



Employee Handbook And Personnel Policies

Approved May 28, 2024
(indexing in progress)

Mission Statement

To enrich Hinsdaleans' lives with opportunities to learn, engage, discover and connect.

Vision Statement

Hinsdale Public Library is a cornerstone of a thriving and connected community. Guiding HPL's strategic plan and daily activities are several core values:

SERVICE

We create library experiences that are respectful, responsive, and rewarding.

DIVERSITY

We welcome varied viewpoints and seek to advance inclusion, accessibility, and equity in our collections and operations.

LIFELONG LEARNING

We promote literacy, engagement, and love of reading for all ages.

INTELLECTUAL FREEDOM

We foster imagination and the open communication of ideas and information.

STEWARDSHIP

We value our staff and volunteers, advance environmental responsibility, support vibrant community partnerships, and spend wisely the funds entrusted to us.

100 INTRODUCTION

101 WELCOME LETTER

On behalf of the Library Board of Trustees, your new colleagues, and myself, I welcome you to the Hinsdale Public Library and wish you every success during your tenure on staff.

I believe that each employee contributes directly to the Library's success and to our delivery of excellent public service.

This handbook is designed to acquaint staff members with HPL and to provide information about working conditions, employee benefits, and policies affecting employment. It describes many employee responsibilities and outlines the programs developed by HPL to benefit employees. It is designed to provide a general understanding of our personnel policies, as well as to describe some of the HPL's rules, regulations, expectations, programs, and the benefits available to eligible employees.

Our objective is to provide a work environment that is conducive to both personal and professional growth. Please familiarize yourself with the contents of this handbook as soon as possible. It will answer many of the inevitable questions you will have about employment with HPL.

No handbook or manual can anticipate every situation or answer every question about employment. If you have any questions about a policy or procedure, contact your supervisor for clarification.

We all hope your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

Karen Kleckner Keefe
Executive Director

102 EMPLOYMENT AND POLICY DISCLAIMER

This Employee Handbook (the Handbook) sets forth guidelines and expectations for employees of the Hinsdale Public Library (HPL). Employees are asked to read it thoroughly and become familiar with its content. Employees should understand:

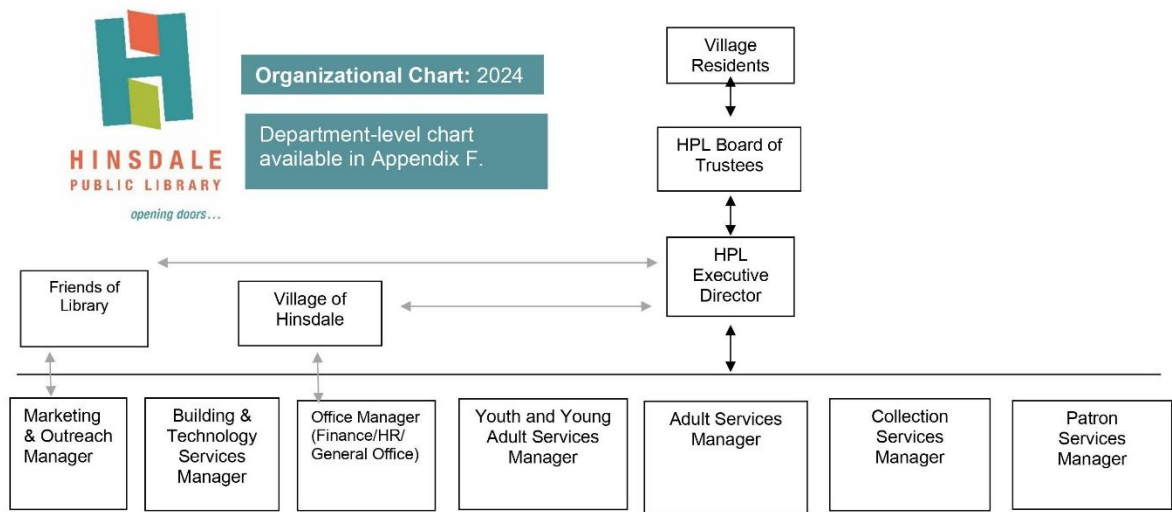
1. The Handbook does not constitute an employment contract, either express or implied, between HPL and any employee regarding the terms and conditions of employment.
2. Every employee's employment relationship with HPL is "at-will." Employment "at-will" means that either the employee or HPL has the right to terminate the employment relationship at any time, with or without cause. Nothing set forth in the Handbook should be construed as altering the at-will nature of the employment relationship between an employee and HPL.
3. HPL reserves the right to modify, add to, delete or revoke any of the policies or benefits set forth or described in the Handbook at its sole discretion and without prior notice.
4. Any and all statements contained in the Handbook relating to benefits coverage are subject to the terms, conditions, restrictions and other eligibility requirements set forth in the benefit plan documents.
5. Please be advised that no supervisor, manager, or representative HPL, other than the President of the Board of Trustees, has the authority to enter into any agreement/contract with any individual for employment for any specified period of time or to make any promises or commitments contrary to the policies described in the Handbook. Any such agreement must be in writing and signed by the President of the Board of Trustees.

103 LIBRARY OVERVIEW

Board of Trustees: HPL is governed by an autonomous, seven-member board of trustees (the Board or Board of Trustees) elected by community residents to serve four-year, staggered terms of office.

Executive Director: The Board hires an Executive Director to advise it, administer its policies, and manage HPL on a day-to-day basis.

The staff of HPL is organized as follows:



104 EMPLOYMENT CLASSIFICATIONS

Each employee is designated as either NONEXEMPT or EXEMPT according to federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay, which may be delivered as compensatory time (see Section 404), and are under the specific provisions of federal and state wage and hour laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

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

Regular full-time employees are those who are not in a temporary, introductory or part-time status and who are regularly scheduled to work a minimum of 37.5 hours per week. Generally, they are eligible for HPL's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular part-time employees are those who work an average of less than 30 paid hours per week on a regular, authorized pre-arranged basis. They may be eligible for some of HPL's benefit package, in addition to those required by law, subject to the terms, conditions and limitations of each benefit program.

Temporary employees are those who work for a designated, predetermined period of time, usually not to exceed six months. They are not eligible for any of HPL's benefit package except those required by law.

Introductory employees are those employees who are in their first 90 days of employment with HPL. The introductory period is an opportunity for the employee and HPL to evaluate whether the employee is suitable for a position with HPL. An employee's introductory status may affect eligibility for some benefits; please see the Executive Director or HPL's Office Manager for more information. The introductory period may be lengthened or shortened at the discretion of management. Once the employee successfully completes the introductory period, the employee is designated a Regular Employee for administrative purposes. This designation does not in any way alter the at-will nature of an employee's relationship with HPL.

105 REFERENCE AND BACKGROUND CHECKS

HPL may require professional, personal, and academic references from employment applicants.

Reference and Background Check Procedures

HPL contacts professional references for applicants as part of its hiring process. HPL uses a third-party agency to conduct background checks on all adult job applicants after an offer has been extended.

Inaccurate or Fraudulent Information

HPL will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on their job application or resume or during an interview. Employees who are hired based on false information that is discovered after employment begins are subject to discipline, up to and including termination of employment.

External Employment Information Requests

From time to time, outside organizations or individuals contact HPL seeking information about current or former employees. To protect individuals' privacy rights, HPL adheres to the following standards in dealing with all external requests for employment information:

1. Requests from Other Employers

HPL must have a signed consent form authorizing HPL to release any information from the individual's personnel records to the specifically named organization. This consent form must indicate the general and specific types of information that can be released and release HPL from all potential liability related to the authorized disclosure.

The supervisor designated on a signed consent may provide written or verbal information based on the employee's documented performance.

HPL employees serving as "personal references" for current or former coworkers should inform the reference seeker that they are not speaking as a representative of HPL.

2. Other Information Disclosures

Except as provided in section 3 below, in responding to information requests from parties other than prospective employers (a mortgage company, for example), HPL will only release information for which consent has been given. To authorize disclosure of information, a former or current employee must submit a release to the Executive Director or Office Manager specifying the information to be disclosed and the identity of the organization authorized to receive the information. (Often, this consent is required and supplied by the requestor.)

3. Government Requests for Information

The only exception to the above procedures applies to information requests received by HPL from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. HPL honors all such requests and provides the information sought in the form requested by the agency or official.

200 COMPLIANCE STATEMENTS

201 LIBRARY EMPLOYMENT POLICY

HPL hires based on the relevant qualifications for each position.

Members of an employee's immediate family will be considered for employment based on their qualifications. Immediate family may not be hired, however, if employment would create actual or substantial interference with the business operations of HPL, would involve direct supervisory responsibility, or would violate any applicable laws.

Employees who marry or establish close personal relationships may continue employment as long as it does not result in the above. If the conditions outlined above should occur, attempts may be made to find a suitable position within HPL to which one of the employees can transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a determination by the deadline set by HPLO, the employee with the least amount of tenure will be asked to resign or face termination.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purposes of this policy, immediate family includes: mother, father, husband, wife, son, daughter, sister, brother, the above in-law relationships and step-relationships.

202 EQUAL EMPLOYMENT OPPORTUNITIES

HPL is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

Accordingly, HPL will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race, including but not limited to hair texture and protective hairstyles), color, religion, age, sex, gender, pregnancy, national origin, ancestry, citizenship status, work authorization status, disability (mental or physical), military status, marital status, order of protection status, genetic information, sexual orientation and gender identity, all in accordance with applicable law. Such action shall include but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination of employment.

Any employee who believes this policy has been violated should report the situation to the Executive Director or to the President of the Board of Trustees. Insofar as is possible, all such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. An employee's identity may have to be disclosed to conduct a thorough

investigation. HPL will not retaliate against an employee reporting a violation of this policy through adverse employment actions, such as termination of employment, compensation decreases, unfair work assignments, or threats of physical harm. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning HPL's investigative procedures.

HPL strongly encourages the appropriate use of this policy and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

HPL supports the Americans with Disabilities Act, the Illinois Human Rights Act and Title VII of the Civil Rights Act and will attempt to provide reasonable accommodations for people with disabilities, women affected by pregnancy, childbirth or related conditions in the workplace and sincerely held religious beliefs unless such accommodations would present an undue hardship for the company.

Reasonable accommodations apply to all employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies and layoff and termination procedures.

A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job they want, and does not pose a direct threat to the health or safety of themselves or other individuals in the workplace. A qualified person eligible for an accommodation may also include a person who is affected by pregnancy, childbirth or related conditions and/or an employee who requires a workplace accommodation in order to practice their religion.

Employees should contact Administration for further clarification or to request a reasonable accommodation in the workplace. For more information specifically concerning pregnancy accommodations, see:

<https://dhr.illinois.gov/content/dam/soi/en/web/dhr/publications/documents/pregnancy-posting-idhr-eng-2023.pdf>

203 SAFETY AND HEALTH

HPL is committed to providing a safe and healthful working environment and to complying with applicable federal and state occupational health and safety laws. Accordingly, all HPL employees are expected to work diligently to maintain safe and healthful conditions and to adhere to proper operating practices designed to prevent injuries and illnesses. Specifically, all employees should:

- keep work areas clean and obstacle-free
- report any accidents or illnesses immediately
- report all unsafe conditions or work procedures immediately
- plan for and perform jobs in a safe manner

When employees are driving for HPL-related business, they are expected to engage in distraction-free driving.

