. CHANGE OF NAME, ADDRESS, OR MARITAL STATUS

Employees shall report all changes in name, address, telephone number, or marital status in writing via email within ten (10) days to the Human Resources Manager.

G. HARASSMENT, INCLUDING SEXUAL HARASSMENT

1. Forms of harassment include verbal, physical, or visual conduct of a sexual, racial, ethnic, or other type that, in the employee's opinion, impairs their ability to perform the job.
2. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission. Employees who feel they have been discriminated against on the basis of sex, or sexual orientation or in any other manner harassed, should immediately report such incidents without the fear of retaliation (federal and state laws prohibit retaliation against employees who report harassment). Confidentiality will be maintained to the extent permitted by the circumstances.
3. Sexual Harassment: All employees must be allowed to work in an environment free from sexual overtones and intimidation. Sexual harassment by all library employees is expressly forbidden. The term "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;
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.
  - d. For purposes of this definition, the phrase "working environment" is not limited to a physical location where an employee is assigned to perform his or her duties and does not require an employment relationship.



4. **Prohibited Acts of Sexual Harassment:** ~~Employees are prohibited from directly or indirectly:~~

- a. **Either directly or indirectly** threatening or insinuating that another employee's refusal to submit to sexual advances will adversely affect that employee's relationship with the library, performance evaluation, wages, advancement, assigned duties, or any other condition of employment;
- b. **Either directly or indirectly** promising, implying or granting preferential treatment in connection with another employee engaging in sexual conduct;
- c. **Either directly or indirectly** abusing the dignity of another employee through insulting or degrading sexual remarks or conduct.

5. **Reporting Any Incident of Harassment:** In the event an employee feels they are being harassed as outlined above, the employee should immediately make it clear that the behavior is offensive. If the behavior continues, the incident should be reported as quickly as possible, in confidence, to the manager, department head and/or the Human Resources Manager. If that should prove uncomfortable for some reason, the employee shall present the allegation to the Library Director for immediate investigation.

A review of alleged incident(s) shall be conducted to more completely establish the nature and scope of said incident(s) and, if warranted, to take appropriate action to either rectify the situation and/or prevent a recurrence. Should the parties not be able to resolve the situation, a final review shall be conducted with the manager, department head and/or the Human Resources Manager before the Library Director. An administrative determination shall be made which will either resolve the issue in question or may warrant the pursuit of other avenues by the affected employee.

Every effort will be made to promptly investigate any allegation of harassment in as confidential a manner as possible, and appropriate action will be taken where warranted.

If necessary, employees may contact the Illinois Department of Human Rights, 100 Randolph, Chicago, Illinois, 60601 at (312) 814-6200 to initiate investigations.

6. **Participation in an Investigation:** All employees have a responsibility to cooperate fully with the investigation of a harassment complaint. Investigations will vary from case to case, depending on a variety of circumstances. While not every investigation will follow the same format, in all cases employees need to keep certain things in mind.
- a. **Confidentiality:** Whether an employee is the accused employee, the reporting employee, or merely a potential witness, confidentiality is

crucial. The library will treat the information it gathers as confidentially as possible, consistent with state and federal laws, and

D-9

both the accused and the alleged victim will be given a fair opportunity to present their cases.

- b. Cooperation: Title VII of the Civil Rights Act of 1964 prohibits retaliation against employees who report harassment, help other employees report harassment, or provide information regarding the complaint.
  - c. Answering Questions Completely: Employees reporting harassment should provide all details of the complaint, including, but not limited to, the following:
    - (1.) the names of employees who witnessed or heard about the offensive conduct;
    - (2.) the names of employees who have had a similar experience with the alleged harasser;
    - (3.) a chronology of the incident(s) - when and where the incident(s) occurred;
    - (4.) the employee's ideas about what the library should do to remedy the problem and maintain a harassment-free environment.
    - (5.) Employees accused of harassment must cooperate honestly and completely in the investigation, regardless of beliefs about the validity of the complaint. As discussed above, retaliation against the employee reporting the complaint or employees participating in the investigation is prohibited.
    - (6.) Employees who witness the harassment may be asked to provide details concerning the alleged harassment, and must respond truthfully.
  - d. Communication: The employee making the complaint and the accused employee shall be informed of the results of the investigation.
4. Retaliation is Prohibited: Retaliation against an individual for reporting harassment, including sexual harassment, participating in an investigation of a claim of harassment, or for filing a charge of harassment is a serious violation of this policy and, like harassment itself, will result in disciplinary action, up to and including termination of the retaliator.

