

Personnel

Policy

Manual

Revision 2
Adopted March 4, 1999

ROCHESTER PUBLIC LIBRARY DISTRICT PERSONNEL POLICY

RECRUITMENT, APPOINTMENT, PROBATION

Selection of staff members is based solely upon merit. Careful consideration is given to the education, skill, experience, and personal attributes of each candidate. Purely personal considerations do not enter into the selection of staff members, nor is there discrimination or favoritism because of race, religion, age, sex, marital status, or political affiliation.

All job openings will be posted for a minimum of 10 (ten) days. Application forms are available upon request from the Library (see *Sample Forms*). The Library Director will evaluate the applications and make recommendations to the Board. The Board has the final hiring/termination decisions.

Each new staff member shall be considered to be on probation for six months. An employee may be released at any time during his or her probationary period, after being given ten days' notice, if his or her services are unsatisfactory.

PERFORMANCE AND EVALUATION

Staff members will be evaluated by the Library Director based upon performance of the duties listed in their respective job descriptions. Evaluation of new employees will be conducted after three months of employment and at the end of the six-month probationary period. After the probationary period evaluations will be conducted on an annual basis.

In February the Library Director Evaluation form will be handed out to each Board member to complete and return at the next scheduled board meeting. Then the President will tally the Library Director's evaluations and discuss them with the Director. The Director signs the tabulated form and may include written comments on the current evaluation (See *Evaluation Tools*).

A staff member may institute grievance procedures if a disagreement should arise concerning a performance evaluation. Grievances should be submitted in writing to the Board for consideration.

Personnel evaluations will be kept in a locked file in the Library.

After each annual staff evaluation, the Board may meet individually with each employee for staff input.

PROFESSIONAL CONDUCT

The Library is a public institution supported by taxation and thus belongs to the people. Therefore, the first duty of the library staff is service to the public. Each library patron should be provided prompt, friendly, courteous service.

Fellow staff members should be accorded the same courtesy. Personality conflicts and squabbling are inappropriate in the workplace and will not be tolerated. Conflicts not immediately resolved between the involved parties will be mediated at once by the Library Director. Everyone is expected to get along, in order that a congenial atmosphere in the workplace will be perpetuated.

The "public relations" of the Library includes every personal contact and every telephone call. Individual staff members can increase community knowledge of the Library and its services and create a continually expanding network of friends for the Library.

Staff members are urged to take an active part in community life; to become members of local civic, educational and social organizations; and to participate in the community as much as possible.

SALARIES

The salary of a library employee is based upon ability, which is reflected in the job classification. Job classifications are:

- Library Director
- Librarian II
- Librarian I
- Bookkeeper
- Library Assistant II
- Library Assistant I
- Custodian

(Refer to *Job Descriptions*). The minimum work week for a full-time employee is 38 hours. The position of Library Director is salaried, and that salary is set by the Board.

Salary increases may reflect changes in the economy, although such changes are dependent upon the availability of funds. Other salary changes reflect performance and professional growth, and may be recommended after annual evaluations. All salary adjustments take effect July 1.

BENEFITS

Hospital insurance, including major medical benefits, will be paid on an individual basis for full-time library employees, with provision made for family coverage to be available at the employee's expense.

On-the-job accidents will be covered by workmen's compensation, as required by statute.

All employees are covered by Social Security.

All employees with 1000 hours or more per year are entitled to I.M.R.F. (Illinois Municipal Retirement Fund) coverage.

HOURS AND SCHEDULES

Schedules and hours are set by the Library Director. They must fit within the boundaries of the salary guidelines in the budget, and should reflect predicted patron use levels.

PAY PERIODS

All employees are paid every two weeks.

STAFF DEVELOPMENT

In-Service Training: Depending upon the availability of funds, in-service training for all staff is encouraged.

Formal Education: A Master's degree in Library Science is required for the Library Director and Librarian II classifications, and preferred for the Librarian I classification. Bachelor's degrees are required for Librarian I, and college coursework is preferred for Bookkeeper and Library Assistant classifications.

Professional Affiliations: ALA membership is recommended for the Board, the Library Director, and professional librarians on staff.

VACATION AND LEAVE

Vacation: An employee must have worked for the Library for 1 year before becoming eligible for vacation. Full-time employees receive 10 days vacation with pay after 1 year of service. After 5 years of employment, they receive 15 days of vacation with pay, and 20 days of paid vacation after 10 years of service. After one year of service, part-time employees who work 18 hours or more per week are entitled to the equivalent hours per week as paid vacation. After 5 years of employment, they receive equivalent hours per week as paid vacation for 2 weeks and after 10 years of service equivalent hours per week as paid vacation for 3 weeks. Up to 50% of an employee's allotted vacation time may be carried over until the end of the following fiscal year.

Sick Leave: Full-time employees are entitled to 12 paid sick days per year, accumulating to 120 working days for full-time employees. Payment for unused sick leave will not be made. Part-time employees who work 18 hours or more per week are entitled to 6 paid sick days per year, accumulating up to 60 working days. Payment for unused sick leave will not be made.

Holidays: The Library will be closed on July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, and any other days as approved annually by the Library Board. These are paid holidays for those employees normally scheduled to work.

Personal Leave: Two days of personal leave with pay per year are available for full-time employees. One day of personal leave -equivalent to the number of hours normally worked the day for which it is used – with pay per year is available for part-time employees who work 18 hours or more per week. Unused leave will not accumulate.

Professional and Educational Leave: Professional or educational leave of up to 1 year for full-time employees may be granted without pay if a satisfactory replacement can be secured.