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- Employees should not text or talk on cell phones while driving for work, regardless of whether they use hands-free devices.
 - Regardless of how fast traffic is moving, employees should pull into a rest area or parking lot and stop their vehicles before placing or accepting cell phone calls or reading or sending messages. (Illinois State law prohibits texting even when the driver is at a complete stop.)
 - Do not use an electronic communication device to watch or stream video, participate in any video conferencing application (including, but not limited to, Zoom, Microsoft Teams, or Webex), or access any social media site, including, but not limited to, Facebook, Instagram, or X (formerly known as Twitter) while operating a motor vehicle.
- Failure to adhere to this policy, including the safety rules, can result in severe discipline up to and including termination of employment.

204 DRUG AND ALCOHOL-FREE WORKPLACE STATEMENT

HPL expects all employees to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. HPL's policy with respect to drugs and alcohol is as follows:

1. The possession, consumption, purchase, sale, transfer, or distribution of alcohol on HPL premises is prohibited, unless an exception is made by HPL. No employee shall be under the influence of alcohol while on HPL premises or while performing HPL business off premises, with the exception of a moderate amount of alcohol may be consumed at approved HPL events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this or any section of this policy will result in discipline up to and including termination of employment.
2. "Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees using cannabis, medical or otherwise, or any other legal drugs must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. Specifically, employees may not possess, use, or be under the influence of cannabis while performing their duties, while on HPL property, or while operating vehicles for the HPL. Employees are responsible for consulting with their doctors about a prescription medication's effect on their ability to work safely, and promptly disclose any restrictions to their manager. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to so.
3. "Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use,

purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited: (1) on HPL premises or (2) where the employee is performing HPL business off HPL premises.

4. Employees who are impaired due to the effects of drugs or alcohol are in violation of this policy. Examples of impairment may include but are not limited to specific symptoms that decrease or lessen performance of duties or tasks, including impairment of speech, physical dexterity, agility, coordination. Irrational or unusual behavior, negligence or carelessness in operating equipment, disregard for the safety of others, or carelessness that results in any injury to others or to property may also indicate impairment.
5. HPL will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that they may be using drugs or may be under the influence of drugs or alcohol while working for HPL. "Reasonable suspicion" will be based on objective factors such as the employee's appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above. Involvement in an injury or accident at work or while performing HPL business may also be grounds for testing, if a member of management has a reasonable belief that drugs/alcohol may have contributed to the injury or accident. Employees will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.
6. Employees who refuse to cooperate in required tests; test positive for alcohol, cannabis, or illegal drugs; are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) may be terminated. In addition, if an employee fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute, or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, they will be considered as refusing to test and subject to discipline, up to and including termination.
7. The laboratory conducting the tests shall transmit positive drug tests results to a doctor/Medical Review Officer ("MRO"), retained by HPL, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their spit 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.
8. Employees who are arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, HPL will take into

consideration the nature of the charges, the employee's present assignment and record with HPL, and the impact of the employee's arrest on the conduct of HPL's business.

9. Employees who wish to report drug and alcohol use in violation of this policy should contact the Executive Director or, in the event the matter concerns the Executive Director, the President of the Board of Trustees. HPL will make every effort to protect the identity of the reporting employee. Time-sensitive information should be reported as soon as possible to the Person in Charge (PIC).
10. Employees interested in learning more about treatment for substance abuse may contact the Library's Employee Assistance Program before they become subject to disciplinary action under this or other HPL policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.
11. Employees are required to notify a member of management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

205 WORKPLACE SECURITY AND INSPECTIONS

To safeguard the property of employees, patrons, and HPL, and to help prevent the possession, sale, and use of illegal drugs and weapons on the HPL's premises, HPL reserves the right to question employees entering and leaving the premises and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from HPL's property. In addition, HPL reserves the right to search any employee's office, desk, files, locker, or any other area or article on the premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth are the property of HPL and are issued for the use of employees only during their employment with HPL. Inspections may be conducted at any time at the discretion of the Executive Director.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, illegal drugs and/or weapons may be subject to disciplinary action up to and including discharge.

The Firearm Concealed Carry Act (430 ILCS 66/65) specifies that a licensee shall not knowingly carry a firearm on or into any building, real property, or parking area under the control of a public library.

206 SMOKE-FREE WORKPLACE

HPL adheres to the local ordinances of the Village of Hinsdale, which prohibit smoking in any public building and within 15 feet of any entrance, exit, window, ventilation intake, office, work area, restroom, conference room, classroom, break

room, cafeteria and/or other common area. HPL also prohibits the use of electronic smoking devices, herbal products, vape pens and smokeless tobacco in these areas. Any employee who fails to comply with these local ordinances, state law and/or this policy may be subject to fines imposed by the Village and disciplinary action, including written warnings, suspension, and possible termination of employment.

207 ANTI-HARASSMENT POLICY

HPL is committed to maintaining a work environment that is free from harassment or unlawful discrimination of any type including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, HPL will not tolerate discrimination against or harassment by anyone, including any supervisor, employee, vendor, customer, consultant, contractor, board member, or other visitor of Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

It is the responsibility of all employees to be knowledgeable about what constitutes harassing behavior and to report allegations of harassing conduct to a supervisor or the Executive Director.

Discrimination

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, gender, race, (and traits associated with race, including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

Harassment

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

The conduct forbidden by this policy specifically includes but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their protected status.

Sexual Harassment

HPL is committed to maintaining a work environment free of discrimination, harassment, and retaliation. In keeping with this commitment, HPL will not tolerate harassment of HPL employees or officials by anyone, including a supervisor, employee, vendor, customer, consultant, contractor, board member, or other visitor of HPL. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

Sexual harassment encompasses a wide range of unwanted, sexually-directed behavior. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

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

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

Harassment may include conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward an applicant for employment or a Library patron. Harassment can apply to conduct at the work site or during work-related activities outside the normal workplace.

Harassment Complaint Reporting Procedure

Step 1 – Reporting a Complaint of Harassment

All HPL employees are responsible for helping to ensure that HPL is free of harassing behavior. An employee who believes that they have been subjected to sexual or other types of harassment, or who has witnessed

harassment, should submit a complaint of harassment in writing, if possible, to their immediate supervisor or the Executive Director. If the Executive Director/Ethics Officer is the subject of the complaint, the employee should immediately submit the complaint to the President of the Board of Trustees. Employees may also report inappropriate conduct to the Inspector General or the Department of Human Rights.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Director. The Director shall, in consultation with legal counsel for the Employer, ensure that an independent review is conducted with respect to such allegations.

Step 2 – Investigation of Complaint

All complaints and concerns will be promptly addressed through a thorough and neutral investigation tailored to the allegations at issue. The reporting employee will be interviewed regarding the basis of their complaint, as will all other parties who may have relevant information relating to the charge.

Step 3 – Conclusion of Investigation

Upon conclusion of the investigation, the employee filing the complaint will be informed of the outcome of the investigation.

Confidentiality

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

Protection Against Retaliation

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

Additionally, protections for employees reporting behavior they believe to be illegal or dishonest are addressed in Section 201 of this Policy. HPL will also take appropriate action to address a third party or non-employee who engages in retaliation.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

Violations and Disciplinary Action

Employees or officials who engage in conduct that is found by HPL to be inconsistent with or prohibited by this Policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities.

HPL will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee.

If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of termination.

Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. HPL may discipline an employee for any inappropriate conduct discovered in investigating reports made under this Policy.

Resolution Outside the Library

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

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

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

United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000; TTY: 800-869-8001

208 ANTI-BULLYING POLICY

HPL prohibits acts of harassment or bullying. HPL has determined that a safe environment is necessary for employees to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both an employee's ability to positively contribute to HPL on a day-to-day basis and HPL's ability to successfully run its business.

"Bullying" is conduct that meets all three of the following criteria:

- is directed at one or more employees;
- substantially interferes with work/prevents work from being accomplished; and
- adversely affects the ability of an employee to contribute in a positive manner in the workplace by placing the employee in reasonable fear of physical harm and/or by causing emotional distress.

Examples of bullying behavior may include but are not limited to:

- spreading malicious rumors, gossip, or innuendo
- excluding or isolating socially
- intimidation
- undermining or deliberately impeding work
- physically abusing or threatening abuse
- removing areas of responsibilities without cause
- frivolously changing work guidelines
- establishing impossible deadlines
- withholding necessary information or purposefully giving the wrong information
- making jokes, by spoken word or email, that are offensive
- intruding on a person's privacy by pestering, spying or stalking
- assigning unreasonable duties
- assigning a workload that is unfavorable to one person and creates unnecessary pressure
- creating a feeling of uselessness by not assigning sufficient work or work of appropriate responsibility
- criticizing a person persistently or constantly
- belittling a person's opinions (i.e., disagreeing with a person's opinions in a manner that suggests the person is incapable of forming an educated opinion or that the person's opinions are less important than others)
- inflicting unwarranted punishment
- blocking applications for training, leave or promotion
- tampering with a person's personal belongings or work equipment.

HPL expects all employees to take responsibility for maintaining a work environment that is free of harassment and bullying. Employees are encouraged to report acts of bullying using the Harassment Complaint Reporting Procedure outlined in Section 207.

209 WORKPLACE VIOLENCE

HPL prohibits any acts or threats of violence, including violent or threatening behavior and obscene, abusive or threatening language or gestures. When acts or threats of violence are brought to HPL's attention, HPL, upon determining the validity of the report:

- With regard to employees, take prompt remedial action, up to and including immediate termination of employment
- Take appropriate action when dealing with patrons, former employees, or visitors to HPL facilities, which may include notifying the police or other law enforcement personnel. Furthermore, HPL will maintain viable security measures to ensure that HPL's facilities are reasonably safe and secure. In addition, HPL prohibits unauthorized firearms or other weapons HPL premises in accordance with the Illinois Firearm Concealed Carry Act.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, each employee has a duty to report any threat, harassment, offensive conduct, or violent act observed or experienced at HPL. In addition, any employee who has a reason to believe that a violent act may

be committed at HPL, or against an individual related to HPL in any way, must promptly report that belief or suspicion to a manager or the Executive Director. No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation by HPL.

210 BLOODBORNE PATHOGEN

With the possible exception of blood, HPL employees are not exposed to what would be considered "potentially infectious material" (potentially infectious body fluids) as defined by the OSHA Occupational Exposure to Bloodborne Pathogens Standard. Though exposure to blood is not part of the regular day-to-day work of Library employees, there is the possibility of a patron or staff member being injured at HPL and blood being present.

Although staff are not trained in the provision of first aid, they may try to assist an injured person. It is recommended that, in the presence of blood, staff provide appropriate first aid materials but do as little as is possible, considering the circumstances, in applying the first aid materials. Paramedics should be called in all but minor injuries involving blood.

HPL will provide employees with gloves and clean-up kits to use in an incident involving blood. Bags are provided as containers for used gloves and clean-up materials. Hand washing facilities are available and employees are to wash their hands and any other potentially contaminated skin area with water and soap immediately after an incident.

Having assisted an injured or ill patron or staff member, or having cleaned up blood, an employee must immediately fill out and submit an Incident Report.

If, while on duty, a staff person assists in the provision of first aid and blood is present, the staff person will be offered a post-exposure vaccine for hepatitis B and an HIV test, paid for by HPL. If the staff person refuses the vaccine or blood test, the staff person must sign a waiver stating that he or she was offered the vaccine and blood test and refused them.

HPL has prepared "Bodily Fluids: Cleanup Procedures," available in the Emergency Manual, to assist staff in dealing with incidents in which they may be exposed to blood. Staff may also be exposed to other types of body fluids, such as vomit, saliva and urine, which are not considered "potentially infectious material". However, in the interest of sanitation and good health, the guidelines address these as well. Staff will review policy, guidelines, procedures and information about bloodborne pathogens on an annual basis.