Should you be subjected to retaliation for reporting harassment, participating in the investigation of any such report, or for filing a charge of harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights. ~~at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601,~~

~~(312) 814-6200.~~ You may also have rights or recourse under the Illinois Whistleblower Act and/or the State Officials and Employees Ethics Act.

The library prohibits retaliation against any individual who reports any form of harassment, including sexual harassment. **An employee who feels they are being retaliated against should contact their manager, department head and/or the Human Resources Manager.**

5. Disciplinary Action: After a thorough investigation, if any employee is found to have committed any form of harassment, including sexual harassment, they will be subject to disciplinary action up to and including termination. False accusations regarding an incident of harassment will also be subject to similar disciplinary action, up to and including termination of employment, considering the serious negative effects it can have on the individual/individuals accused.

~~Employees found to have committed harassment, including sexual harassment, are subject to disciplinary action including oral or written warnings, suspension or termination of employment. The appropriate disciplinary action taken when a violation is found is within the discretion of the library. The goal of disciplinary action is to prevent future harassment. An employee who feels they are being retaliated against should contact their manager, department head and/or the Human Resources Manager.~~

## H. OUTSIDE EMPLOYMENT

1. Employees are expected to devote their best efforts to the interests of the library and the conduct of its affairs. The library recognizes the right of employees to engage in activities outside of their employment ~~here~~ that are of a private nature and unrelated to the library. However, no employee may engage in outside work that will interfere with her or his job with the library; nor will any employee engage in any activity of a nature that is in some way hostile or adverse to the library.

No outside work may be done during regular office hours, and no library facilities, equipment, labor or supplies are to be used to conduct this outside activity.

Any employee doing any outside work is under obligation to advise her or his client that the work is in no way by, for, or in the name of the library.

2. The library accepts no liability for incidents that occur to an employee while employed in outside employment and is not liable to compensate for lost income or medical services or supplies for any illness or injury arising out of or in the course of employment for which benefits are available under any Worker's Compensation law or similar law, whether or not any claim for such compensation is made or benefits received.

D-9

3. Business dealings that appear to create a conflict between the interests of the library and an employee are unacceptable. The employee must disclose any possible conflicts so that the library may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member of the employee (i.e. spouse or significant other, children, parents, siblings) as a result of library business dealings. It is the responsibility of every library employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the library. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the library. Such disclosure must be made in writing by the employee and forwarded to the Library Director for review of a potential conflict of interest. Failure to disclose such conflicts may result in disciplinary action up to and including termination of employment.

#### I. USE OF LIBRARY VEHICLES, EQUIPMENT, SUPPLIES, AND TOOLS

1. Library vehicles, equipment, supplies, and tools shall not be used for private or unauthorized purposes. Unauthorized use is cause for disciplinary action up to and including termination of employment.
2. Employees are responsible for the care and conservation of library vehicles, equipment, supplies, or tools. Before initial use each day, an employee should inspect the vehicle, equipment, supplies, or tools for damage or any other condition that might create an unsafe situation.

Employees should promptly report accidents, breakdowns, or malfunctioning of any equipment to their supervisor **and the Building & Security Services Manager** in order that necessary repairs may be made. ~~It is the supervisor's responsibility to ensure that appropriate action is taken to correct the problem.~~ Failure to report an accident may result in disciplinary action up to and including termination of employment.

3. All employees who drive library-owned vehicles and those who use their personally owned automobile in the conduct of library business will comply with all applicable laws of the State of Illinois. Citations for traffic law and parking violations shall be the responsibility of the person to whom the ticket is issued. The driver is totally responsible for the operation of the vehicle and the conduct of

the passengers when the vehicle is in operation or under the driver's care.

