

EMPLOYEE ACKNOWLEDGEMENT FORM

1. HIRING POLICIES
 - 1.01 Hiring/At Will Employment
 - 1.02 Equal Employment Opportunity
2. PERSONNEL RECORDS
 - 2.01 Privacy of Personnel Files
3. CONDITIONS OF EMPLOYMENT
 - 3.01 Hours and Schedules
 - 3.02 Pay Periods
 - 3.03 Compensation
 - 3.04 Lunch Breaks
4. STANDARDS OF CONDUCT
 - 4.01 Professional Conduct
 - 4.02 Drug and Alcohol Free Library Policy
 - 4.03 Computer and E-Mail Usage
 - 4.04 Social Media Use
 - 4.05 Sexual Harassment
 - 4.06 Use of Phone and Mail System
 - 4.07 Dress Code
5. ORIENTATION, PROBATION, AND EVALUATION
 - 5.01 Performance and Evaluation
6. BENEFITS
7. VACATION AND LEAVE
8. STAFF DEVELOPMENT
9. DISCIPLINE
10. GRIEVANCES
 - 10.01 Grievance Procedure

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.

With the exception of Pages and seasonal help, job openings will be posted for a minimum of 7 (seven) days after which interviews will be conducted. Searches will remain open until the vacancy is filled. 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 sick day 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.¹
- 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 met, the employer shall have an additional 7 days.²
- 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.³
- g. The employee may copy material maintained in his or her personnel record. Payment for copying shall be based on actual costs.⁴
- 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.⁵

¹ Personnel Record Review Act, 820 ILCS 40/2

² *Id.*

³ *Id.*

⁴ 820 ILCS 40/3

⁵ 820 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.⁶

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.⁷

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.⁸

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.⁹

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.

10

⁶ 820 ILCS 40/5

⁷ 820 ILCS 40/6

⁸ 820 ILCS 40/9

⁹ 820 ILCS 40/8

¹⁰ 820 ILCS 40/7

m. The right of an employee or employee's representative to inspect personnel records does not extend to¹¹:

- 1) Letters of reference for that employee
- 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.
- 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.
- 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.
- 5) Records relevant to any other pending claim between the employer and employee which may be discovered in a judicial proceeding.
- 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.

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¹¹ 820 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.

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
- Youth Services Assistant
- Seasonal Assistant 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.

Performance related increases are applicable to employees after one (1) year of employment. 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.

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3.04

Lunch Breaks

An employee who is scheduled to work 6 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.

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.

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.

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.

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, 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.

4.5 ANTI-HARASSMENT AND ANTI-SEXUAL HARASSMENT POLICY

Rochester Public Library District is committed to a professional atmosphere and environment in which all library-associated individuals (which include library employees, applicants for employment, patrons, guests, vendors, and contractors) are treated with respect and dignity. The Library District expects that all relationships among such individuals will be business-like and free of harassment. Harassment is conduct that a person of reasonable sensibilities finds to be intimidating, hostile, or offensive and that has the actual effect of humiliation, embarrassment, or discomfort.

It is a violation of Library District policy for any library-associated individual to harass any other such individual. Harassment is prohibited on Library District property and at any other place during activities conducted by the Library District. Violation of this Policy shall be considered grounds for disciplinary action up to and including termination and possible legal action.

Definition of Sexual Harassment

“Sexual harassment” is defined as:

1. Uninvited and sex-oriented verbal “kidding”, demeaning sexual advances, innuendoes, leers, gestures, teasing, sexually explicit or obscene language, suggestive comments, insults, humor, or jokes about sex, anatomy, or gender specific traits, remarks or questions of a sexual nature, sexual comments or threats, repeated requests for dates, statements of a sexual nature about any individual, or demands for sexual favors in exchange for favorable treatment or continued employment;
2. Graphic or suggestive comments about an individual’s dress or body; suggestive or insulting sounds (whistling, catcalls, smacking, or kissing noises); sexually suggestive bodily gestures; leering; or obscene gestures;
3. Displaying sexually explicit or suggestive objects, pictures, photographs, or drawings; or visual displays such as posters, signs, or slogans of a sexual nature;
4. Unwelcome or coerced touching, such as hugging, kissing, patting, pinching, or constant brushing against another’s body, sexual intercourse, or actual assault;
5. Suggesting or demanding sexual involvement of any other individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns; or
6. As otherwise defined by law.