211 WHISTLEBLOWER POLICY

A whistleblower is an employee or contractor of HPL who reports an activity that they consider to be illegal or dishonest to one or more of the individuals identified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

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Examples of illegal or dishonest activity include violations of federal, state or local laws or financial wrongdoing. If an employee or contractor has knowledge of or a concern of illegal or dishonest activity, the employee/contractor is to contact a manager, the Executive Director (the Auditor) or the President of the Board of Trustees. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination of employment.

Whistleblower protections are provided in two important areas -- confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. Specifically, HPL will not retaliate against a whistleblower for invoking rights under this policy, including:

- Reporting an improper governmental action pursuant to this Policy;
- Cooperating with an investigation by an auditing official related to a report of improper governmental action; or,
- Testifying in a proceeding or prosecution arising out of an improper governmental action.

HPL will not retaliate against a whistleblower through adverse employment actions, such as termination of employment, denial of adequate staff to perform duties, frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Policy. Any whistleblower who believes he or she is being retaliated against should contact the Executive Director or the President of the Board of Trustees. Reports of retaliation must be made in writing and within 60 (sixty) days of learning of the retaliatory action. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Guidance for Review and Resolution of Whistleblower and Retaliation Complaints Brought Pursuant to HPL's Whistleblower Policy

- As directed in the policy, whistleblower and retaliation claim should be reported to the auditing official (the Executive Director) or, in the event the Executive Director is unavailable and/or named in the complaint, to the Board President. These individuals have the authority to appoint other members of the management team, Board and/or outside counsel/consultants to assist with the investigation.
- Upon receiving such a report, the auditing official, or their designee, will consult with others (the Board, outside counsel) to determine whether the claim falls under the whistleblower policy and, if so, how to best proceed. Employment-related

concerns, including, but not limited to, harassment, discrimination, bullying, and other such work-related complaints are not covered by this policy.

- Confidentiality of the individual making the complaint, as well as any witnesses, will be respected consistent with HPL's need to investigate.
- After a written complaint is received by the Auditor, a written acknowledgement notice may be sent to the Complainant that may include a timeline for review, investigation, and resolution.
- The Auditor, or their designee, may meet with the Complainant, Respondent and/or other witnesses as a part of the investigation. The Auditor, or his/her designee, has the authority to conduct multiple interviews, if needed. The Auditor, or his/her designee, may also request written statements and/or other documentation that may be pertinent to the resolution of the complaint.
- If it is determined that the conduct that is the subject of the complaint involves fraud, or illegal/egregious conduct, the Auditor, or their designee, has the authority to conduct the investigation in a more formal manner. This may include a report to law enforcement agencies.
- Upon completion of the investigation, the Complainant and Respondent will be notified that the investigation has ended, and the decision made. This notification may take place orally or in writing. If the Auditor, or their designee, determines this policy has been violated, the Board will be notified. Remedies and discipline for policy violations will be in accordance with applicable law.

300 WORKPLACE GUIDELINES

301 PERSONNEL RECORDS

Access to Personnel Files

HPL maintains a personnel file for each employee. This file typically includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of HPL. Access to the information contained within is restricted. Generally, only supervisors and management personnel of HPL who have a legitimate reason to review information in a personnel file are allowed to do so. Employees have the right to review their respective personnel files in the Administrative Office with the consent of the Executive Director or Office Manager, or may request that their records be sent to them via U.S. mail or electronic mail. Supervisors have access to their employees' files when the need for access is job-related. In certain circumstances, it may be necessary for the Executive Director to share contents of an employee's personnel file with members of the Library Board or an outside professional assisting the Library with a Human Resource issue.

Data Changes

Each employee is responsible for notifying the Administrative Office about any changes in important personal data, including: name, address, telephone number,

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emergency contact, and insurance beneficiary. Educational accomplishments and other such status reports should be accurate and current. If any personnel data has changed, employees should notify their supervisor or the Administration Office.

Employment Applications

HPL relies upon the accuracy of information contained in employment applications, resumes, and other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. Applications of those who are hired become part of the personnel file of the employee.

302 PAY DEDUCTIONS

HPL does not take any pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance. Employees who believe their pay has been improperly deducted should report such improper deduction immediately to their supervisor. The complaint will be promptly investigated, and the results of the investigation will be delivered to the reporting employee. If the employee is dissatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.

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

303 BUSINESS ETHICS

Conflicts of Interest

Employees have a responsibility to act in the best interests of HPL and to avoid conflicts of interest in their work at the Library and in their outside activities.

Accordingly:

- HPL employees are expected to deal with suppliers, patrons, contractors and others doing business with HPL on the sole basis of HPL's best interests, without favor or preference based on personal considerations.
- While HPL encourages employees to participate in professional associations and activities, such work should not conflict with the operations of the Library or cause an additional workload for colleagues.
- If an employee also works as an independent consultant or contractor, the employee should inform all clients that their work is in no way connected to or authorized by HPL.
- An employee may not use confidential information gained during their employment for any personal gain or any disadvantage to HPL.
 - Employees may not accept any payment or loan from any source or person doing or seeking to do business with HPL, and a gift from such a source or person worth more than \$25.00 is to be returned immediately.

Employees are also expected to comply with the Library's [Prohibited Gift and Political Activity Policy](#).

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Any questions regarding a possible conflict of interest or the confidentiality of information should be discussed with an employee's supervisor or with the Office Manager.

304 PERSONAL APPEARANCE

Dress codes exist to set expectations about what is appropriate to wear to work. HPL's business casual dress code strikes a balance between comfortable attire for active work and the professional and confident image HPL presents to the community. Therefore:

- Neatness matters. Every HPL staff member should present a neat, clean, and well-groomed appearance.
- All clothing should be clean and fit appropriately.
- Shoes should be clean, in good condition, and safe for assigned duties.
- No clothing choice should expose large amounts of skin.

More specifically:

- Exposed undergarments, sleep wear, workout wear, midriff-baring tops, beach wear, imprinted T-shirts, and logo wear are not appropriate for work. (Exceptions may be made for specific events/environments.)
- Outerwear should not be worn indoors.
- Clothing, including but not limited to denim, should not have holes or visible areas frayed by wear. (Exceptions may be made for items specific to custodial or related work.)
- Shorts are generally not appropriate to wear to work. (Exceptions may be made for specific events/environments.)

Clothing and accessories displaying messages that are overtly offensive, harassing, discriminatory, or political are prohibited. Clothing and accessories that promote alcohol, tobacco, illicit drugs, violence, or contain sexual innuendos are prohibited.

In general, clothing that is unprofessional is not appropriate for work. If in doubt about appropriate appearance, employees should consult their supervisor. HPL reserves the right to relax restrictions or impose additional restrictions on an equal basis as may be appropriate for specific activities or circumstances.

Employees dressed inconsistent with this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. Employees who disregard this policy will be subject to discipline.

Employees seeking accommodations from this policy based upon their sincerely held religious beliefs, disability, or other legally recognized basis must forward a written request to the Executive Director. HPL grants reasonable accommodations unless the accommodations would cause an undue hardship to HPL.

Determination of the appropriateness of an employee's clothing or accessories will comply with [Title VII of the Civil Rights Act](#), the [Illinois Human Rights Act](#), and all other applicable laws and statutes.

305 PARKING

The Village of Hinsdale issues parking guidelines to Village and Library employees for specified parking areas. HPL employees are expected to adhere to these parking regulations.

306 WORK AND LUNCHROOM AREAS

HPL strives to maintain attractive, comfortable, and safe working conditions and asks staff members to keep their desks and work areas orderly and neat.

Employees should also be considerate of the impact that having personal items delivered to HPL has on staff time.

Staff members are welcome to bring food and beverages into the Library for their enjoyment during lunch and break times. However, food items are not allowed in the public service work areas of the building. Employees may have food and beverages in staff areas not observable by the public.

It is each employee's responsibility to keep the staff kitchen clean and to throw away garbage and remove old food from the refrigerator on a regular basis.

307 NO SOLICITATION/NO DISTRIBUTION

In the interest of maintaining a professional working environment and preventing interference with work and inconvenience to others, employees may not:

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

"Working time" is defined as those times when an employee is expected to be performing work. It does not include breaks or other rest periods or before/after work time. "Working areas" include areas controlled by HPL where employees are performing work, excluding, for example, cafeterias, break rooms and parking lots.

Employees must respect the right of others to decline being solicited or receiving literature.

Non-employees may not solicit employees on HPL premises at any time. Violation of this policy should be reported immediately to the Executive Director.

400 ATTENDANCE AND WORK HOURS

401 ATTENDANCE

HPL considers regular attendance and punctuality to be critical to acceptable job performance. Employees are expected to begin work on time and to work their scheduled hours. Excessive absenteeism or tardiness relating to scheduled work times, breaks or meal periods will result in disciplinary action, up to and including termination.

HPL recognizes that circumstances beyond an employee's control may occasionally cause an absence or tardiness. Should an employee be unable to report to work on time, the employee must notify their manager of the reason for the tardiness or absence. Every effort should be made to notify a supervisor as soon as possible, preferably no later than one hour before the employee's scheduled start time. Failure to properly notify HPL may result in the incident being recorded as an unexcused absence.

Employees absent from work for three (3) consecutive days without giving proper notice, as described above, will be considered to have voluntarily resigned their employment with HPL.

402 NORMAL WORK HOURS

The Executive Director or Department Managers shall determine and establish daily and weekly schedules of normal work hours necessary to provide services. Schedules may be temporarily changed to meet emergency or other defined needs. It is the responsibility of each employee to be at their workstation and fully prepared to begin work when their scheduled work hours begin. Employees are not permitted to alter work hours without the permission of their supervisor or Executive Director. See Also: Alternate Work Policy

403 OVERTIME

Occasionally, employees may be required to work overtime. Supervisors will attempt to provide reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

Non-exempt employees must receive approval from their Department Manager prior to working any unscheduled overtime.

Failure to work scheduled overtime, or overtime worked without prior authorization, may result in disciplinary action, up to and including termination of employment.

Determination of Overtime Hours

Overtime hours are any hours worked in a given work week more than forty (40) hours. The work week for each eligible employee shall commence at 12:01 a.m. each Monday.

404 COMPENSATORY TIME

Non-exempt employees, as defined by the federal Fair Labor Standards Act, are eligible for compensatory time. Eligible employees may be given compensatory time in exchange for working more than forty (40) hours in a regular work week. Working additional hours beyond a normal schedule, and the subsequent receipt of compensatory time, must be approved by a Department Manager.

Accrual of Compensatory Time

For each hour of overtime worked by an eligible employee in a given work week, one and one half (1-1/2) hours of compensatory time shall accrue, up to a maximum of 75 hours of compensatory time. Once the employee reaches the 75 hours, the employee will be paid in cash at the rate of 1.5 times the employee's regular rate of pay for each hour worked over 40 in the workweek.

Payment of Cash in Lieu of Compensatory Time

Nothing herein shall prohibit HPL, at its discretion, from substituting payment via monetary reimbursement, in whole or in part, for compensatory time off. Similarly, a monetary payment for overtime does not affect the right of HPL to subsequently grant compensatory time in future work weeks or work periods. This policy notwithstanding, except upon termination of employment as provided below, no employee shall have the right to receive, upon request, monetary reimbursement in lieu of accrued compensatory time.

Use of Compensatory Time

An eligible employee who has accrued compensatory time shall be allowed to use said time within a reasonable period following accrual so long as the operations of HPL are not unduly disrupted and the time is approved by their manager. Compensatory time shall not be counted as hours worked in the period in which such hours are used.

Payment on Termination of Employment

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

Records

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

405 BREAKS

Generally, meal breaks will be 30 minutes and are not compensated. No employee will be permitted to work through meals to compress the workday.