4. Seat belts must be worn by drivers and passengers in compliance with all applicable laws of the State of Illinois. Failure to use seat belts may result in disciplinary action.
5. All employees who drive library vehicles, or operate library equipment requiring a valid driver's license will have a yearly driver's license verification.

D-9

6. All employees must have a valid driver's license in order to operate a library vehicle. Employees who drive must carry their state license at all times. It is the individual's responsibility to inform their supervisor of non-possession, suspension or revocation, invalid driver's license or any other reason that would prohibit her/him from driving that day. Operating a library owned vehicle without a valid driver's license will result in disciplinary action up to and including termination of employment.
7. All library vehicle accidents shall be reported to the Human Resources Manager. Failure to report a library vehicle accident will result in disciplinary action up to and including termination of employment.

#### J. WAGE GARNISHMENTS

A garnishment is a court-ordered legal claim against the wages of a library employee for nonpayment of a debt or other financial obligation, and served by a constituted legal authority. It must be recognized and executed by the library. A copy of the notice of garnishment will be forwarded to the Human Resources Manager for processing. The Human Resources Manager will make the necessary deductions from the employee's wages and a check for the garnished amount will be written and forwarded to the creditor as directed.

#### K. POLITICAL ACTIVITY

1. Employees holding any position within the library shall not engage in political activity while on duty, nor shall ~~they use the influence of their office for political purposes on or off duty.~~ **represent that they are acting on behalf of the library in any capacity if they choose to participate in political activity while off duty.** No employee shall, while on duty during an assigned work shift as an employee of the library:
  - a. Request or solicit contributions or anything of value for any political candidate or cause;
  - b. Participate in any political campaign by:

- (1.) Speaking in favor of any candidate or cause;
- (2.) Distributing literature;
- (3.) Picketing or demonstrating on behalf of or in opposition to any political candidate or cause;
- (4.) Organizing, planning, or in any other way participating in the administration of any political campaign.
- (5.) Displaying on their person any item promoting/opposing any political cause or candidate.

D-9

Employees may participate in political activity off duty as long as that involvement does not interfere with the performance of duty, and the employee is not using the influence of their office. Employees are not required to participate in political activities. No person shall compel, coerce or intimidate any official or employee of the library into making, or refraining from making, any political contribution or into engaging in any form of political activity. No employee can be forced to participate in any campaign to any degree as a part of a work duty. Nothing shall prohibit any official or employee from making such contribution or from engaging in political activity voluntarily.

2. The above description applies to candidacy as well. If an employee announces as a candidate for an elected office, the individual employee may conduct their campaign providing such candidacy would not interfere with job performance or be conducted during the employee's working hours. Should the campaign and political activity interfere with job performance, the employee would have to apply for a personal leave of absence from their position with the library.

#### L. TELEPHONE

Employees may be permitted to use library telephones for personal reasons but must restrict this use to necessity and then for reasonable periods only. Personal calls, whether on personal or library phones, must be made in staff areas only. No personal calls may be made from or answered at public service desks.

#### M. SAFETY AND WORKERS' COMPENSATION

The Des Plaines Public Library asks everyone to cooperate in helping to promote safety and to prevent accidents. Everyone must be safety conscious.

If an employee is injured on the job, they will be entitled to benefits under the state Workers' Compensation Law in most cases. Regardless of how serious the injury, the employee must notify their supervisor immediately. Prompt and accurate reporting and supervisory accident investigation is essential for an appropriate decision on coverage eligibility. Failure to report accidents can result in a violation of legal requirements and could also lead to difficulties in processing insurance and benefit claims. Illnesses that

could be related to work environment/conditions should also be reported.

## N. STAFF COMPUTER AND INTERNET USE POLICY

Electronic information and communication resources are provided by the Des Plaines Public Library for the use of library employees in the performance of their work. These include, but are not limited to: the library's network, email, voicemail, the online public catalog, the circulation system, and the internet. These resources, including all applications, files, and documents stored on local and network drives, are the property of Des Plaines Public Library. No employee has any reasonable expectation of privacy when using these resources and the library retains the right to monitor the use of such resources as it deems appropriate.

