

## EMPLOYEE ACKNOWLEDGEMENT FORM

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**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## 1.01

### HIRING/AT WILL EMPLOYMENT

Selection of staff members is based upon the following guidelines: education, skill, experience, and personal attributes of each candidate. Purely personal considerations do not enter into the selection of staff members and the Rochester Public Library does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, sex, national origin, age, disability, gender, sexual orientation, marital status, military status, or politics.

All job openings will be posted for a minimum of ten (10) days. Application forms are available upon request from the Library.

It is the policy of the Rochester Public Library that all employment is on an "at will" basis which allows the employment to be terminated at any time by either the employee or the Library "at will" with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Board of Library Trustees.

All applicable State and Federal Statutes and Regulations will be followed.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## **1.02**

### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Rochester Public Library will be based on merit, qualifications, and abilities. The Rochester Public Library does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, sex, national origin, age, disability, gender, sexual orientation, marital status, military status, or politics.

The Rochester Public Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## **2.01**

### **LIBRARY PERSONNEL RECORDS POLICY, INCLUDING USE OF THE PERSONNEL RECORDS REQUEST FORM**

**1. A personnel file shall be established for each employee. The file shall contain all current and future references to the following materials:**

- a. Application for employment
- b. Time sheets with sickday and vacation records
- c. Letters of reference
- d. Letters of recommendation and commendation
- e. Disposed disciplinary proceedings, if any

**2. Access to the employee's personnel records shall be according to the following guidelines:**

- a. The employee must fill out and submit the Personnel Records Request Form.
- b. The employer shall grant at least 2 inspection requests by an employee in a calendar year when requests are made at a reasonable interval, unless otherwise provided in a collective bargaining agreement.<sup>1</sup>
- c. The designee will provide the employee the opportunity for inspection within 7 working days after the request or if the employer can reasonably show such deadline cannot be meant, the employer shall have an additional 7 days.<sup>2</sup>
- d. The employee will inspect the personnel record at the employer's administrative office during normal working hours or at another time mutually convenient to the employer and employee.
- e. Inspection of records will be done under the supervision of an administrative staff member.
- f. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the employer will mail a copy of the specified records upon request.<sup>3</sup>
- g. The employee may copy material maintained in his or her personnel record. Payment for copying shall be based on actual costs.<sup>4</sup>
- h. The employee may not remove any part of his or her record from the file and may not remove any part of the record from the administrative office.<sup>5</sup>

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<sup>1</sup> Personnel Record Review Act, 820 ILCS 40/2

<sup>2</sup> *Id.*

<sup>3</sup> *Id.*

<sup>4</sup> 820 ILCS 40/3

<sup>5</sup> 820 ILCS 40/2

i. Should the employee be involved in a current grievance proceeding against the employer, the employee may designate in writing a representative who has authority to inspect the records under the same rights as the employee.<sup>6</sup>

j. If the employee disagrees with any information contained in the record, a removal or correction of that information may be mutually agreed upon by the employer and employee. If an agreement cannot be reached, the employee may submit a written statement explaining his or her position. The employer will attach the employee's statement to the disputed portion of the record and the statement will be included whenever that record is released to a third party. Inclusion of any written statement attached to the disputed record in a personnel file without any further comment or action by the employer will not imply or create any presumption that the employer agrees with the statement's contents.<sup>7</sup>

k. The employer shall not gather or keep a record in an employee's personnel file of an employee's associations, political activities, publications, communications, or nonemployment activities, unless the employee submits the information or authorizes the employer in writing to keep such records; providing, however, that nothing herein shall be construed to prohibit the employer from gathering or keeping records concerning activities that occur on the employer's premises or during the employee's working hours which interfere with the performance of the employee's duties or the duties or activities of other employees, regardless of when and where occurring, which constitute criminal conduct or may reasonably be expected to harm the employer's property, operations, processes, or programs, or could, by the employee's actions, cause the employer financial liability.<sup>8</sup>

l. When the employer receives a written request for personnel records from a third party, the employer shall review the requested records and, before releasing them, delete disciplinary reports, letters of reprimand or other records of disciplinary actions which are more than four years old, unless the release is ordered to a party in a legal action or proceeding.<sup>9</sup>

Before the employer divulges disciplinary reports, letters of reprimand, or records of other disciplinary action which are less than four years old to a third party, to party who is party of the employer's organization, or to a party who is part of a labor organization representing the employee, the employer will provide the employee with written notice. The notice shall be mailed to the employee's last known address and will be mailed on or before the day the information is divulged to any of the aforementioned parties. No notice is required if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