No library-associated individual shall make unwelcome sexual advances; make requests for sexual favors; or engage in verbal or physical conduct or communicate in a way that constitutes sexual harassment as defined in this Policy or as otherwise prohibited by State or federal law.

Such individuals shall not request sexual favors or engage in any unwelcome 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 any such 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 any such individual's work performance or creating an intimidating, hostile, or offensive working or other environment.

Sexual harassment as defined in this Policy or as otherwise prohibited by State or federal law constitutes a prohibited act under this Policy and may be in violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act.

Definition of Other Harassment

"Other harassment" includes inappropriate conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive environment, and is based upon an individual's race, color, religion, sex, national origin, age, mental or physical disability, ancestry, sexual orientation, Vietnam-era veteran status, military status, marital status, order of protection status, or any other protected category, as defined by applicable law.

The conduct forbidden by this Policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotyping, 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 or persons because of his or her protected status.

Investigation Procedure

All library-associated individuals are responsible for helping assure that the Library District is free from and avoids harassment. Any such individual who believes that he or she has been subjected to harassment prohibited by this Policy or who has witnessed harassment should submit a complaint to the responsible official, who is the Library District Director or, if the alleged harasser is the Library District Director, then the responsible official is the President of the Library District's Board of Library Trustees.

Employees may choose to report to a person of the employee's same sex, if a person of the same sex is available. Submitting or pursuing a complaint of harassment shall not adversely affect the employee's employment, compensation, or work assignments.

The following complaint procedures shall be followed:

1. Any library-associated individual wishing to submit a complaint shall submit a written statement to the responsible official. The written statement shall be deemed to be confidential and shall state the specific facts and alleged wrongful act (e.g. location, names, dates, times, conduct) to be investigated. All such written statements shall be submitted within 30 days after the incident or conduct that gives rise to the complaint, unless the time for submission is extended by the responsible official because the complainant has shown good cause for such an extension.

2. The responsible official shall promptly investigate the complaint and shall make all reasonable efforts, including but not limited to convening a conference with the complainant, or the accused harasser, to discuss the complaint and the results of the investigation, to resolve the matter informally.

3. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Personnel Committee of the Library District's Board of Library Trustees, which will review the investigation report and recommend a final decision to the Library District's Board of Library Trustees. The Personnel Committee of the Library District's Board of Library Trustees may conduct further investigation, if necessary. The decision of the Library District's Board of Library Trustees is final.

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

A substantiated charge against an employee will subject the employee to disciplinary action, up to and including termination and possible legal action.

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

Retaliation for reporting sexual harassment allegations is prohibited under Public Act 100-554, the Whistleblower Act (740 ILCS 174/1 et.seq.), and the Illinois Human Rights Act (775 ILCS 5/1-101 et.seq.). The Library District will not in any way retaliate against an individual for reporting a complaint of harassment or against an individual who participates in an investigation. Threats or any other retaliatory behavior by the alleged offender or any other party will not be tolerated. Retaliation constitutes a serious violation of this Policy and should be reported immediately.

Reporting harassment or retaliation or participating in an investigation will not reflect adversely upon an individual's status or affect future employment.

Any employee who retaliates against another for exercising his or her rights under this Policy shall be subject to discipline up to and including termination.

False or frivolous complaints refer to cases in which the accuser is using a harassment complaint to accomplish some end other than stopping harassment. Given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that may result in disciplinary action, up to and including dismissal.

The filing of a complaint under the procedures described in this Policy shall not limit, extend, replace, or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

Any employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights. The address and telephone number are:

Illinois Department of Human Rights
222 South College
Room 101-A
Intake Unit
Springfield, Illinois 62704
(217) 785-5100
<http://www.illinois.gov/dhr>

This Policy is adopted on _____, 20____ in order to comply with the requirements of Public Act 100-554, and shall be construed in conformance with the provisions of that Public Act.

4.7 Business Casual Dress Code

The objective of establishing a business casual dress code is to allow employees to work comfortably in the workplace and project a professional image for our patrons. Business casual is the standard for this dress code.

Because all casual clothing is not suitable for the library, these guidelines will help employees determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, formal clubs or restaurants, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach, or your underwear is not appropriate for the library, even in a business casual setting.