D-9

### 1. General Computer Use

- a. The computers are provided for business use. Personal use must be on employee's own time (breaks, before and after working hours). Business-related use of the computer takes priority over personal use.
- b. Staff members shall not share or disclose their individual passwords, or allow other staff or persons to log into the network under their account.
- c. Only authorized staff may manipulate sensitive information, such as accounting data, patron records, and bibliographic records. Tampering with other staff members' personal network files stored in individual home directories is not permitted.
- d. Staff members are not allowed to install or download software from any source without authorization from IT Services.
- e. **Staff members shall strictly follow all guidance from IT Services regarding the prevention of phishing, hacks, malware, ransom attacks, and all other types of cybersecurity threats.**
- f. Staff must respect and adhere to all copyright laws and software license agreements with regard to access, use, and copying of software, files and documents.

### 2. Use of Personal Devices for Library Business

- a. "Personal device" is defined as any equipment used to access the library network, create or alter files, or record content related to library business that is not owned by the library. Personal devices include, but are not limited to, smartphones, tablets, and personal computers.
- b. Employees must receive written authorization from IT Services to access the staff network on one or more personal devices. ~~IT Services will retain a current list of all staff and all devices with such access.~~ The library reserves

the right to restrict access to the library network.

- c. Employees using mobile devices and related software for network access must use secure data management procedures such as strong password protection or locking/recovery systems, to be defined by IT Services. If the device is lost, stolen, or otherwise breached; the employee must immediately report this breach to IT services.

Failure to follow this policy will result in disciplinary action, up to and including termination of employment.

- d. All staff are required to read and sign the Staff Computer and Internet Use Policy.

D-9

### 3. Internet and Email Use

- a. It is the responsibility of staff members to maintain the contents of their mailboxes; this includes deleting unwanted email messages and keeping remaining messages to a minimum. Staff members have no right or expectation of privacy in either their Internet use or their use of the email system. The library maintains the right to inspect an employee's use of the Internet as well as any and all electronic mail sent and received by an employee from his or her library work station. Employees should expect that all email, even email marked "personal," "private," or "confidential" may be subject to library review and inspection at any time.
- b. Running downloaded files and programs from the internet is not allowed without authorization from IT Services.
- c. Personal use of internet/email must be on employee's own time (breaks, before and after working hours). Business related use of the computer takes priority over personal use.
- d. Unacceptable use includes, but is not limited to the following:
  - (1.) Any purpose that violates United States, State of Illinois, or local laws.
  - (2.) Operating a business for personal gain.
  - (3.) Advertising or selling products or services.
  - (4.) Soliciting money for religious or political causes.
  - (5.) Sending harassing statements to an individual or group of individuals for any reason including, but not limited to: sex, color, race, religion, disability, national origin or age.
  - (6.) Sending or printing sexually explicit messages or images; accessing, retrieving, or viewing obscene or indecent materials.
  - (7.) Using the internet in any manner that intentionally disrupts the information network traffic or interferes with the network and/or connected systems.



- (8.) Vandalizing or attempting vandalism (physical or electronic) to the library computers, the library network, files of others, or the computer network system. Vandalism includes, but is not limited to downloading, uploading or creating computer viruses.
- (9.) Attempting to access another employee's email account without authorization.

D-9

- 4. Sanctions: If any computer network system user engages in any of the inappropriate or prohibited acts listed above, the user shall be subject to discipline as provided in the library's policy for disciplinary procedures, up to and including termination of employment.
- 5. Disclaimer: The Des Plaines Public Library makes no warranties of any kind, whether expressed or implied, for the computer network system and internet services that it is providing to its staff. The library will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The library denies any responsibility for the accuracy or quality of information obtained through the internet system.
- 6. Security: Security in any computer network system is a high priority and must be a priority for all users. If staff members are aware of any security risk or abuse of the computer or the internet system, they must notify their supervisors immediately.

O. FOOD

A staff lounge is provided for employees to use for taking rest breaks and meal breaks.