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<sup>6</sup> 820 ILCS 40/5

<sup>7</sup> 820 ILCS 40/6

<sup>8</sup> 820 ILCS 40/9

<sup>9</sup> 820 ILCS 40/8

<sup>10</sup> 820 ILCS 40/7

m. The right of an employee or employee's representative to inspect personnel records does not extend to<sup>11</sup>:

- 1) Letters of reference for that employee
- a 2) Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
- b 3) Materials relating to the employer's staff planning, such as matters relating to the employer's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been, or are intended to be used by the employer in determining an individual's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual's discharge or discipline.
- c 4) Information of a personal nature about a person other than an employee if disclosure would constitute a clearly unwarranted invasion of the other person's privacy.
- d 5) Records relevant to any other pending claim between the employer and employee which may be discovered in a judicial proceeding.
- e 6) Investigatory or security records maintained by the employer to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the employer's property, operations, process, or programs, or could by the employee's activity cause the employer financial liability, unless and until the employer takes adverse personnel action based on information in such records.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

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<sup>11</sup> 820 ILCS 40/10

### 3.01

#### 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. Schedules shall be posted by the Director no later than one week prior to the calendar week before the schedule begins.

Time off is approved by the Library Director and dependent on the needs of the Library. Trading hours with another staff member is acceptable with the approval of the Director.

Employees are expected to arrive on time for the scheduled hours. Notify the Library Director at least one hour prior to your scheduled hours if you are unable to work due to illness or other emergency. Excessive absenteeism or tardiness can result in disciplinary action up to and including dismissal.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

3.02

Pay Periods

All employees are paid every two weeks on Thursday.

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### 3.03

#### **COMPENSATION**

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

- Library Director
- Youth Services Director
- Circulation Manager
- Adult Program Coordinator
- Bookkeeper
- Cataloger
- Tech Services
- Outreach Coordinator (homebound)
- Circulation Associate
- Page

*(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 of Trustees. Salaried positions are exempt from both compensatory time and overtime policies.

*Overtime Compensation:* If an employee works over 40 hours per week, overtime compensation will be paid at one and one-half times the employee's regular rate of pay.

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.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

### **3.04**

#### **Lunch Breaks**

An employee who is scheduled to work 7½ continuous hours or more shall be provided a meal period of 30 minutes. The meal period must be given to said employee no later than 5 hours after beginning work.

Employees under the age of 16 are entitled to a meal (lunch) period of at least 30 minutes if the employee is scheduled to work more than 5 consecutive hours.  
820 ILCS 205/4.

A 10 minute break is allowed during a 4 hour work period.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

#### **4.01**

#### **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 given the same courtesy. Personality conflicts and squabbling are inappropriate in the workplace and will not be tolerated. Conflicts not immediately resolved between 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 included 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.

Personal phone calls should be kept to a minimum. Every attempt should be made to use break or lunch time to conduct personal business.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## **4.02**

### **DRUG AND ALCOHOL FREE LIBRARY POLICY**

The Rochester Public Library has long recognized that the non-medical use of controlled substances is hazardous to the health of the employees of the Library. Additionally, the irresponsible use of alcohol by employees is detrimental to the library environment. The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives as defined by Illinois and Federal statute, at any time, is not permitted at any library location.

“Library location” means in any library building, on any library premises, in any library-owned vehicle, or at any library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in library business.

Any employee who violates the term of the Library’s drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may in its discretion refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures. The Library’s employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities.

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#### **4.03**

#### **COMPUTER AND E-MAIL USAGE**

Computers, computer files, the e-mail system, and software furnished to employees are Rochester Public Library's property and are intended only for library use. Employees shall not use a password, access a file, or retrieve any stored communication without prior authorization. Employees shall not password protect e-mails or other communications, documents or files without prior authorization. Further, employees shall not disclose or use their e-mail addresses for any business purpose other than the business of the library. To ensure compliance with this policy, the library reserves the right to monitor computer and e-mail usage at its sole discretion and without notice.

The library strives to maintain a workplace free of harassment and sensitive to its employees. Therefore, the library requires that all use of the computers be professional and consistent with the library's business practices. The library prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The library purchases and licenses the use of various computer software for commercial purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the library does not have the right to reproduce such software for use on more than one computer. You may only use software on local area networks or on multiple machines according to the terms of the software license agreement. The library does not allow the illegal duplication of software and its related documentation.

No software program owned by individual employees or programs, software or files from the internet may be downloaded for use on a library computer without prior approval of the Library Director.