Clothing should be pressed and never wrinkled. Torn, dirty or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive is unacceptable. Fashion brand names on clothing are generally acceptable.

Guide to business casual dressing for work

This a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed too. The following table is not all inclusive. The table informs employees what is acceptable and what is not.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Employees should discuss the policy with the Director if there is uncertainty about acceptable attire for work.

	Acceptable	Unacceptable
Slacks, pants, and suit pants	<ul style="list-style-type: none">• Slacks made of cotton or synthetic material (e.g., Dockers)• Jeans• Wool pants• Flannel pants• Dressy capris• Dress synthetic pants• Bermuda shorts	<ul style="list-style-type: none">• Sweat pants• Exercise pants• Short shorts• Bib overalls• Spandex or other form-fitting pants• Leggings (unless worn with a tunic- type shirt, mid-thigh or longer in length)

	Acceptable	Unacceptable
Skirts, dresses, and skirted suits	<ul style="list-style-type: none"> • Casual dresses and skirts (skirts that are split at or below the knee are acceptable, dress and skirt length should be at length at which you can sit comfortably in public) 	<ul style="list-style-type: none"> • Short, tight skirts that are halfway up the thigh • Mini-skirts • Sun dresses • Beach dresses • Spaghetti-strap dresses
Shirts, tops, blouses, and jackets	<ul style="list-style-type: none"> • Casual shirts • Dress shirts • Sweaters • Golf-type shirts • Turtlenecks • Suit jackets or sport jackets 	<ul style="list-style-type: none"> • Tank tops • Midriff tops • Shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans (including political material) • Halter-tops • Tops with bare shoulders • Sweatshirts • T-shirts (unless library related or worn under another blouse, shirt, jacket, or dress)
Shoes and footwear	<ul style="list-style-type: none"> • Athletic or walking shoes • Loafers • Clogs • Sneakers • Boots • Flats • Dress heels • Leather deck-type shoes 	<ul style="list-style-type: none"> • Thongs • Flip-flops • Slippers

Jewelry, makeup, perfume, and cologne

Jewelry and makeup may be worn and should be done so considering the community norms. Some patrons may be allergic or sensitive to the chemicals in perfume and cologne so these should be used with restraint.

Conclusion

If the Director determines any employee fails to meet these standards described, the employee may be sent home to change clothes and asked not to wear the inappropriate item again. The Director will issue a verbal warning for the first offense. Disciplinary action will be applied if dress code violations continue.

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. All performance evaluations will be kept in the strictest of confidence and in a safe and secure area in the library.

Staff Evaluations

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 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 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.

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.

Director Evaluation

The Personnel Committee is responsible for preparing the Director's written evaluation and discussing it with the Director two times each year.

The President will distribute the evaluation form to each Trustee at the November Board meeting for the mid-year evaluation and at the May Board meeting for the end-of-year evaluation. Within two weeks of receiving the evaluation form, each Trustee will complete it and return it to the President.

The Personnel Committee will meet after the President receives all of the Trustee individual evaluation forms to prepare a single evaluation form. The Personnel Committee will complete the single evaluation form prior to the December and June Board meetings.

At the December and June Board meetings, the Personnel Committee will present the completed evaluation to all Trustees in closed session to receive any final comments on the evaluation. The Personnel Committee may revise the evaluation based on the comments received from the Board.

The Personnel Committee will discuss the evaluation with the Director. The President, a second Trustee on the Personnel Committee, and the Director, will each sign the evaluation form. Copies of the signed evaluation will be provided to the Director and the Secretary. The Secretary is responsible for maintaining the official copy of the evaluation.

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. Dental and vision insurance will be made available through the Library 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. As set by statute, your employer Regular plan members are required to contribute 4.50 percent of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees.

IMRF

Eligible Unused, Unpaid Sick Days are Converted into Service Credit - Not "Paid Out"

IMRF members are able to convert unused/unpaid sick time they have with their employer at the time they retire. These days can add service credit, which may increase your monthly pension payments. For details, select your specific plan below:

- **Regular Plan Tier 1**

When you are getting ready to retire, you can earn up to one year of additional service credit for your unused, unpaid sick time if you meet one of the following conditions:

If your final employer is:	You can use the unused, unpaid sick days you earned	The effective date of your pension must be within 60 days of
A non-school district IMRF employer	With the IMRF employer you are retiring from	Your last date of employment with this employer

In all cases your sick days must have been accumulated under an established sick leave plan available to all employees or a class of employees

How Much Service Credit Do I Earn?