Employees may not store or consume food or beverages other than water in any public area of the library. Beverages may be consumed in the approved library container.

P. PERSONAL MAIL

Employees shall not use library stationery or the library mail system to mail items that are not associated with their normal work duties. Employees may not provide the library's address as their own address.

Q. GIFTS AND FAVORS

No employee shall directly or indirectly solicit, accept, or receive any gift or benefit, whether in the form of money, services, loan, travel, entertainment, hospitality, thing, or promise, or any other form under circumstances in which it could reasonably be inferred

that the gift or benefit was intended to influence the employee, or could reasonably be expected to influence them in the performance of their duties.

## R. DRUG-FREE WORKPLACE

It is the policy of the Des Plaines Public Library to provide a safe, productive and drug-free work environment. While we have no intention of intruding into the private lives of our volunteers and employees, we expect all personnel (managers, employees and volunteers) to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs and alcohol during working hours is inconsistent with this objective, **and may result in disciplinary action up to, and including, termination.**

D-9

## WORK RULES

Whenever employees are working or operating Library vehicles, they are prohibited from:

- using, possessing, buying, selling, manufacturing, or dispensing illegal drugs, alcohol, or cannabis; and
- being under the influence of illegal drugs, alcohol, or cannabis.

This Policy does not prohibit employees from the lawful use and possession of prescribed medications, except that employees may not use or possess cannabis (even medical cannabis) on Library premises, while operating a Library vehicle, or while working. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclosing any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

## EMPLOYEE ASSISTANCE

The Library will assist and support employees who voluntarily request help with alcohol or drug dependencies before becoming subject to discipline under this or other Library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment.

## DEFINITIONS

For purposes of this drug and alcohol abuse policy, the following terms shall have the following meanings:

1. “Cannabis” includes, all forms of cannabis or marijuana, including both recreational and medical cannabis and marijuana.
2. “Illegal drug” means any controlled substance 1) the possession or sale of which is prohibited by law; or (2) whose use or possession is controlled by federal or state law, but are not being used or possessed under the supervision of a licensed health care professional. This definition includes, but is not limited to, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates, but, for purposes of this policy only, does not include cannabis.
3. “Refuse to Cooperate” means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or to fail to promptly provide specimen(s) for testing when directed.

D-9

4. “Under the Influence of Alcohol” means an alcohol concentration of .04 or more, or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.
5. “Under the Influence of Cannabis” means actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of cannabis use, which may or may not be accompanied with a confirmed positive test result.
6. “Under the Influence of Illegal Drugs” means a confirmed positive test result for illegal drug use or actions, appearance, speech or bodily odors which reasonably cause a supervisor to conclude that an employee is impaired because of illegal drug use.

## PROCEDURES

1. Testing. The Library may require any employee to submit to testing if:
  - a. The Library has reasonable suspicion to believe that the individual is under the influence of alcohol, cannabis and/or an illegal drug. For purposes of this policy, “reasonable suspicion” shall mean suspicion based on specific personal observations, such as the individual’s appearance, behavior, speech or breath or body odor, or other conduct or facts that indicate the employee is under the influence of illegal drugs, cannabis, and/or alcohol;
  - OR
  - b. The individual is involved in any work-related accident. For purposes of this policy, an individual shall be deemed to have been involved in a work-related accident if he or she is injured or causes

the injury of another person during working time or causes damages to any Library leased or owned property. Employees will be tested under these circumstances when a member of management has a reasonable belief that the use of alcohol, cannabis, or other drugs contributed to the accident/injury.

2. Collection Process. Employees subject to alcohol testing shall be sent or driven to a Library-designated clinic and directed to provide breath specimens. Specimens shall be collected by trained technicians, using federally approved testing devices, which are regularly calibrated and capable of producing printed results that identify the employee. Positive or inconclusive breath tests or other indications that an employee may be under the influence may require the employee to be subjected to additional tests (urine or blood).