In addition to a meal break for employees working at least 5.5 consecutive hours, each full-time employee will be given the opportunity to take a 15-minute paid relief period for each half day of work. Part-time employees will be given the opportunity to take a 15-minute work break for each consecutive four-hour work period. Employees may not skip or shorten a work break to compress their workday. Non-exempt staff may not perform library work during an unpaid meal break.

Supervisors may schedule meal and work breaks for their employees at times that best meet the needs of their department and HPL, however, the meal break must be scheduled to begin no later than the employee's fifth hour of work.

406 REMOTE WORK

Employees may be allowed or required to temporarily work remotely based on the needs of the organization and job functions of the employee.

Not all job functions can be performed from off-site locations. If the employee's regular tasks cannot be performed remotely (i.e. shelving materials, assisting patrons), then additional training or tasks may be assigned to them to complete remotely, based on job description and library needs at the time. There is no guarantee that remote library work will be available.

In order to work remotely, the following basic requirements must be met:

- Employees must be able to carry out the specified duties, assignments, and other work obligations at their home as they do when working on the library's premises.
- An employee must work their scheduled hours from home unless other arrangements are made with approval of the employee's supervisor (including taking PTO.)
- Employees must remain accessible during the remote work schedule and be available for virtual meetings, virtual phone calls, IM, and via email.
- Employees must take rest and meal breaks while working remotely in full compliance with all applicable policies.
- Employees should not use remote work as a substitute for dependent care. Employees may request to flex approved remote hours to accommodate a dependent's schedule.

Employees seeking an alternate work schedule that includes remote work must comply with Section 407: ALTERNATE WORK SCHEDULE.

When remote work is required or approved, hardware and software required to conduct work tasks will be provided by HPL including but not limited to laptops, hotspots, remote access to the network, and software. Any expenses due to voluntary use of personal devices for the sake of convenience are not reimbursable. In the case that remote work is required for any reason and Library equipment is unavailable to the employee, they will be reimbursed at a rate outlined in Section 612: EXPENSE REIMBURSEMENT

Remote Work / Safety & Equipment

The employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to the Executive Director at the earliest reasonable opportunity. The employee agrees to hold HPL harmless for injury to others at the alternate work site.

The following safety and security conditions apply. While working remotely, the employee is responsible for:

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- Providing sufficient space to conduct work tasks.
- Protecting Library-owned equipment, records, materials, and passwords from unauthorized or accidental access, use, modification, destruction, or disclosure.
-
- Protecting library-owned equipment from theft or damage by exercising good judgment in storage, transportation, and use of equipment.
- Reporting any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
- Understanding that all equipment, records, and materials provided by the Library shall remain the property of the Library.

407 ALTERNATE WORK SCHEDULES

Instituting an Alternate Work Schedule allows employees to work their assigned hours in a non-traditional schedule to balance family and work life and work in the most productive manner for the benefit of HPL and the employee, while meeting the needs of HPL's patrons. Alternate Work Schedules may be allowed on a temporary or regular basis and will be reviewed at least annually.

Examples of alternate work schedules are:

1. Flex-Time

A Flex-Time schedule allows the employee and their supervisor to establish a schedule that may vary in start or stop times or number of hours worked per shift.

2. Compressed Work Week

A Compressed Work Week schedule allows full-time employees to work their full-time schedule in longer shifts on fewer days, for example, three 10- hour days and one 7.5-hour day in a week, instead of five 7.5-hour days.

3. Working Remotely on a Regularly Scheduled Basis

Employees whose work may reasonably be completed remotely may request to work off premises on a regular basis. The Department Manager will review guidelines and expectations with the employee and recommend approval to the Executive Director. A schedule for progress checks and review of work will be planned before the employee begins the new schedule.

Employees working off premises are expected to be accessible to their supervisor and coworkers during their scheduled shift. The employee and their supervisor will determine which methods of communication are acceptable and how progress reporting will be done. Adequate supervisory contact and/or employee accountability must be maintained. Employees who are approved to work off-premises must have arrangements for dependent care during working hours.

Employees who work remotely on a regular scheduled basis should work a fixed schedule approved by their manager. These employees are expected to adhere to relevant sections of the Personnel Policy, including Section 406: REMOTE WORK and Appendix C: EMPLOYEE USE OF PERSONAL DEVICE .

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Eligibility

Eligibility for an Alternate Work Schedule is based primarily on the responsibilities and autonomy of the job, rather than on factors related to the individual employee.

Some jobs more readily accommodate an Alternate Work Schedule, while others do not. Positions that might generally lend themselves to this situation (1) involve discretionary authority and independent action; and (2) involve a low percentage of time spent performing manual or clerical work involving library materials; (3) do not require use of fixed library assets, equipment or material that cannot leave the premises; (4) do not require daily public-facing work like programming, outreach, and providing assistance at a public service desk; and (5) do not require significant direct oversight of other employees or operations.

Employees are eligible to apply for an alternate work schedule after six months of employment. For employees changing positions within HPL, eligibility to apply will be determined by the Department Manager

Eligible employees must be in good standing (free of any disciplinary action in the past 12 months).

After receipt of a completed application form, the Department Manager will determine if the request can be accommodated and make a recommendation to the Executive Director. The recommendation will be based in part on business needs of the job, overall impact to the department or HPL, and the individual's evaluations. The Executive Director will make a request to the Board President for evaluation of their own Alternate Work Schedule requests.

In approving an Alternate Work Schedule, the Executive Director will determine that the proposed work schedule does not adversely affect the services provided to HPL's patrons, an employee's department, or other departments within HPL. An Alternate Work Schedule must not cause or contribute to the need for additional staff or for existing staff to work additional hours and should not conflict with any other previously granted alternative work schedules.

There may be times when HPL needs to ask employees to adopt an Alternate Work Schedule on a temporary basis. Unless in response to an emergency, supervisors will discuss these changes with the employee at least 14 days before they are to be implemented. Likewise, an employee who has received an alternate work schedule should understand that it may be revoked at any time based on business needs, the employee's performance, or other such factors as the HPL Board's review.

Procedures for Applying for an Alternate Work Schedule

After due consideration, the employee should complete all sections of Appendix B: ALTERNATE WORK SCHEDULE APPLICATION and submit it to their Manager. The Department Manager and the employee will discuss the proposed schedule and modify the request as needed.

If the Department Manager approves the proposed schedule, they will seek approval from the Executive Director. The Executive Director will indicate approval and any modifications on the form.

If the manager does not approve the schedule, they will inform the Executive Director of the denied request and indicate on the application that it is "declined". The manager will provide a statement supporting the reason for their decision and indicating under what conditions, if any, such a schedule would be considered in the future.

The application will be placed in the employee's personnel file.

Other Considerations

Regardless of the agreed-upon schedule, the employee is expected to attend all meetings and events required by their manager or the Executive Director.

Alternate work schedules may be temporarily suspended during times of high library activity and need (eg, during finals or summer reading.)

Employees working an alternate work schedule may be considered "on call" and expected to work onsite during regular operating hours if directed by their manager.

Review and Termination of Alternate Work Schedule

All Alternate Work Schedules will be reviewed annually on September 1. Previous approval is not a guarantee of renewal.

Department Managers will suspend an employee's alternate work schedule if performance issues in any areas are observed (attendance, productivity, accuracy and attention to detail, etc.)

If at any time the Executive Director or the manager deems that an employee's alternate work schedule no longer allows for delivering optimal service to patrons and other stakeholders, the employee will be given the opportunity to return to a traditional work schedule. If terms cannot be agreed upon, the HPL-employee relationship will be terminated.

500 COMPENSATION

501 PAY PERIODS AND PAYDAYS

Employee salaries are paid on a biweekly basis in accordance with the Village of Hinsdale's payroll schedule. Paychecks for each biweekly period are distributed on the Friday following the close of that period. Employees may arrange to have their paychecks directly deposited into their bank accounts. Employees who terminate their employment in the middle of a pay period shall be paid for the actual time worked during that pay period. Terminated employees shall receive their final paycheck on the first regularly scheduled payday following their date of termination of employment.

Department Managers will maintain and certify time sheets that provide a record of the hours worked during each time period by all employees under their supervision. Each employee should complete a time sheet for each day worked that accurately reflects all time worked as well as any unpaid breaks, such as the meal period. Off-the-clock work by nonexempt employees is strictly prohibited. Fraudulent timekeeping and falsification of time records are subject to discipline, up to and including termination of employment.

600 BENEFITS

HPL reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

601 INSURANCE

A brief description of the various insurance benefits offered to HPL employees is provided below. This section is to serve only as an overview of the benefit plans currently available to HPL employees. Employees should be aware that these plans may be modified or revoked, with or without notice. Benefit coverage is subject to the terms, conditions, restrictions and other eligibility requirements set forth in the benefit plan documents. Employees should obtain detailed information about these benefit programs from the plan administrators. Contact information for each program will be given to each eligible employee upon registration.

Group Health and Life Insurance

Eligible employees must select coverage within 30 days of employment. Coverage will be effective their first day of employment. HPL pays the major part of insurance premiums for most insurance coverage. Employees are required to pay a portion of premium costs and/or share in the cost of services.

HPL adheres to all applicable laws and regulations relating to health and life insurance benefits.

Dental and Vision Insurance

Eligible employees may participate in Dental and Vision Insurance Plans provided through the Village of Hinsdale. The employee pays 100% of the cost of these plans.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), an employee may elect to continue certain benefits that are in force for the employee and dependent family members upon termination. An employee's family may be eligible to continue certain benefits upon the employee's death or when the employee turns 65. HPL does not pay any portion of the premium for benefits continued under COBRA provisions.

Disability Benefits

Employees who participate in the Illinois Municipal Retirement Fund (IMRF) are eligible for disability benefits through IMRF. Details of this program are available from IMRF. Employees may access account information online (<https://www.imrf.org/>) or call (800) 275-4673.

Workers Compensation and Unemployment Insurance

Every HPL employee is covered by workers compensation and unemployment insurance, as provided for by state statutes. HPL pays the total cost of this coverage.

An employee who is injured from a cause arising out of, and during, employment may be eligible for benefits under workers compensation. An employee who is injured on the job is required to report the injury to a supervisor as soon as practicable within the first 24 hours of the injury.

602 PENSION AND RETIREMENT BENEFITS

IMRF

All regularly scheduled employees who work 1,000 hours or more per year must be enrolled in the Illinois Municipal Retirement Fund (IMRF) pension plan. This plan involves both HPL and employee contributions.

Section 457 Plan

A deferred compensation plan established and administered under Section 457 of the U.S. Internal Revenue Code is available to all full-time and part-time employees, except temporary employees. Deferred compensation is a tax-sheltered supplemental retirement savings program involving payroll deductions, which are automatically transferred to an investment fund—or a mix of funds—selected by the employee. Payment of federal income taxes on money invested in a 457 program is deferred until the employee withdraws this money, which may be done when the employee retires, ceases to work for HPL or experiences an “unforeseeable emergency” as defined by the Internal Revenue Service.

603 FLEXIBLE SPENDING PLAN

Full-time employees may participate in a flexible spending plan established by the Village of Hinsdale under Section 125 of the U.S. Internal Revenue Code. This plan, which involves payroll deductions, permits full-time employees to pay for certain

medical, insurance and dependent care expenses from “pre-tax” dollars. It thereby excludes these expenses from gross income, reducing the taxable portion of employee salaries. Details about this program are available from the HPL Administrative Office.

604 VACATION

All employees are eligible to earn paid vacation time which can be used for any reason. An employee who resigns, retires or otherwise leaves HPL will be paid for unused vacation leave.

Vacation Accrual

All employees earn paid vacation leave in accordance with the schedule provided below.