You will earn one month of service credit for every 20 days of unused, unpaid sick time you have at retirement. If you have a fraction of 20 days, you will also earn a month of service credit. For example:

Number of Unused, Unpaid Sick Days	Additional Months of Service Credit
1-20	1
21-40	2
41-60	3
61-80	4
81-100	5
101-120	6

121-140	7
141-160	8
161-180	9
181-200	10
201-220	11
221-240	12
<i>The maximum amount of sick days you can convert to service credit is 240</i>	

- **Regular Plan Tier 2**

When you are getting ready to retire, you can earn up to one year of additional service credit for your unused, unpaid sick time if you meet one of the following conditions:

If your final employer is:	You can use the unused, unpaid sick days you earned	The effective date of your pension must be within 60 days of
A non-school district IMRF employer	With the IMRF employer you are retiring from	Your last date of employment with this employer

In all cases your sick days must have been accumulated under an established sick leave plan available to all employees or a class of employees.

How Much Service Credit Do I Earn?

You will earn one month of service credit for every 20 days of unused, unpaid sick time you have at retirement. If you have a fraction of 20 days, you will also earn a month of service credit. For example:

Number of Unused, Unpaid Sick Days	Additional Months of Service Credit
1-20	1
21-40	2
41-60	3
61-80	4
81-100	5
101-120	6
121-140	7
141-160	8

Number of Unused, Unpaid Sick Days	Additional Months of Service Credit
161-180	9
181-200	10
201-220	11
221-240	12
<i>The maximum amount of sick days you can convert to service credit is 240</i>	

An employee who leaves the employment of the RPLD and wishes to continue health insurance coverage may do so upon request at their 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.

Updated on May, 2022 by the RPLD Board of Trustees

Updated: March, 2023

7.0 VACATION AND LEAVE

Holidays: The Library District is closed on the following holidays:

- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

In the event a listed holiday falls on a Sunday, the holiday is observed on the following Monday. Full-time employees are paid for each listed holiday. Part-time employees are paid if scheduled to work on the listed holiday.

Vacation Time: An employee may use vacation time for rest and relaxation, vacations, personal business, or emergencies. Employees and the Library District Director are mutually responsible for planning and scheduling the use of employees’ vacation time throughout the leave year. Employees shall request vacation leave in writing in a timely manner, and the Library District Director shall provide timely written responses to employees’ requests on the same request form. Employees that request vacation time in June or July must make their request no later than April 30th of the same calendar year.

In March of each year, the Library District Director will provide written notice to each employee of the amount of vacation time remaining for the leave year, the amount of vacation time the employee can carry over to the next fiscal year, and the amount of vacation time the employee could lose if no additional vacation time is taken.

The leave year is considered to begin on July 1 and end on June 30 to coincide with the Library District’s fiscal year.

Employee Type	Accrual Rates			
	Less than 5 years	5 years but less than 10 years	10 years but less than 15 years	15 or more years
Full-time employee	4 hours for each pay period	6 hours for each pay period	8 hours for each pay period	10 hours for each pay period
Part-time employee	1 hour for each 20 hours in a pay status	1 hour for each 13 hours in a pay status	1 hour for each 10 hours in a pay status	1 hour for each 8 hours in a pay status

Maximum vacation time that may be carried over into the new leave year is 240 hours. Any accrued vacation time in excess of this maximum will be forfeited if not used by June 30 of the leave year.

An employee will receive a lump-sum payment for accumulated vacation time when he or she separates from the Library District.

The Library District Director is responsible for approval of all vacation time requests and may deny such requests based on the needs of the library and its patrons.

Sick Leave: Sick leave is a paid absence from duty. An employee is entitled to use sick leave for:

- Personal medical needs
- Family care or bereavement
- Care of a family member with a serious health condition
- Adoption related purposes

Accrual Rates	
Employee Type	Time
Full-time employees	4 hours for each pay period
Part-time employees	1 hour for each 20 hours in a pay status

The maximum sick leave that may be carried over into the new leave year is 480 hours. Payment for unused sick leave will not be made upon separation from the Library District.