D-9

Employees subject to drug testing shall be sent or driven to a Library-designated clinic and directed to provide urine specimens. Employees may provide split specimens and may provide specimens in private unless they appear to be submitting altered, adulterated, or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested in accordance with Library policy and applicable law. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the Library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful (under both federal and state law) prescribed medicines or other lawful substances. However, a medical marijuana/cannabis card or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion or post-accident test. Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

3. Consequences.
  - a. Employees who refuse to cooperate in required tests, found to be under the influence of illegal drugs or who use, possess, buy, sell, manufacture or dispense illegal drugs in violation of this Policy will be terminated.
  - b. Employees found to be under the influence of alcohol or cannabis or who possess or consume alcohol or cannabis while working or operating a Library vehicle will be terminated.

4. Confidentiality. Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.
5. Treatment. The Library, in its sole discretion, may require any employee or volunteer who violates this policy, as a condition of employment or continued inclusion in the volunteer program and in lieu of discharge (employee) or disqualification (volunteer), to submit to and pass a urinalysis or blood test within six weeks after the date on which the Library determines that the employee violated the policy. In addition, the Library
6. may require the employee or volunteer to undergo, at the employee's or volunteer's expense, alcohol or drug rehabilitative treatment at the facility of the Library's choice. The Library may discharge any employee who fails or refuses to submit to urinalysis or a blood test or undergo rehabilitative treatment. The Library may discharge any employee whose urinalysis or blood test is positive or who cannot pass the urinalysis or blood test within six weeks.

D-9

## **CRIMINAL CONVICTION**

Any individual convicted of violating any federal, state or local criminal drug law must notify the Director of such conviction no later than five (5) days after such conviction. An individual convicted of violating any such criminal drug law may receive discipline up to and including discharge or may have his or her continued employment conditioned on satisfactory participation in a drug abuse assistance or rehabilitation program.

## **S. SOCIAL MEDIA POLICY**

The use of social media presents certain risks and carries with it certain responsibilities. Any online conduct that adversely affects an employee's job performance, the performance of fellow staff or otherwise adversely affects members, customers, suppliers, and people who work on behalf of the Des Plaines Public Library or the Des Plaines Public Library's legitimate business interests may result in disciplinary action up to and including termination of employment.

## **T. CARRYING GUNS ON LIBRARY PROPERTY**

The Des Plaines Public Library follows Illinois State Law 430ILCS66/Firearm Concealed Carry Act, which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the library will post at all entrances to the library building the required signs as approved by the State Police. Any violators will be reported to law enforcement and prosecuted to the fullest extent of the law.

U. PARKING

Employees with vehicles will be issued a city parking sticker, and may park on the third floor of the parking garage on Prairie Street or any other non-restricted parking area. However, Library employees are not permitted to park on the first floor of the parking garage at any time when the Library is open.

V. PERSONAL APPEARANCE

Library employees should always be business-like, well-groomed, and dressed in a manner suitable for the public service environment and to reflect favorably the library's image.

The employee's supervisor will discuss the subjects of personal appearance and/or personal hygiene habits with the employee if they do not positively reflect the image of the library.

D-9

W. DISCIPLINARY PROCEDURES

All employees are expected to comply with library policies, procedures, and rules. When an employee violates a policy, procedure, or rule, the employee's supervisor shall act within a reasonable time to address the situation. ~~administer disciplinary measures~~ Except for minor matters, a supervisor will consult with the Human Resources Manager and choose the ~~is expected to choose~~ appropriate measures and administer them fairly and consistently. The purpose of all disciplinary procedures is to maintain the efficiency and integrity of library operations.

1. Causes for Disciplinary Action.

Examples of employee behavior for which supervisors may administer disciplinary measures up to and including termination of employment are:

- a. incompetence, negligence, or inefficient performance of assigned duties;
- b. abusive attitude toward fellow employees or the public; abusive conduct resulting in physical harm or injury toward fellow employees or the public;
- c. violation of rules, policies, orders, or directives, inability or failure to follow or obey any lawful and reasonable supervisory directive that results in loss, inconvenience, or injury to the library or the public or amounts to insubordination or a severe breach of discipline that may result in lower morale within the library staff;
- d. acceptance of fee, gift, or other valuable objects for services rendered or promised in violation of ethical standards;
- e. absence without leave, failure to report an absence or failure to report back to work after the expiration of a leave of absence;