While employees may access the internet from their computer workstations, such access is for business purposes only and employees shall not access the internet during their work hours for other than the library's business. Any employee's access of the internet during an employee's break or lunch period or before or after hours shall strictly comply with this section and the social media use section of the Personnel Policy. Any employee posting on blogs or social networking sites shall be respectful of other staff and of the library. Disparagement, insubordination, harassment, discriminatory statements, etc. posted by an employee about other staff, patrons, or the library, whether done at the library or off-site, can subject the employee to discipline up to and including termination.

Employees should notify the Library Director or a member of the Board of Trustees upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## 4.04

### Social Media Use Policy

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

### Rules and Guidelines

#### I. General Rules and Guidelines

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

1. Employees are prohibited from discussing confidential, work-related matters through the use of social media. Employees also have a duty to protect employees' home addresses and other personal information and the confidentiality of Rochester Public Library trade secrets, marketing lists, patron account information, strategic business plans, patron lists, financial information, business contracts, and other proprietary and nonpublic library information.
2. Employees cannot use social media to harass, threaten, libel or slander, malign, defame, or discriminate against co-workers, managers, patrons, clients, vendors or suppliers, any organizations associated or doing business with the Rochester Public Library, or any members of the public, including website visitors who post comments. Rochester Public Library anti-harassment and EEO policies apply to use of social media in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions.

#### II. Employer-Sponsored Social Media

Rochester Public Library's sponsored social media is used to: convey information about library products and services; advise patrons about library updates; obtain patron feedback; exchange ideas or trade insights about library trends; reach out to potential new markets; provide use and marketing support to raise awareness of Rochester Public Library's brand; issue or respond to breaking news, or respond to negative publicity; brainstorm with employees and patrons; and discuss library and department specific activities and events.

All such Rochester Public Library-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by the Rochester Public Library can prepare content for or delete, edit, or otherwise modify content on employer-sponsored social media.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that the employer-sponsored social media conform to all applicable library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including

offensive content such as pornography, obscenities, profanity, and/or material that violates employer's EEO and/or anti-harassment policies.

4. Library employees who want to post comments in response to content must identify themselves as employees.

### III. **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 the Rochester Public Library's *Computer and E-mail Usage Policy* concerning personal use of the Rochester Public Library's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the Rochester Public Library are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Rochester Public Library or of any person or organization affiliated or doing business with the Rochester Public Library.
3. Employees cannot use the Rochester Public Library's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by the Rochester Public Library.
4. Employees cannot post Rochester Public Library's copyrighted or confidential information or library-issued documents bearing Rochester Public Library's name, trademark, or logo.
5. Employees cannot post photographs of library events, other employees, patrons or representatives engaged in the Rochester Public Library's business, or library products/services, unless employees have received Rochester Public Library's and/or subject patron's explicit permission.
6. Employees cannot advertise or sell library products or services through social media.

### IV. **Employer Monitoring**

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

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

### V. **Violations**

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

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## 4.05

### SEXUAL HARASSMENT

The Rochester Public Library strongly opposes sexual harassment in any form. Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act as amended on January 7, 1993. It is also unlawful to retaliate against a person who has lodged a complaint of sexual harassment.

#### A. WORK ENVIRONMENT

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment,

VI. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

VII. Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Library Director in accordance with the Sexual Harassment Reporting Procedure.

#### B. LIBRARY EMPLOYEE/PATRON RELATIONSHIP

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and, therefore, such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

1. Any sexual advance by an employee toward a patron,
2. Any request by an employee to a patron for sexual favors,
3. Any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
4. Any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the Library Director or, if not immediately available, to her as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the head librarian or to their immediate supervisor.

## **SEXUAL HARASSMENT (CONTINUED)**

### **C. EXAMPLES**

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

### **D. DUTY TO REPORT SEXUAL HARASSMENT BY PATRONS TO FELLOW PATRONS**

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the Library Director or to their immediate supervisor.

### **E. RETALIATION**

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

### **F. SEXUAL HARASSMENT REPORTING PROCEDURE**

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

#### Step 1:

#### Reporting by Patrons

Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the Library Director as soon as possible.

- Reporting by Employees

A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the Library Director or to the employee's immediate supervisor. If the Library Director or supervisor is the subject of the complaint, then the complaint should be presented to the President of the Board.

## **SEXUAL HARASSMENT (CONTINUED)**

### Step 2:

If the alleged perpetrator of sexual harassment is a Library patron, he or she shall be subject to the consequences set forth in the Patron Conduct Policy. In all other cases, the Library Director shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Library Director may also have a representative; such meeting, however, shall be informal. The Library Director shall issue a written decision within five (5) days of the meeting.