The Employee Sick Leave Act (P.A. 99-0841), provides that employees may use accrued sick leave time for absences resulting from the illness, injury or medical appointments of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

Bereavement Leave: Employees may take up to Five 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 biological born, adoptive or step-

Accrued vacation or sick time may be used for any other funeral leave.

Written requests for funeral leave will be considered on an individual basis by the Library District Director.

Maternity or Paternity Leave: Accrued sick leave and vacation time may be used for a period of absence before and after the birth of a child. Leaves of absence without pay may be used instead of or in addition to sick leave and vacation time as approved by the Library District Director.

Court Leave: An employee is entitled to paid time off without charge to leave for service as a juror or witness. Jury duty is defined as being summoned to serve as a juror in a judicial proceeding. Court leave is authorized if the employee is a subpoenaed witness in a judicial proceeding in which the Federal, State, or local government is a party in the proceeding.

An employee is responsible for informing the Library District Director if he or she is excused from jury or witness service for 1 day or more or for a substantial part of a day. If there is no jury/witness service, there is no court leave. Employees must pay to the Library District fees paid for service as a juror or subpoenaed witness. Monies paid to employees serving as jurors or witnesses which are in the nature of "expenses" (e.g., transportation) do not have to be paid to the Library District.

Emergency Leave: Unpaid emergency leaves may be granted on an individual basis as approved in writing by the Library District Director.

Military Leave: Any full-time employees who are members of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia shall be granted leave from Library District employment for any period actively spent in military service, and are entitled to all rights and benefits afforded by federal law, Illinois law, and an applicable contract. The Library District at all times will comply with the laws applicable to those on military leave.

Voting Leave: Illinois law (10 ILCS 5/17-15) requires employers to give employees two consecutive hours of paid time off on the day of an election in order to vote. Only employees eligible to vote may take time off to do so. However, employees who are not required to work for a two-hour time period after the polls open or before they close are not entitled to time off from work. For example, an employee who works a shift from 10 am to 3 pm would not be able to request two hours off to vote. In most circumstances, library employees will have two hours after the polls open or before they close that are not working hours, and thus will not be eligible for voting leave. Employees should discuss with the Library District Director voting if leave is applicable. Employees must request time off in writing prior to Election Day.

8.0 STAFF DEVELOPMENT

The RPLD recognizes and supports the importance of staff development activities, which helps us to provide the best programs and services to our patrons. Ensuring the staff is up-to-date on state of the practice library services is critical to make certain the library remains a relevant institution that is serving community needs. The Board approves the annual budget, which includes a line item for staff development activities.

The Library Director is responsible for managing this budget, identifying staff development activities for the Fiscal Year, and determining which staff will attend. Staff must receive prior approval from the Library Director before participating in an activity that may incur costs to the staff development budget.

The Library Director may use staff development funds to obtain institutional memberships to library organizations. These organizations serve to provide learning and continuing education opportunities for library staff as well as grant funding. The organizations that the library may become members of include, but are not limited to, Illinois Library Association, American Library Association, Public Library Association, Young Adult Library Services Association, and the Association for Library Service for Children. It is at the Library Director's discretion which institutional memberships the library will join, subject to budgetary constraints.

Staff development activities are available through in-service workshops, conference attendance, giving presentations to local groups, webinars, and participating on library affiliated working groups.

Trustees may also be reimbursed consistent with this policy for conference attendance.

8.1 TRAVEL POLICY

The travel reimbursement process is available to Library District employees and trustees to obtain reimbursement for authorized and allowable out-of-pocket expenses while on approved Library District business. Allowable reimbursable expenses included transportation, meals, lodging, and other costs incidental to traveling such as taxi fares, parking fees, and tolls.

The Local Government Travel Expense Control Act (P.A. 99-604) prohibits the Library District from reimbursing any library employee or trustee for any entertainment expense. The Library District entertainment expenses such as shows, amusement, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement unless the entertainment or amusement is ancillary to the purpose of the meeting, activity, program or event being attended by the employee or trustee.

The Library District Director is responsible for authorizing travel for Library District employees. An employee's expenses may not exceed \$500.00 unless formally approved by the Board of Library Trustees with a roll call vote at an open meeting. Travel reimbursements to trustees may only be made if the Board approves the reimbursement request at an open meeting by roll call vote.