- f. malingering or faking injury;
- g. dishonesty, including intentionally giving false information, intentionally falsifying records, or making false statements when applying for employment;
- h. divulging or misusing confidential information;
- i. causing damage, through culpable negligence or willful misconduct, to public property or waste of public supplies;
- j. conviction of certain criminal offenses that render the employee unfit to continue employment with the library;
- k. using library equipment, material, time or information for unauthorized purposes or personal use;
- l. taking library equipment or material from the building without permission;
- m. any other misconduct that interferes with the safety, efficiency and integrity of library operations;
- n. representing themselves as a spokesperson of the library without approval of the library director.

2. Forms of Disciplinary Action

Supervisors and the Human Resources Manager are responsible for evaluating the circumstances and facts objectively and administering the appropriate discipline fairly, reasonably, impartially, and in a timely manner. The following is a list of disciplinary actions that may be taken by the library against an employee. The library is under no obligation to engage in progressive discipline and may proceed directly to termination of employment when it believes that the circumstances of a violation warrant such action.

a. Verbal Warning

A verbal warning is given for minor infractions. The supervisor will document the infraction and the disciplinary action, including the employee's response and explanation for their behavior. The supervisor will then confirm these actions in an email to the employee.

b. Written Warning

Generally, a written warning is given when an employee disregards a verbal warning or when the infraction is severe. Written warnings will utilize the Performance Plan form, and a copy of the plan will be given to the employee and a copy will be placed in the employee's personnel file.

c. Suspension

This form of discipline is administered for infractions that result in severe breaches of safety, efficiency, or integrity or for the continued disregard of previous disciplinary warnings. Suspensions may last up to thirty (30) days. **If not done previously, the supervisor and the Human Resources Manager will complete a Performance Plan, and a copy will be given to the employee, and a copy will be placed in the employee's personnel file.**

Suspensions may be issued with or without pay.

d. Dismissal

Employees of the library are employees at-will. An employee may be dismissed by the Library Director at any time, for any reason or for no reason, and with or without notice, except for a prohibited reason.

D-9

3. Grievance Procedures

The purpose of the grievance process is to afford all employees the opportunity to state their interpretations of circumstances and events that have been cited as cause for disciplinary actions and to be given fair consideration of those interpretations.

Grievances must be submitted in writing to the supervisor who issued the disciplinary action.

Supervisors will respond, in writing, within ten working days.

If the grievance is not resolved between the employee and supervisor, the employee may request a review of the complaint by the Library Director. The request must be made in writing. The Library Director will respond within ten working days after having received the request. The decision of the Library Director will be final.

X. **Whistleblower Reporting and Anti-Retaliation Policy and Procedures**  
**General Policy**

It is the policy of the Des Plaines Public Library to act in accordance with the Illinois ~~Public Act 101-652 generally and specifically Section 4.1 of the Public Officers Prohibited Activities Act.~~ **Whistleblower Act, 740 ILCS 174, and the Public Officers Prohibited Activities Act, section 4.1, 50 ILCS 105/4.1.**

It is the policy of the Des Plaines Public Library to prohibit any official from retaliating against any employee who: (a) reports an improper governmental action, (b) cooperates in the investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution of an improper governmental action. An improper governmental action is defined as follows.

“Improper governmental action” includes any action by an employee, an appointed



member of a board, commission, or committee, or an elected official of the Des Plaines Public Library that is undertaken in violation of federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross waste of public funds.

"Improper governmental action" does not include Des Plaines Public Library 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 amounts to retaliation. Retaliation, in this context means retaliatory action that results from an employee's protected activity of reporting improper governmental action, cooperating in the investigation, proceeding or prosecution of a reported improper governmental action.

Copies of this Policy and Procedure, along with a copy of Section 4.1 of the Public Officers

D-9

Prohibited Activities Act will be given to every Des Plaines Public Library employee upon hiring. Additionally, these same documents will be furnished or made available to all employees on an annual basis.