Position	Rate (per hr worked)	Tenure
Director	0.08	years 1-2
	0.10	year 3+
Managers	0.07	years 1-2
	0.09	year 3+
All Other FT	0.06	years 1-2
	0.08	years 3+
Part Time	0.025	years 1-2
	0.05	years 3+

Employees do not earn vacation during any unpaid leave of absence. Vacation will continue to accrue, however, while an employee is on a paid leave of absence—including vacation leave—and during time lost because of an on-the-job injury.

Vacation Maximum

Employees may accrue and carry over no more than five days of annual vacation into the following year. Exceptions may be made by the Executive Director. If an employee does not use time that does not carry-over, the employee will not receive payment for this time.

Vacation Use

An employee may take vacation as it is earned after the first full month of employment with the approval of the employee’s supervisor. Although the employee’s wishes will be considered, scheduling is the primary factor in determining whether vacation leave may be taken at a given time. If a paid holiday occurs during an employee’s scheduled vacation, that day will be considered a holiday and will not reduce the employee’s vacation leave. Vacation time will be paid at the rate of pay in effect when the employee uses the vacation time.

HPL may apply vacation time to any unexcused or other absence for which an employee has not submitted a time off request.

Credited Service Time

Part-time employees who are given a full-time appointment will be credited with one full year of service time for each two consecutive years they have worked a regular schedule of 20 hours or more per week for HPL, and their vacation leave will be calculated accordingly.

Full-time employees who move to a part-time position may keep their current hourly vacation balance until it is expended or paid out upon termination of employment. Employees should use the vacation hours accrued in their full-time position within the first two years in their part-time role. After two years, only the maximum carry over for that role will be allowed.

605 PERSONAL TIME

Personal time is available for personal business which cannot normally be accomplished during an employee's non-working time such as home repairs, real estate transactions, court dates, etc. Full-time employees are granted 22.5 paid hours of personal time each year at their anniversary. New employees will receive an allotment of 11.5 hours personal time once they have worked for six full months.

Personal time must be approved in advance by the employee's supervisor. No pay is provided for unused personal days after termination of employment. Personal days may not be credited to IMRF. Unused personal days cannot be carried over to the following year and will not be paid out if they are not used during the year they are provided. Personal days should not be used to extend vacation or holiday time off.

605.5 FLOATING HOLIDAYS (NEED TO RENUMBER)

All employees receive 2 floating holidays a year. This paid time off gives employees flexibility in choosing additional holidays to observe when the HPL is open to the public.

For part-time employees, a "day" is defined as the total number of regularly scheduled weekly work hours divided by five.

Floating holidays must be approved in advance by the employee's supervisor. Unused floating holidays cannot be carried over to the following year and will not be paid out if they are not used during the year they are provided. Floating holidays may not be credited to IMRF.

606 SICK LEAVE

Generally, sick leave is to be used for a brief absence from Library duties due to illness or injury. Specifically, the time may be used for the employee's illness, injury, or medical appointment or that of covered family members. The time may also be used for the personal care of a covered family member, which includes activities to ensure that the family member's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, when the family member is unable to meet those needs himself or herself. In addition, personal care also means being physically present to provide emotional support to a covered

family member with a serious health condition who is receiving inpatient or home care.

For purposes of this policy, "immediate family" is defined as:

- Mother or father
- Mother- or father-in-law
- Sister or brother
- Sister- or brother-in-law
- Son or daughter
- Son- or daughter-in-law
- Spouse or domestic partner
- Grandfather or grandmother
- Grandchild
- Guardian, adoptive or step relations of the above categories

SICK LEAVE ACCRUAL

Regular employees accrue sick leave in accordance with the schedule provided below. For part-time employees, a "day" is defined as the total number of regularly scheduled weekly work hours divided by five.

Paid sick leave is accrued as follows:

- Regular Part-Time employees (+20 hrs): 1 day per month; maximum of 45 days
- Regular Part-Time employees (-20 hrs): 3 days per year*

* Initially, three sick days will be given when the employee's introductory period ends. Three sick days will be granted on the employee's anniversary date thereafter.

Temporary and seasonal staff do not receive paid sick leave.

When employees leave their position at the Library, unused sick leave is not paid. Sick leave may be credited to IMRF, if this position is the last one held by the employee before retirement.

Employees who are absent for more than three consecutive days may be required to obtain a note from the treating physician indicating that the employee is fit to return to duty. Employees who establish a pattern/practice of sick leave use that is questionable (at the discretion of management) may be requested to produce a note from the treating physician confirming the employee's illness and that the employee is fit to return to work.

IMRF SICK LEAVE ACCRUAL

Employees who have accumulated the maximum sick leave accrual of 675 hours (90 7.5-hour days for full-time employees) or 45 "days" of a part-timer's regularly scheduled hours may continue to accrue, for Illinois Municipal Retirement Fund (IMRF) creditable service purposes only, additional sick leave up to a maximum of

240 sick days based on the Illinois Pension Code (40 ILCS 7/5-19 (a) (8) which allows retiring members of the IMRF, including Library staff, to convert unused, unpaid sick leave to service credit. Up to 240 days can be converted and a member will receive one month service credit for every 20 days (or fraction thereof) of unused, unpaid sick leave up to a maximum of one year pension credit.

It is understood by the employee and HPL that such additional accrual over 90 days (675 hours for full-time employees and 45 “days” for part-time employees) shall be used for the IMRF creditable service purposes only and may never be used for any form of paid sick leave.

If an employee who has accrued unused sick leave in excess of 90 days (FT) or 45 days(PT), and is accruing IMRF service credit then uses sick leave reducing the amount, the amount of sick leave available for IMRF purposes shall not be reduced but shall not begin accruing until such point as the employee has again accrued the maximum 90 days (FT) or 45 days (PT) of sick leave.

608 VOTING TIME

An employee may be permitted two hours of paid leave for voting in a state or national election if the employee’s working hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls. An employee who needs time off to vote should notify their supervisor no later than one week before the election. HPL reserves the right to specify the voting leave hours and to request proof of attendance at the polls.

609 DEPENDENT SCHOOL VISITS

HPL will provide unpaid time off for school visits to regular Full-time and regular Part-time employees who have been employed for at least six months and who are parents or guardians of dependents attending grades kindergarten through twelve.

Eligible employees may request one or more periods of unpaid school visit time off up to a total of 8 hours per child each school year (August through July). Where both parents work for HPL, HPL may grant time off to both parents of a dependent at the same time and limit the time off granted to both parents to a total of 8 hours per child each school year (August through July). An employee who wishes to take time off for a school visit must provide reasonable notice to their supervisor.

Employees wishing to take time off under this policy should provide their supervisor with a written request at least seven days in advance. (24 hours in advance if the request involves an emergency situation). Employees are requested to provide written proof of the visit from the school.

Employees must have exhausted all vacation leave or personal time prior to taking leave under this section.

610 STAFF DEVELOPMENT

HPL benefits from the collective skills of its employees. All regularly scheduled employees are encouraged to further develop skills that are appropriate to their respective positions at HPL.

HPL maintains several programs that aim to promote a high level of staff development. These include as-needed one-on-one training and in-service days.

Professional Memberships

Basic membership in the American Library Association (ALA) and the Illinois Library Association (ILA) for the Executive Director, the Assistant Director, Department Managers and librarians with accredited MLS degrees is paid for by the Library. Division membership within the national and state associations is paid for the Executive Director and Assistant Director only.

Workshops and Conferences

Staff are encouraged, and at times required, to attend job-related workshops, meetings and conferences and to participate in professional activities. HPL's budget provides funds for this each year. The extent of such attendance and participation may be limited, however, by HPL or department scheduling needs as well as by the annual budget allocation.

An employee who wishes to attend a workshop, meeting, conference or other job-related activity that will involve the use of work time or reimbursement for travel must receive advance approval from their supervisor.

Although employee requests and recommendations from supervisors will be considered, the selection of employees to attend specific conferences and workshops held outside the Chicago metropolitan area must be approved by the Executive Director.

Tuition Reimbursement

To encourage the professional development of its employees, HPL offers a tuition reimbursement program.

Employees who are regularly scheduled for at least 20 hours of work per week are eligible after six months of employment with HPL.

The program covers courses or training programs related to the employee's present position or positions to which the employee might advance in the future, as determined by the Executive Director.

The employee must also have a written recommendation from their supervisor. Under this program, HPL will reimburse 50% of the cost of tuition. An eligible employee may apply for reimbursement for up to two courses per term, up to a maximum of \$2,500 per fiscal year. In some circumstances, coursework required or recommended by a supervisor may be funded at a higher level.

Tuition Reimbursement Process

Eligible employees should present their plans for course work to their respective supervisors in time for consideration during the departmental budgeting process. All reimbursement is subject to limits imposed by the annual budget allocation.

A Tuition Reimbursement Request form must be filled out by the employee for each individual course or training program prior to the starting date of the course or program. These forms must be approved by the employee's manager and then submitted to the Executive Director for final approval. Employees who enroll in an approved course or training program will be eligible to receive tuition reimbursement, subject to the following conditions:

- A written recommendation from the employee's supervisor.
- The course or training program must be related to the employee's present position or positions to which the employee might advance in the future, as determined by the Executive Director.
- A Tuition Reimbursement Request form must be filled out by the employee for each individual course or training program prior to the starting date of the course or program. These forms must be approved by each department administrator and then submitted to the Executive Director for final approval.
- At least a "B" grade, or a passing grade in a pass-fail course, is required to qualify an employee for reimbursement.
- Receipts and course grades must be submitted prior to reimbursement.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may also seek assistance under HPL's educational assistance program; however, total aid from HPL and other sources may not exceed 100% of the allowable tuition and fees.

Tax consequences (if any) as a result of company reimbursement under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

611 BUSINESS USE OF AUTOMOBILE

At times, employees may be required to use a personal car for HPL business purposes, such purchasing supplies or attending meetings or outreach events. In such cases, the employee will receive a mileage allowance, to compensate for the costs incurred (such as operating costs, parking fees and tolls). Mileage reimbursement is calculated from HPL the employee's destination (Reimbursement will be made in accordance with Section 612 below.)

An employee who drives a vehicle on Library business must possess a valid driver's license and insurance coverage in accordance with Illinois law. For employees driving on HPL business, any change in license status, i.e. suspension, revocation, limitations, etc., must be reported immediately to the Office Manager.

Employees must comply with all federal, state, and local laws when operating a vehicle while conducting Library business.

612 EXPENSE REIMBURSEMENT

Eligible Expenses

Any employee can seek reimbursement for expenses incurred for a valid business purpose. Such expenses may include travel-related expenses or purchases made

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on behalf of the Library for programs, collections, or special events. In most circumstances, employees should receive pre-approval before incurring such expenses. HPL reserves the right to refuse to reimburse for the expense if the employee has failed to receive pre-approval.

Personal Technology Expenses

Expenses related to the required use of personal hardware, software, internet connection, or other use of personal devices when fulfilling work duties will be reimbursed. The reimbursement rate for required use of personal devices is \$1 per device per day for a maximum of \$3 per day. This rate is subject to change based on the consumer price index. Employees are required to submit a reimbursement request for necessary expenditures within 30 calendar days after incurring the expense. Preferential or elective use of a personal device instead of one provided by HPL is not considered required. Expenses related to personal hardware, software, internet connection, or other use of personal devices when fulfilling work duties as part of a remote work schedule initiated by the employee are not considered required.

Travel Expenses

Employees are reimbursed for personal car mileage and travel expenses according to the rates established by the U.S. General Services Administration. Travel expenses are only reimbursed if the distance traveled exceeds a staff member's regular commute. For staff traveling to conferences outside the Chicago metropolitan area, reimbursements are based on the established per diem rates.