### Step 3:

If the complainant is not satisfied with the Library Director's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the Library Director's decision. Within five (5) days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the Library Director to resolve the matter. The Board President shall issue a written decision within ten (10) days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

### Step 4:

If the complainant is not satisfied with the Board President's decision, then within ten (10) days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal. Within twenty (20) days of receiving an appeal, the Board or a committee hereof shall meet with the complainant, the Library Director, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply; however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten (10) days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

**SEXUAL HARASSMENT (CONTINUED)**

G. LEGAL RECOURSE, INVESTIGATIVE, AND COMPLAINT PROCESS AVAILABLE THROUGH THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS AND HUMAN RIGHTS COMMISSION

Any Library Patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and telephone number are:

Illinois Department of Human Rights  
222 S. College, Rm. 101A  
Springfield, IL 62700

(217) 785-5100

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#### **4.06**

#### **USE OF PHONE AND MAIL SYSTEMS**

Employees may be required to reimburse the Rochester Public Library for any charges resulting from their personal use of the telephone.

The use of Rochester Public Library-paid postage for personal correspondence is not permitted.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## 4.7

### **Dress Code**

The Rochester Public Library District Dress Code is required so all staff present a professional image to the public. It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting library business. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment. Library Director will discuss inappropriate dress with individual staff members.

#### **Guidelines**

Staff will wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required and must also be well-maintained. Good grooming is required. In compliance with this policy, the following are examples of unacceptable attire:

- torn, unhemmed, patched/faded clothing
- halter tops, tube tops, muscle shirts, or low cut blouses
- strapless sun dresses
- shorts or short dresses
- shirts with slogans or large-letter advertising (Other than Library, Book or Program related)
- sweatsuits/warm-up suits; sweat pants/low riding pants
- blue jeans (Monday – Thursday). Blue jeans are allowed on Friday and Saturday and jean style pants or jeans in other colors are acceptable all week, assuming they meet all the other criteria.

Because of varied work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress. Some activities, such as cleaning days, outside activities, or craft projects, may call for variations from the dress code and blue jeans are allowed.

Nametag should be worn when on duty. Nametags are provided by the Rochester Public Library District.

Failure to follow these standards will result in disciplinary action.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## **5.01**

### **PERFORMANCE AND EVALUATION**

The purpose of a performance evaluation is to provide staff with feedback concerning their execution of job-related duties. Performance evaluations for all employees will be conducted a minimum of once a year. The President of the Board of Trustees, at the direction of the Board, may impose the same procedures to the Library Director.

Staff self-evaluations by all employees will be conducted a minimum of once each year in February on the prescribed form. The self-evaluations will be reviewed with the Director. The Director and the employee will sign the completed self-evaluation form, which will be filed in the employees personnel file.

The Library Director will conduct annual performance evaluations of staff members in March. The Director will discuss the evaluation with each staff member. The Director and the staff member will sign the evaluation form and the staff member may include written comments on the current evaluation.

Staff members will be evaluated by the Library Director based upon performance of the duties listed in their respective job descriptions. Review of new employees will be conducted after three months of employment.

In February the Library Director Evaluation form will be distributed 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 President of the Board and the Director shall sign the tabulated form and the Director 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 performance evaluations will be kept in the strictest of confidence and in a safe and secure area.

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

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## **6.**

### **BENEFITS**

Health 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 worker'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 IMRF (Illinois Municipal Retirement Fund) coverage.

An employee who leaves the employment of the RPLD and wishes to continue his/her health insurance coverage may do so upon request at his or her own expense in accordance with current COBRA legislation. Individual circumstances concerning the termination of employment under the COBRA law determine the length of time that the former employee will be allowed to continue this coverage.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## 7.

### 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. 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 4<sup>th</sup>, 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 are other citizens. The Library will pay the staff member his or her regular salary during such jury service. If payment is received 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.

**Military Leave:** Employees who are enlisted in the military service, including the ready reserves and the National Guard, will be entitled to all rights and benefits afforded by federal law, Illinois law, and an applicable contract. The Rochester Public Library at all times will comply with the laws applicable to those on military leave.

**Funeral Leave:** Annually, full-time employees may take up to three days leave with pay in the case of a death in the immediate family. Immediate family includes grandparents, parents, guardians, siblings, spouse, or child, inclusive of natural-born, adoptive or step-

In the case of other family members (aunt, uncle, niece, nephew), one day of paid leave will be allowed to full-time employees. Other requests for funeral leave will be considered on an individual basis by the Director.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## 8.