### **Designation of Auditing Official**

The Des Plaines Public Library designates the Human Resources Manager or ~~Executive~~ Director to serve as the Auditing Official of the Des Plaines Public Library, with the duties and responsibilities set forth in 50 ILCS 105/4.1. Procedures for Reporting and Investigating Reports of Improper Governmental Action

#### **A. Reporting an "Improper Governmental Action" or Retaliation.**

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

#### **B. Investigation of Complaint.**

1. Identity of the Complainant

- a. The Auditing Official will keep the identity of the Complainant confidential to the extent allowed by law.
  - b. The Complainant may waive confidentiality in writing on a form presented to the Auditing Official.
2. The Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants merit of a finding that either an improper governmental action, or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.

D-9

3. The investigation by the Auditing Official may include:
  - a. Interviews of the Complainant and witnesses;
  - b. Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
  - c. Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
  - d. Take any other appropriate measures to ensure that the complaint has been thoroughly investigated.
  - e. Make a determination whether the complaint has merit or whether the complaint does not have merit.

C. Determination and Remedial Action If Necessary.

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

## Y. RESIGNATION

Employees in good standing who decide to leave the employ of the library shall submit a written resignation to their department head indicating the final date of service and giving at least two (2) weeks notice. Full-time Librarians, Department Heads, Managers and Supervisors shall give at least four (4) weeks notice. The department head shall forward a copy of the resignation letter to the Human Resources Manager as soon as practical after notification. The Human Resources Manager shall review the payroll records to determine if any additional compensation is due the employee.

For the purpose of determining the employee's final paycheck and where there may be additional cash payments, the employee's last day of work shall be the effective date of their separation from the library's service. The employee will receive the additional cash payments in one lump sum.

D-9

Employees who are absent without leave for six (6) or more consecutive work days shall be deemed to have abandoned their position with the Library and subsequently resigned. The effective date of the separation shall be the last day worked.

## Z. RETIREMENT

Employees deciding to retire shall submit written notification to the Human Resources Manager. The effective date of the retirement shall be the last day worked.

Upon retirement from the library, employees shall be allowed to remain in the library's group health insurance program providing they remit the monthly premium. Retirement is defined as meeting the minimum requirements to qualify for an Illinois Municipal Retirement Fund (IMRF) pension. The employee may be a deferred pensioner, defined as an employee who has retired having accumulated enough creditable service to qualify for a pension, but who has not attained the required age. Employees with family coverage at the time of retirement can retain family coverage, single coverage can remain at single coverage, or family coverage can revert to single status (employee only) or two singles status (employee and spouse). Once a change in status is made, it cannot be reinstated.

An employee who has family coverage at retirement and later changes to single (i.e., individual) status voluntarily or as a result of divorce or death, is not allowed to convert back to family coverage whether because of remarriage or individual request. An employee with single coverage at retirement is not allowed to change to family coverage as a result of marriage. If a retired employee voluntarily cancels the insurance or fails to pay the monthly premium within a reasonable period to time determined by the administration, the insurance will be terminated and cannot be reinstated.

Upon retirement, group life insurance for employees will be canceled effective the last day worked. An employee has the option to convert the group life insurance to an individual life insurance policy by completing the necessary conversion application form available

from the Human Resources Manager. The employee has thirty (30) days in which to convert the group life insurance and submit the insurance premium directly to the insurance carrier. The premium is based on the employee's age and the amount (in \$1,000 increments) the employee wishes to convert.

AA. DEATH

In the event of the death of an employee, the date of death shall become the effective date of separation (i.e., last day worked). The Human Resources Manager shall review the payroll records to determine if any additional compensation is due the employee. The application for group life insurance benefits shall be prepared by the Human Resources Manager and submitted upon receipt of a certified copy of the death certificate. Where applicable, Human Resources Manager shall send the necessary Illinois Municipal Retirement Fund forms to the deceased's family for completion and shall forward the completed forms and a certified copy of the death certificate to IMRF.

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Revised and Approved 05/17/11  
Revised and Approved 12/20/11  
Revised and Approved 04/15/14  
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