Employees will not be reimbursed for the purchase of personal alcoholic beverages or recreational drugs.

Reporting Procedures

Employees must complete a reimbursement request form and itemized receipts must be provided for all expenses.

Approval and Reimbursement

Employees must submit the reimbursement request to their immediate supervisor for approval within 30 days of incurring the expense. Expenses outside of this timeframe may be denied.

Use of Library Debit Card and Credit Accounts

Employees must have pre-approval to use the HPL debit or an HPL credit account. Petty cash should be used for eligible transactions.

613 STAFF LIBRARY CARDS

All employees are eligible for a "staff" Library card, valid at the Hinsdale Public Library. Employees are expected to use their borrowing privileges responsibly and judiciously.

Some examples of how these privileges can be abused are provided below:

- Keeping materials out beyond their due date

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- Renewing materials beyond the allowed limit
- Keeping materials without checking them out
- Taking advantage of one's position as a Library employee to jump ahead of patrons on the waiting list for materials

Activity on Staff Library Cards is subject to review. Employees pay no fee to borrow Library materials or equipment. They also pay no fines for overdue materials when returned in good condition.

700 LIBRARY HOLIDAYS AND CLOSINGS

701 HOLIDAYS

Library Closed Holidays

HPL is closed for the following holidays: New Year's Day, Memorial Day (Monday observance), Independence Day, Labor Day (Monday observance), Thanksgiving Day, Christmas Eve and Christmas Day. Regular full-time employees are paid for these days.

HPL is closed on Easter and closes at 5 pm on the Wednesday before Thanksgiving. No holiday time is paid for these days.

When Independence Day falls on a Sunday and the legal holiday is on Monday, the Library will be closed on the Sunday and the Monday and eligible employees will be paid for the Monday holiday. When Christmas Day and New Year's Day fall on Sunday, the Library will be open the Monday following and an alternate day off will be scheduled for eligible employees within 30 days of the holiday.

If a holiday falls on an employee's regularly scheduled day off, an alternate day off will be scheduled for the employee within 30 days of the holiday. No employee will receive more than one day off for each of these paid holidays. Full-time staff will receive 7.5 hours of floating holiday time, regardless of hours usually worked on the day of the week on which the holiday falls.

Regularly scheduled part-time employees are paid for holidays that HPL is closed that fall on days they are normally scheduled to work. They are paid only for regularly scheduled hours on these days.

All employees are eligible for Floating Holiday Time that may be applied to other holidays and observances. (See section 605.5)

702 EMERGENCY CLOSINGS

When it is necessary to close the library building due to an emergency, staff will be compensated as follows:

- Regular full-time employees who are scheduled to work will be paid for their scheduled hours.
- Regular part-time employees who are working when the decision to close is made will be paid for the rest of their shifts.

- Regular part-time employees who are scheduled to work but who are notified not to come in at least 24 hours prior to their scheduled shift, will not be paid but will be permitted to make up the hours they missed, provided this is done within two weeks and is approved by an individual employee's supervisor.

Based on the length and nature of the closing, and at the discretion of the Executive Director in consultation with the Board President, employees may be required to work remotely or use PTO for scheduled hours they are not able to work in the library. (See Section 406: REMOTE WORK)

800 LEAVES OF ABSENCE

801 FAMILY AND MEDICAL LEAVE

A. Family/Medical Leave Entitlement

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

In accordance with the federal Family and Medical Leave Act (FMLA), employees may be eligible to take up to 12 weeks of unpaid Family/Medical Leave (FML) within a 12-month period and be restored to the same or an equivalent position upon return provided that the employee has worked for HPL for at least 12 months AND worked at least 1250 hours in the 12-month period preceding the leave and at least 50 employees are employed by the employer within a 75-mile period. This 12-month period is a rolling 12-month period measured backward from the date an employee uses any leave under the FMLA.

- **Reasons for Leave:** If an employee is eligible, the employee may take FML for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter, parent or "covered family member" with a serious health condition; or (4) the employee's own serious health condition that renders the employee unable to perform the functions of the employee's position. Leave due to the birth or placement of a child must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by HPL who request leave due to the birth or placement of a child or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.
- **Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition:** If the employee is requesting leave because of the employee's own or a covered family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under

the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. HPL, at its expense, may require an examination by a second health care provider, designated by the Library, if it reasonably doubts the medical certification provided by the employee. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third opinion. This third opinion would be provided by a health care provider that is mutually agreeable to the employee and HPL, and it would be binding on both parties. HPL may also require medical recertification periodically during the leave.

B. Military Family Leave Entitlement

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

An employee may also be eligible for up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter or parent who is a covered service member. This single 12-month period begins with the first day the employee takes the leave. A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who (i) has a serious injury or illness incurred while on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status, or (ii) is on the temporary disability retired list; or (2) a covered veteran. A covered veteran is one who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and: (i) was a member of the Armed Forces (including a member of the National Guard or Reserves); (ii) was discharged or released under conditions other than dishonorable; and (iii) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

- **Certification for a Qualifying Exigency:** If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active-duty orders or other documentation issued by the military indicating that the covered military member is on active duty or on call to active duty (including the dates of the active duty service). HPL may also request additional information pertaining to the leave.
- **Certification for 1) Service Member Family Leave, or 2) Serious Injury or Illness of a Veteran for Military Caregiver Leave:** If an employee is

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

C. General Provisions

- **Misrepresentation:** If an employee misrepresents facts in order to be granted a Family/Medical or Military Family Leave, the employee may be subject to immediate termination of employment. Employees may not be granted a FML leave to gain employment or work elsewhere, including self-employment.
- **Substitution of Paid Leave:** FML and MFL are unpaid leave. An employee who requests FML or MFL may first be required to exhaust any remaining paid time off to which they are entitled. The exhaustion of this paid leave does not extend the FML or MFL period. In addition, any additional paid leave, such as short term/long term disability or worker's compensation, will also run concurrently with FML (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FML, employees must comply with the requirements of the applicable paid leave policy.
- **Effect on Benefits:** During an approved FML leave, HPL will maintain an employee's health benefits as if the employee remained actively employed. If paid leave is substituted for unpaid leave, HPL 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 (and group health care coverage may cease if a premium payment is more than 30 days late).

If an employee does not return to work following FMLA or another approved unpaid leave of absence for a reason other than the continuation, recurrence, or onset of a serious health condition; the continuation, recurrence, or onset of a covered service member's serious injury or illness; or other circumstances beyond the employee's control; the employee may be required to reimburse the Library for the share of benefits premiums paid on the employee's behalf during the leave of absence.

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

- **Intermittent Leave:** Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, HPL will reduce the employee's salary based

on the amount of time worked. In addition, while the employee is on an intermittent or reduced scheduled leave, HPL may temporarily transfer the employee to an available alternate position that better accommodates the recurring leave and that has equivalent pay and benefits. A fitness for duty certification may be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

- **Job Restoration:** If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of the employee's own serious health condition, the employee will be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.
- **Notice of Leave:** If the need for an FML or MFL is foreseeable, the employee should notify the HPL Office Manager as soon as possible. The request must state the reason for the leave, the date when the leave should begin and the approximate day of return to work. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify HPL as soon as possible, preferably no later than one hour before the employee's scheduled start time.

802 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

Statement of Policy

Eligible employees may use unpaid Victims' Economic and Security and Safety Act (VESSA) leave for up to 12 work weeks in a 12-month period for any one or more of the following reasons:

- To seek medical attention for, or to recover from, physical or psychological injuries caused by domestic or sexual violence, gender violence or any other crime of violence to the employee or the employee's family or household member; or
- To obtain services from a victim services organization for the employee or the employee's family or household member; or
- To obtain psychological or other counseling for the employee or the employee's family or household member; or
- To participate 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, gender violence or any other crime of violence or ensuring economic security; or
- To seek 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, gender violence or any other crime of violence.

Eligible employees may use up to two workweeks (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.

Coverage and Eligibility

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

Definitions

12-Month Period: a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken

Family or Household Member: a spouse or party of a civil union, parent, grandparent, son, daughter, grandchild, sibling, other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee,

Parent: the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child

Son or Daughter: a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability

Domestic or Sexual or Gender Violence: domestic violence, sexual assault, gender violence or stalking

"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.

Intermittent or Reduced Leave

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

Substitution of Time Off

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

Notice Requirement

An employee is required to give 48 hours' notice to HPL 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 to two business days of when the need for the leave becomes known.

Certification

An employee may be required to submit a certification demonstrating the need for VESSA leave. The certification must be provided by the employee as soon as possible, but no later than 15 days after a request.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- 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 in addressing domestic or sexual or gender violence or crime of violence and/or its effects;
- 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;
- A police or court record; or
- Other corroborating evidence.

All documentation related to the employee's need for VESSA leave will be held in strict confidence and will only be disclosed as required/permitted by law.

Effect on Benefits

During an approved VESSA leave, HPL will maintain an employee's health benefits as if the employee remained actively employed. If paid leave is substituted for unpaid VESSA leave, HPL 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 (and group health care coverage may cease if a premium payment is more than 30 days late). If the employee does not return to work at the end of the leave period, he or she may be required to reimburse HPL for the cost of the premiums paid by the Library for maintaining coverage during the unpaid leave unless the employee cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, gender or any other crime of violence or other circumstances beyond their control.

When your 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.

If an employee is also entitled to leave under the Family Bereavement Leave Act (FBLA), the 10 days of bereavement leave under VESSA will be in addition to the

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amount of VESSA initially provided (12 weeks). However, the 10 days of bereavement leave under the FBLA and VESSA will run concurrently, so that an employee is not entitled to more bereavement leave than that provided by the FBLA. If an employee is not entitled to leave under the FBLA, the 10 days of bereavement leave under amended VESSA will be deducted from the amount of VESSA initially provided.

Job Protection

An employee who wishes to return to work at the expiration of VESSA leave is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If an employee takes leave because of their own medical condition, the employee is required to provide medical certification of fitness to resume work; Return to Work Medical Certification Forms are available from the HPL Office Manager. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

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 HPL.

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

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

An employee who wishes accommodation pursuant to this policy should contact the Executive Director.

Confidentiality

All information provided to HPL 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.

803 OTHER LEAVES OF ABSENCE

Under certain circumstances, the Executive Director, at their discretion, may grant a leave of absence when such leave is not available for a given employee under any other section of this document. Reasons for leave may vary, but may include: family or personal illness, continuing education, extended travel or participation in religious, political, or service activities.

A. General

For those employees who do not meet the eligibility requirements of the Family and Medical Leave Act, unpaid leaves of absence of three months or less may be granted by the Executive Director. Leaves over three months may be granted only by the Board of Trustees. Leave may be granted if, in the opinion of the Executive Director and/or the Board of Trustees, such leave is justified and not detrimental to the operation of HPL.

Any employee desiring a leave of absence without pay shall submit a written request at least 30 days in advance of the leave, or, for non-foreseeable events, as soon as practicable. The request must state the reason for the leave, the date when the leave would begin and the approximate duration of leave, with supporting documentation, if applicable. It is understood that a leave of absence shall not be used for the purpose of accepting employment elsewhere. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of HPL. While HPL will make every effort to reinstate the employee to their previous position, there are no guarantees.

No sick time or vacation time is accrued during unpaid leaves of absence. Any applicable paid time off must be exhausted during the leave.

If the employee is eligible for IMRF benefits, the leave request must also state whether the employee wishes to contribute to IMRF during the leave or may be granted a leave from IMRF payments during this period. Approval of the IMRF leave must be granted by the Board of Trustees regardless of the length of the leave and is subject to IMRF rules and regulations.