Jury Duty: Staff members are required to serve on juries as do other citizens. The Library will pay the staff member his or her regular salary during such jury service. If receive payment for jury duty, it will then be turned over to the Library.

Emergency Leave: Unpaid emergency leaves may be granted on an individual basis as approved by the Board.

Maternity or Paternity Leave: Accrued sick leave and vacation may be used during pregnancy and childbirth. Leaves of absence without pay may be used instead of or in addition to sick leave and vacation time as approved by the Board.

TRAVEL

The Library, in order to advance the training and professionalization of its staff, authorizes travel to certain schools and conferences. Employees also travel to conduct library business. The Library's objectives are to allow travel arrangements that:

- conserve travel funds
- provide uniform treatment of all employees
- allow the employee to conduct business in a manner that is dignified and reflects credit upon Rochester Public Library District.

Decisions as to which conferences are attended depend upon the availability of funds, and are approved by the Library Director.

Registration and tuition fees are reimbursable. These receipts must be attached to the Travel Expense Report.

The Library Director and designated representatives will be reimbursed at the same rate as currently in effect for State of Illinois travel, for Library business. Reimbursement for lodging shall be limited to the minimum number

of nights required to conduct the assigned Library business. The maximum per diem allowance for meals is \$25.00 per day, or \$35 per day for Chicago travel.

Within one week after returning from a trip employees must forward a Travel Expense Report to the Library Director. All receipts must be attached to the Travel Expense Report when submitted. Reimbursements will be paid as soon as the report has been audited and the Board has approved the bill for payment. (See *Sample Forms*.)

DISCIPLINE

Policy: It is the policy of the Rochester Public Library District that employee discipline be positive in nature in an effort to correct unacceptable conduct and work productivity. This policy does not require reprimands or attempts at corrective action prior to the discharge or suspension of an employee who commits a serious offense.

The levels of discipline are:

1. written reprimand
2. suspension
3. discharge

Written Reprimand: A written reprimand for any offense may be issued to an employee by the Library Director. A written reprimand of the Library Director may be issued by the President of the Board of Trustees at the direction of the Board. The written reprimand shall state clearly the offense and the reason for the reprimand. A copy shall be retained in the employee's personnel file.

Suspension: An employee may be suspended from employment status without pay for a serious offense, for a period not to exceed thirty days. A suspension may be imposed by the Library Director in consultation with the Board. The Board may suspend the Library Director for a serious offense, and that suspension period shall not exceed thirty days without pay. The disciplined employee shall receive a copy of the notice stating the reason for the suspension, and a copy of the notice shall be retained in the employee's personnel file.

Discharge: An employee may be discharged without cause during the probationary period. An employee may be discharged with cause for a serious offense. Notice of discharge by the Board, stating the reason for the discharge and its effective date, shall be served upon the employee in person or by certified mail addressed to the employee's last known address. A copy of the notice shall be retained in the employee's personnel file.

RESIGNATION

An employee who voluntarily leaves the library service shall, except in emergency situations, give advance notice of not less than two calendar weeks in writing.

RETIREMENT

Library employees, who are qualified, are included in the Illinois Municipal Retirement Fund. All employees are covered by Social Security. The retirement age for all employees shall be 70 years of age. After the age of 70, a yearly extension could be granted by the Library Board.

PRIVACY OF PERSONNEL FILES

An employee may look at his or her employment record with the exception of background checks and letters of reference. Any such examination by an employee shall be under the supervision of the Library Director.

To preserve the privacy of personnel files, no information regarding an employment record may be released without written permission of the employee concerned, except as required by due process of law.

Requests regarding an employee's record must be submitted in writing. Without the employee's authorization to do otherwise, only the dates of employment, a summary of salary, job description, and responsibilities will be released.

DRUG FREE WORKPLACE STATEMENT

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the workplace.

Any employee who violates this prohibition will be subject to discipline which may be a reprimand, suspension, or termination.

As a condition of employment, all employees will abide by the terms of this statement and will notify the Library Director of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after each conviction.

SEXUAL HARASSMENT POLICY

The Rochester Public Library District reaffirms the principle that its employees have a right to be free from sex discrimination in the form of sexual harassment by any other employee. When the authority and power inherent in supervisor/subordinate relationships, whether overtly, implicitly, or through misinterpretation, are abused in this way, there is potentially great damage to individual employees, to the person complained of, and to the employment climate of the Rochester Public Library District. Sexual harassment is against our policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act.

Definition: Sexual harassment means unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Procedure: Employees seeking redress or information concerning sexual harassment should contact the Library Director. The right to confidentiality of all employees will be respected in both informal and formal procedures, insofar as possible. The Rochester Public Library District expressly prohibits retaliation against employees for bringing complaints of sexual harassment. An employee found to be guilty of sexual harassment is subject to disciplinary action for violation of the Rochester Public Library District policy, consistent with existing procedures.

Legal Recourse: An employee who believes he or she has been sexually harassed may obtain redress by filing, within 180 days after the alleged harassment, with the Department of Human Rights a written charge with sufficient details to apprise any party properly concerned as to the time, place, and facts surrounding the alleged sexual harassment. The Department of Human Rights shall then investigate the charge to determine if there is substantial evidence to believe that the alleged sexual harassment has been committed. A formal complaint may then be filed by the Department of Human Rights and a hearing on that complaint may be held before the Human Rights Commission.

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I have read and received a copy of this policy

Employee's signature

Date

Witness

Date