### **STAFF DEVELOPMENT**

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

**Professional Affiliation:** ALA, ILA and PLA membership is recommended for the Board, the Library Director, and professional librarians on staff.

**Travel:** The Library, in order to advance the training and professionalism 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:

1. conserve travel funds
2. provide uniform treatment of all employees
3. 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 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 maximum 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 payments.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

9.

## **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. There may be circumstances when one or more steps are bypassed.

***The Rochester Public Library District Grievance Policy provides all employees a mechanism to appeal any disciplinary action.***

**The levels of discipline are:**

Verbal warning

5. Written reprimand
6. Suspension
7. Discharge

### **Verbal Warning:**

A verbal warning may be issued to an employee upon the first offense. The Director must document the warning with a notation to be placed into the employees personnel file. Upon corrective action by the employee, to the satisfaction of the Director, the notation will be removed from the employees personnel file. The President of the Board of Trustees, at the direction of the Board, may impose the same procedures to the Library Director.

### **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.

## **Progressive Discipline Where Possible**

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next occurrence of the same or related offense may be followed by a written reprimand; the third occurrence of the same or related offense may lead to a suspension or discharge of employment. The Director may decide to repeat any of the steps listed above. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Rochester Public Library.

Written reprimands will be signed by the Director and added to the employee's personnel file. The employee will also be asked to sign the warning before it is added to his/her personnel file. The employee's signature simply indicates that he or she has read the warning. The employee may submit his/her own written statement to be added to the personnel file. The President of the Board of Trustees, at the direction of the Board, may impose the same procedures for Progressive Discipline to the Library Director.

## **Exceptions to Progressive Discipline**

Rochester Public Library recognizes that there are certain types of behavior that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. Examples of such behavior include, but are not limited to, acts or omissions which (1) constitute gross insubordination, (2) endanger the health and safety of others, (3) significantly disrupt the operations of the library, or (4) pose a significant threat to the property of the library.

## **RESIGNATION**

To prevent the interruption of public service and the overburdening of other staff members, all employees are requested to give advance notice of resignation as follows:

Full-time employees: At least 30 days notice.  
Part-time employees: At least 2 weeks' notice

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

## 10.01

### GRIEVANCE PROCEDURE POLICY

Any employee having a complaint is to bring it to the attention of her/his supervisor or the Director. Contractual employee(s) are exempt from this policy. If the problem is not handled to the employee's satisfaction, it may be brought to the attention of the President of the Board of Library Trustees following these procedures:

#### **Initial Procedure:**

Upon a problem or complaint, the employee should promptly contact the supervisor, who shall confer with the Director.

VIII. If the problem is not settled or resolved, or if the employee does not have a supervisor other than the Director, the employee shall promptly contact the Director.

IX. The Director appeals directly to the Board.

4. Problems or complaints relating to the Director may be brought to the attention of the President of the Board of Trustees.

5. All complaints brought to the attention of the Director or the President of the Board of Trustees must be submitted in writing and shall contain the following information:

- a. Date and time of incident
- b. Detailed description of incident(s), including date and time of incident(s) and all subsequent actions
- c. Written complaint must be signed and dated by the employee upon submission.

All complaints which are submitted to the Director or the President of the Board of Trustees shall be held in strictest of confidence.

#### **Appeal Procedure:**

After the initial channels have been followed without satisfactory results, then a formal written statement by the employee may be filed with the President of the Board of Trustees in the following prescribed form:

Statement of problem

8. Reply by the person(s) involved
9. Action taken at the conclusion of each prior step of the procedure
10. Statement of each action signed by the appropriate persons

11. **Timetable:**

Each problem should be initiated, heard, and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of essential personnel.

Most complaints or problems should be settled within 30 working days after initiation. In all matters, the decision of the Board of Library Trustees shall be final and non-reviewable.

If the matter involved discipline by either suspension or termination and the employee is reinstated by the Board of Library Trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

The decision of the Library Board of Trustees is final.

**Adopted on May 2, 2013 by the RPLD Board of Trustees**

**ACKNOWLEDGMENT AND DISCLAIMER**

The Personnel Policy describes important information about the Rochester Public Library and I understand that I shall consult my supervisor or the Director regarding any questions not answered therein. I have entered into my employment relationship with the Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Library can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this policy is neither a contract of employment nor intended to create contractual obligations. I have received a copy of this policy and understand that it is my responsibility to read and comply with this policy and any revisions made to it.

Date: \_\_\_\_\_ (signed)

**Adopted on May 2, 2013 by the RPLD Board of Trustees**