B. Military Leave

Leaves of absence for Military or Reserve duty are granted to all employees of HPL. Employees called to active Military duty or to Reserve or National Guard training, or volunteering for the same, should submit copies of their Military orders to their supervisor as soon as is practicable. Employees will be granted a Military leave of absence for the period of Military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required Military training. This leave of absence includes time off for (i) service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; (ii) service covered in the Illinois State Guard as defined by the Illinois State Guard Act; and (iii) a period for which an employee is absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System. Their eligibility for reinstatement after the completion of their Military

duty and training, benefit continuation/eligibility and payment for leave issues are determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation entitlement for any portion of the absence that may be unpaid. Training leaves will not normally exceed two weeks per year, plus reasonable travel time.

C. Jury Duty

An employee who is called for jury duty will be given the necessary paid time off to perform such duty up to 20 working days. During the time an employee is on jury duty, the employee will be paid for their regularly scheduled hours.

If the employee's jury duty service extends beyond 20 days in any given year, the employee may elect to use vacation or personal days; otherwise additional days off for jury duty will be unpaid. A request to use paid time off during jury duty should be submitted by an employee to their supervisor in writing.

An employee must notify their supervisor at least 14 calendar days (or as soon as the jury summons is received) prior to jury duty in order to be eligible to receive jury duty pay from HPL. Upon completion of jury duty, the employee must obtain a statement of attendance from the court and submit it to their supervisor to receive jury duty pay from HPL.

D. Paid Parental Leave

Following the birth of a staff member's child(ren) or the placement of a child(ren) with a staff member in connection with adoption or foster care, HPL will provide up to four (4) weeks of paid parental leave to all staff meeting the following criteria:

- Regular full-time or part-time (no seasonal or temporary employees)
- Regularly scheduled an average of 20 or more hours per week
- Employed by HPL for at least one year

The purpose of paid parental leave is to enable the staff member to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligible employees may request Paid Parental leave provided they meet one of the following criteria, within the past three months the employee has:

- Given birth to a child(ren).
- Been the spouse or committed partner of a person who has given birth to a child(ren) within the past six months.
- Adopted a child(ren) or been placed with a foster child(ren)-- in either case, the child must be age 17 or younger. The adoption of a child by a new spouse is excluded from this policy.

Four weeks is the maximum of paid parental leave an employee is eligible for in the twelve-month period following the first day that paid parental leave is used. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave

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granted for that event. In addition, in no case will an employee receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Paid parental leave can be taken intermittently and may be taken at any time during the twelve-month period immediately following the birth, adoption, or placement of a child(ren) with the staff member.

Paid parental leave is compensated at the staff member's current regular rate of pay based on the staff member's regularly scheduled weekly hours. Paid parental leave will be paid on regularly scheduled pay dates.

In the event of an employee who has given birth, the four weeks of paid parental leave will typically commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Any unused paid parental leave will be forfeited at the end of the twelve-month time frame.

Upon separation of employment, the staff member will not be paid for any unused paid parental leave for which they were eligible.

Paid parental leave taken under this policy will run concurrently with leave under the Family Medical Leave Act (FMLA); thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care will be counted toward the 12 weeks of available FMLA leave. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through the employee's accrued sick, vacation and/or personal time. Upon exhaustion of accrued sick, vacation and/or personal time, any remaining leave will be unpaid. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

HPL will maintain all benefits for staff members during the paid parental leave period just as if they were taking any other leave.

If a holiday occurs while the staff member is on paid parental leave, such a day will be charged to holiday pay.

Staff members requesting paid parental leave must submit a Paid Parental Leave Request Form (*Appendix F*) prior to beginning their paid leave and may be required to provide documentation to substantiate the request.

An employee may not use any paid parental leave unless the employee agrees in writing, before commencement of the leave, to subsequently work for HPL for at least 12 weeks. This 12-week work obligation begins on the employee's first scheduled workday after such paid parental leave concludes.

E. Bereavement Leave

Employees who experience a death in their immediate family may request up to three days of paid leave. For purposes of bereavement leave eligibility, "immediate family" can be described as:

- Mother or father
- Mother- or father-in-law
- Sister or brother
- Sister- or brother-in-law
- Son or daughter
- Son- or daughter-in-law
- Spouse or domestic partner
- Grandfather or grandmother
- Grandchild
- Guardian, adoptive or step relations of the above categories

The Executive Director may grant additional leave under special circumstances.

Furthermore, an employee who has been employed by HPL for at least 12 months and worked at least 1,250 hours in the last 12 months are eligible for an additional seven days of unpaid leave in the event of the death of a covered family member. In the event of the death of more than one covered family member in a 12-month period, eligible employees are entitled to up to six (6) weeks of bereavement leave during that period. (Up to three days will be paid pursuant to this policy). Employees may use any accrued, unused paid time off to run concurrently with this time. Employees must complete time off under this policy within 60 days of learning of the need for leave.

Employees may use this time to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, and/or grieve the death of the covered family member. Eligible employees may also use this time for absences from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Child Extended Bereavement Leave

Full-time employees, who have been employed for at least two weeks and have lost a child due to homicide or suicide, are eligible for six weeks of bereavement leave. Three days will be paid as detailed in the section regarding family member bereavement leave and the remaining time will be unpaid.

Employees may take leave in one continuous period or intermittently in increments of no less than four (4) hours. Leave must be taken within one (1) year after the employee notifies the employer of the loss. This six weeks of leave is the maximum amount of leave an employee may take for the loss of their child due to homicide or suicide. Accordingly, the employee may not seek additional bereavement leave as provided in the section regarding family member bereavement leave.

Additional Time, Notice, and Documentation

Additional paid or unpaid time or leave for persons not covered in the definition of “immediate family member” may be allowed in some circumstances at the discretion of the Executive Director, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, HPL may require an employee seeking leave under this policy to provide reasonable documentation of the need for the leave. Employees are requested to provide as much notice of the leave as possible. This policy does not permit an employee to exceed the amount of leave available under the Family and Medical Leave Act.

Returning From Leave

When returning from bereavement leave, employees are entitled to the position they held when the leave began. If that position has been filled or is no longer available, returning employees are entitled to an equivalent position with equivalent pay, benefits, and responsibilities.

Blood and Organ Donation

Eligible employees may take paid leave for up to one hour every 56 days to donate or to attempt to donate blood and up to 10 days in any 12-month period to serve or attempt to serve as a living organ donor.

Definitions

A. “Eligible Employee” means a full-time employee who has been employed for at least 6 months and who donates or attempts to donate blood or an organ.

B. “Blood Donation” means the act of donating blood in accordance with the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America’s Blood Centers, the American Association of Blood Banks, or other blood bank.

C. “Organ Donation” means the act of donating any biological tissue of the human body that may be donated by a living donor (other than blood), including but not limited to, the kidney, liver, lung, pancreas, intestine, bone, and skin or any subpart thereof.

Notice, Approval and Verification

An employee is required to give reasonable notice to the organization in the event that the employee chooses to use leave under this policy. A request for leave

under this policy must be in writing and must include the day the employee wishes to use the leave along with a written statement from the blood bank or medical/transplant facility indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood or an organ.

Upon an employee's return from an approved leave, the employee will be required to submit a written statement from the blood bank or medical/transplant facility verifying that the employee kept the appointment.

F. Violations

If permitted leave is violated, employment may be considered voluntarily terminated if:

- the employee does not return to work on the agreed upon date, or
- the employee files for unemployment compensation while on leave, or
- the employee accepts other employment while on leave.

An employee found to be in violation may be required to repay HPL's portion of health and other insurance premium payments incurred during the leave.

901 PERFORMANCE APPRAISALS

HPL maintains a formal program for evaluating the work performance of all regular employees. This program provides a method for HPL to gauge, document, acknowledge, and strengthen the effectiveness of employee job performance. HPL's interactive appraisal process is designed to enhance communication and cooperation between supervisors and their employees; to stimulate job development, job satisfaction, and work-related personal growth; and to help ensure that job responsibilities and requirements remain dynamic and evolve to keep pace with the changing demands of HPL as a workplace.

The Executive Director and Department Managers are responsible for administering the performance appraisal program. Managers will complete an appraisal—using the prescribed process and forms—for each employee they directly supervise.

Annual Appraisals

Formal appraisals usually occur at least annually within four weeks of the employee's "Review Date."

Appraisals may occur more frequently at the discretion of the supervisor.

New employees will have an evaluation conference with their supervisor at the conclusion of their 90-day introductory period.

Review dates are determined as follows:

- Generally, the review date is the date of original employment.
- For an employee who goes from part-time to full-time or full-time to non-IMRF part-time status the review date will be the date on which the employee assumes their new schedule

Merit Increases

Merit salary increases may be granted by the Executive Director in conjunction with, and upon completion of, an employee's formal performance appraisal. Merit increases take effect on an employee's review date and will be made retroactive to that day if the performance appraisal process has not been completed on that date.

902 GUIDELINES FOR APPROPRIATE CONDUCT

HPL expects all employees to conduct themselves in a professional manner. Listed below are examples of unacceptable behaviors. This is not an exhaustive list and should not be construed as limiting or restricting disciplinary action to only such specified conduct.

- Insubordination, or failure to carry out a supervisor's reasonable request or to comply with prescribed work rules, guidelines, or procedures.
- Unexcused absence, excessive or chronic absenteeism or tardiness, refusal or failure to work scheduled or assigned hours, over-extending rest or lunch breaks, or abuse of leave privileges.

- Theft, loss, destruction or unauthorized use of HPL property, including excessive use of equipment to conduct personal business.
- Failure to sign and abide by HPL's "Acceptable Use Policy and Agreement" for use of computer equipment and the Internet.
- Any act of recklessness or poor judgment that endangers the safety, health or well-being of an HPL patron or another employee.
- Violence, threat of violence, disorderly conduct or use of abusive or obscene language while on duty or on Library property.
- Falsification of information, reports or other documents, including work and payroll records.
- Failure to perform the duties of the position.
- Abuse of staff borrowing privileges.
- Using and/or carrying a firearm in violation of the Illinois Firearm Concealed Carry Act while working and/or attending any work-related event.
- Any breach of other rules and regulations set forth within this handbook or within other Library policies or considered necessary for the orderly administration and operation of HPL.

903 DISCIPLINE

Although the immediate purpose of disciplinary action is to correct unacceptable behavior, it is also intended that discipline be viewed as an opportunity to help employees strengthen their work performance and achieve personal growth in the work environment.

General guidelines as to the types of discipline that may be imposed are provided below. The corrective action administered will depend on the circumstances in each case. A manager is not required to go through all the disciplinary steps described. Depending on the severity of the employee's behavior, discipline may begin at any step in the process, including immediate dismissal. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

An employee who has been issued a warning(s) under this system, may be ineligible for certain opportunities, such as an alternate work schedule or participation in continuing education events.

Step 1 – Verbal Warning

In some situations, the manager may determine that the most appropriate first step is to discuss problem behavior with the employee. This discussion shall constitute a verbal warning. Managers should document and maintain a written record of all verbal warnings that they issue. The manager will provide a record of a verbal warning to be placed in the employee's personnel file.

Step 2 – Written Warning

The next level of discipline is the written warning, which the manager may issue after a verbal warning has been given and the employee fails to correct the problem, or in lieu of an initial verbal warning if the employee's problem behavior is severe enough. A written warning constitutes a formal reprimand. A written warning usually describes what the problem is, what kind of

behavior or performance is expected, and what corrective steps must be agreed to. It also gives a deadline for correcting the problem. The written warning will be placed in the employee's personnel file. The employee may submit a written response, which will be kept on file with a copy of the written warning.

Step 3 – Final Warning

With the advice and consent of the Executive Director, a manager may issue a final warning, which is similar in nature to a written warning but clearly informs the employee that failure to take immediate action to correct a problem will result in dismissal.

Step 3B – Suspension

With the advice and consent of the Executive Director, a final warning may include a suspension of up to five working days. A suspension, which is defined as specified time off with or without pay at the discretion of the Executive Director, is viewed as time away from the work environment for the employee to reflect upon the employment relationship in general and, to consider the seriousness of the circumstances which led to disciplinary action.

Step 4 – Termination of Employment

The Executive Director may authorize termination of any employee whose behaviors or attitudes conflict with the policies, rules and practices of HPL or who fails to respond acceptably to the disciplinary measures described above.

904 EMPLOYEE DISPUTE RESOLUTION PROCESS

HPL is committed to maintaining an open and fair method of resolving employee concerns and answering questions. To this end, HPL recognizes the need for a process by which employees may raise complaints and concerns related to their employment. The employee concerns process is an informal system consisting of four steps:

1. Ordinarily, an employee is expected to begin resolving a concern through a discussion with their manager. The employee should give the manager a reasonable amount of time to review the concern and respond to the employee.
2. HPL recognizes that in some cases a question or concern may involve an employee's manager, and the employee may be reluctant to discuss the situation directly with that person. If this is the case, an employee may elect to submit their written concern and requested resolution to the next level of supervision for review and written response.
3. If the employee's concern cannot be resolved at the employee's manager level, the employee may submit a written request to the Executive Director for review of the matter within seven days of the

receipt of the supervisor's written response. The Executive Director will review the employee's concern and respond.

4. If after receipt of the Executive Director's written response, the employee believes they have not received a satisfactory response to the concern, the employee may submit a written request for review to the Board of Trustees. At the next regularly scheduled meeting of the Board, the Board will review the employee's concern and respond appropriately. Written notice of the Board's response will be provided to the employee. A review of any employee's concern by the Board represents a final and complete exhaustion of this dispute resolution procedure.

905 EXIT INTERVIEW

Employees leaving a position with HPL may be asked to participate in an exit interview with their Department Manager, Office Manager, or a third party designated by HPL. Departing employees may also request an interview with the Executive Director.

Staff who report directly to the Executive Director will be interviewed by the Director. The Library Board President, or a Trustee designated by the President, may also be present to observe the interview.

Appendix A:

Employee Rights Under the Family and Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



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

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

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

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

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

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

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

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

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

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

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

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

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

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

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

EMPLOYER RESPONSIBILITIES

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

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

ENFORCEMENT

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

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



For additional information or to file a complaint:

1-866-4-USWAGE

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

www.dol.gov/whd

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



WH1420 REV 04/16

Appendix B

Application for Alternate Work Schedule

Name: _____

Department: _____

Position: _____

Date of Hire: _____

Reason for request:

Schedule change requested:

Length of time requested:

Request denied, reasons listed below (to be submitted to Executive Director)

Department Manager signature: _____

Request approved (to be submitted for approval by Executive Director)

Department Manager signature: _____

Amendments to request, if any:

Start date: _____ Trial period ending date: _____

Dates for weekly progress checks: _____

Review at the end of trial period: _____

Appendix C

Employee Personal Device Use Policy

Purpose

HPL will provide employees with technology and devices necessary to perform their jobs.

Employees may, due to preference or personal convenience, use personal devices for many work-related tasks.

"Personal Device" is defined as any tool or equipment owned by the employee that can be used to access the HPL Network, create files, or record content related to HPL business or the employee's work at HPL. Personal Devices include, but are not limited to, smartphones, tablets, notebooks and personal computers.

"HPL Network" is defined as any server, either physical server or cloud-based server, containing content or information pertaining to HPL business.

This policy applies to work performed on a device on HPL's behalf during working and nonworking hours, on and off of premises.

No Expectation of Privacy

All material, data, communications, and information, including but not limited to email (both outgoing and incoming), telephone conversations and voicemail, instant messages, and internet and social media postings and activities created on, received or transmitted by, printed from, or stored or recorded on the device for HPL or on behalf of HPL is the property of HPL, regardless of who owns the device(s) used.

Employee Responsibilities

While working on behalf of HPL, employees are expected to exercise the same discretion in using their Personal Devices as is expected for the use of HPL devices.

Any employee who discontinues use of their device under this policy or leaves the HPL's employ should remove HPL's content, work product or sensitive business content from their device and disable any software or services provided by HPL on their device.

HPL prohibits employees from talking, texting, emailing, participating in a virtual meeting, utilizing social media or otherwise using a mobile or other electronic device, regardless of who owns the device, while operating personal vehicles for the Library or on behalf of HPL. Employees must also comply with any applicable federal, state, or local law restricting the use of mobile or other electronic devices while operating a vehicle.

Employees must comply with all other applicable HPL policies while using a personal device for HPL, including the Anti-harassment and Equal Employment Opportunity policies.

Nonexempt employees may not use their Personal Devices for work purposes outside of their normal work schedule without authorization in advance from management.

Employees may not use their Personal Devices for work purposes during periods of unpaid leave without authorization from management.

Security

- **Password and Authentication.** Employees should take appropriate action to password protect/lock personal devices used to conduct HPL business. This includes the use of strong passwords and multifactor authentication.
- **Location Services and Access.** Employees should activate services that allow device owners to find and remotely wipe data from a compromised Personal Device.
- **Security Breach.** If a Personal Device that has been used to produce or store HPL work or has accessed the HPL Network is lost or stolen, or if the employee has had a security breach such as the theft or hacking of a personal device or other connected devices like a personal computer, the employee must report the security breach to HPL's IT Manager.
- **Document Redundancy** All content produced for HPL or related to HPL business is the property of HPL and cannot exist solely outside the HPL Network. If an employee creates or records content outside the HPL Network, they must also save the content somewhere on the HPL Network as soon as possible. Patron data should never be saved to a Personal Device.

Legal Considerations

When content related to HPL business is created or recorded, the Personal Device and the content, including all non-HPL related content, become discoverable in any legal proceeding.

Library Responsibilities

- **Assistance.** HPL will assist eligible employees in gaining secure access to the HPL Network and transferring work-related files to and from the HPL Network to comply with Freedom of Information Act requirements. The Library does not provide technological support for employee devices. You acknowledge that you alone are responsible for any repairs, maintenance, or replacement costs and services. HPL is not responsible for any effects or recovery resulting from malware or viruses affecting an employee's personal device.
- **Restricting Access.** HPL reserves the right to restrict access to the HPL Network or HPL resources.
- **Expense Reimbursement.** See Section 612 of the Personnel Policy.

Appendix D

Employee Social Media Use Policy

Purpose

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, message boards/apps, chat rooms, electronic newsletters, online forums, social networking sites, and other services that permit users to share information in a contemporaneous manner.

Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for HPL on company time, for personal use during non-work time, outside the workplace or during working time while using HPL-owned equipment.

1. Employees are not to publish, post or release any information that is considered confidential or not public. Confidential information includes patron information, password, or controlled access information, pending contracts, and employee medical information. Employees should see the Library's [Confidentiality of Records Policy](#) for additional information.
2. Employees should be aware that HPL's anti-harassment and EEO policies apply to use of social media in the workplace. Employees should not use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against co-workers, patrons, vendors or suppliers, any organizations associated or doing business with HPL, or any members of the public, including website visitors who post comments.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

Library-Sponsored Social Media

If posting on behalf of HPL, with permission from the Marketing & Outreach Manager or Executive Director, employees should follow the HPL's [Social Media Policy](#) and Style Guide procedures. However, these general guidelines also apply:

1. Only employees designated and authorized by HPL may delete, edit, or otherwise modify content on Library-sponsored social media. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to HPL-sponsored social media accounts must provide HPL with all passwords and/or log-in information to such accounts immediately upon HPL's request and must transfer "manager" or "owner" status (as defined by the particular social media site) upon HPL's request.
2. Employees should respect all copyright and other intellectual property laws. For HPL's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including our own copyrights, trademarks, and brands.
3. Designated employees are responsible for ensuring that HPL-sponsored social media conform to all applicable HPL rules and guidelines. These

employees are authorized to remove immediately and without warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates the Library's EEO and/or anti-harassment policies.

4. Employees who post comments in response to content must identify themselves as employees, if promoting the content.

Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in Section 1 above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by all policies and guidelines concerning personal use of the HPL's computers and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of HPL may not represent themselves as a spokesperson for HPL. This section does NOT prohibit employees from including HPL's name, address and/or other information on their social media profiles.
3. Employees should respect all copyright and other intellectual property laws. Employees are encouraged to show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including HPL's own copyrights, trademarks, and brands.

Employer Monitoring

Employees should be aware that HPL may observe content and information made publicly available by employees through social media.

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

Violations

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

Appendix E

Employee Technology and Library Resources Use Policy

Purpose

HPL recognizes that providing excellent service to our patrons requires a high degree of proficiency in all manner of communication and electronic resources. See Also: Employee Social Media Use Policy and Employee Personal Device Use Policies.

Policy

All business equipment, electronic, and telephone communications systems, and all communications and stored information transmitted, received, or contained in the HPL's information systems are HPL's property and are to be used primarily for job-related purposes. To ensure the proper use of communications systems and business equipment, HPL reserves the right to monitor the use of these systems and equipment from time to time.

Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

HPL is not responsible for the security or retention of personal information or files stored on the Library's computers or network.

Guidelines

Electronic systems are owned/leased and maintained by HPL, and electronic communications are the sole property of HPL.

1. HPL reserves the right to monitor the use of HPL electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
2. The use of a personal password that has been assigned to an employee is not grounds for the employee to claim privacy rights in electronic or communications systems managed or provided by the HPL. HPL reserves the right to override personal passwords, and employees may be required to disclose passwords or codes to HPL to allow access to the systems.
3. HPL's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic and telecommunications systems for harassment purposes. Offensive, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive communications that they believe violate this policy should immediately report this activity to their manager, or, if the manager is the subject of the complaint, to the Executive Director.
4. Privileged or confidential material, such as, but not limited to, patron information or attorney-client communications, should be exchanged electronically with caution.
5. Employees should respect all copyright and other intellectual property laws. For HPL's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including HPL's own copyrights, trademarks, and brands.

6. Employees should be aware of the possibility that electronic messages that are believed to have been erased or deleted can be retrieved.
7. Employees should exercise care so that no personal correspondence appears to be an official communication of HPL. HPL stationery and business cards may only be issued by HPL and should not be used for personal use.
8. Violation of this policy can result in discipline, up to and including termination of employment.

Appendix F

Paid Parental Leave Form

Employee Name: Employee ID#:	
Employee street address	
Work Phone Number	Work email addresses
Personal Phone Number	Personal email addresses

Parental Leave Request

Reason leave is being requested:

☐ Birth of a Child ☐ Placement for Adoption ☐ Foster Care Placement

				For Office Use Only
				Only
Leave Type	Anticipated Start Date	# Days	FMLA Eligible	Adjustments
Paid Family Leave				
Sick				
Vacation				
Personal				
Other				
Unpaid				

For Office Use Only:

Previous FLMA dates _____

Previous PL dates _____

NOTES:

Employee Certifications

I attest that parental leave is being taken because of the birth of my child or because of placement of a child with me for adoption or foster care and that the PL will be used in connection with my fulfillment of my parental role to care for and bond with the child.

- ☐ I will provide documentation to support this request, as directed by HPL.
- ☐ If I provided an anticipated date of birth or placement, I will notify HPL as soon as practicable of the actual date.
- ☐ I attest that I am entering into the required work obligation agreement where I am expected to return to work at HPL for at least 12 weeks after the conclusion of my leave.
- ☐ I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief.

Employee's signature

Date

May 28, 2024

Appendix F

Organization Chart