In limited circumstances, described below, Board authorization is required for some travel expenses prior to those costs being incurred.

Meals and Incidental Expenses

Meals and Incidental Expenses (M&IE) include the cost for meals, tips and fees for food and luggage handling type services. An employee is eligible for M&IE for travel that includes overnight accommodations outside of Sangamon County. Receipts are not required for the employee to claim and receive the full M&IE amount.

The M&IE daily allowance is \$33.00. This amount is based on the State of Illinois per diem rate of \$28.00 per day plus \$5.00 per day for incidental expenses. The M&IE is broken down as follows:

Total	Breakfast	Lunch	Dinner	Incidental Expenses
\$33.00	\$5.50	\$5.50	\$17.00	\$5.00

The employee is allowed to claim $\frac{3}{4}$ of the M&IE amount for travel on the days of departure and return, and the full M&IE amount for travel for any days in between. If a meal is provided as part of a registration fee, then that amount must be excluded from the total M&IE amount. For example, if dinner is included in the registration fee, then \$17.00 would need to be excluded from the M&IE amount claimed.

Mileage

On occasion, an employee may be asked to use their personal vehicles for library business, such as travel to conferences, delivering library materials, or making purchases for the library. Subject to prior written approval by the Library District Director, travel by personal vehicle will be reimbursed at the current IRS mileage rate.

Hotel

Most overnight stays for Library District employees occur when participating in annual library conferences, and multiple employees attend the same conference. To maximize the Library District's staff development budget, employees are expected to share a room with another employee. If an employee prefers to not share a room, then the employee will be expected to pay $\frac{1}{2}$ of the cost of the hotel room.

The Library District will directly pay for the hotel room lodging fees and taxes using the Library District's credit card; however, at check-in, the employee must present their personal credit card to the hotel to be used for any incidental expenses incurred during their hotel stay (e.g., personal items, room service, on-demand movies, phone calls, etc.)

The original hotel receipts will be given to the bookkeeper for the Library District's records.

Conference Registration

Conference attendance by employees must be approved by the Library District Director. Registration fees may be paid for directly by the Library District or if the registration is paid for by the employee, then the registration receipt must be attached to the Travel Expense Report.

Miscellaneous

The Library District will reimburse for tolls, parking, taxi, business calls, and other travel related expenses. Each expense must be listed separately and receipts provided.

Expenses Requiring Prior Authorization by the Board

The following travel expenses are reimbursable, only if prior written approval is given by the Board:

- Airfare
- Out-of-State
- Travel Rental Car
- Hotel rooms exceeding \$200 per night per person

Preparing and Processing Travel Expense Report

Employees

Within one week after returning from travel eligible for reimbursement, the employee must forward a signed and dated Library District Travel Expense Report, including all appropriate receipts, to the Library District Director and request approval for reimbursement. The Library District Director will complete an initial review of the Report, and if it is in order, send it to the bookkeeper for final review and payment processing. If the Report is not in order, the Library District Director will return the Report to the employee and identify corrections that must be made to the Report or if additional documentation of expenses is required.

The bookkeeper will complete the final review of the Report and receipts and verify that the travel expense form and supporting documentation is in order before processing the payment. Reimbursements will be paid as soon as practicable after the Report receives final approval by the Library District Director.

Trustees

Within one week after returning from travel eligible for reimbursement, the trustee must forward a signed and dated Library District Travel Expense Report, including all appropriate receipts, to the Library District Director, who will review the Report to ensure it is in order. If the Report is not in order, the Library District Director will return the Report to the trustee and identify corrections that must be made to the Report or if additional documentation of expenses is required.

Once the Report is in order, the Library District Director will work with the Board President to bring the reimbursement request to the Board for approval. Reimbursements to trustees may only be made if the Board approves the reimbursement request at an open meeting by roll call vote.

8.2 IN-SERVICE WORKSHOPS

The Library Director may hold in-service workshops or training sessions for employees. At the Library Director's discretion, snacks or meals may be provided if it is determined it is for the convenience of the library, and the expense is considered reasonable.

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

Written reprimand

Suspension

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

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.

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.

The Director appeals directly to the Board.

1. Problems or complaints relating to the Director may be brought to the attention of the President of the Board of Trustees.
2. 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

3. Reply by the person(s) involved
4. Action taken at the conclusion of each prior step of the procedure
5. Statement of each action signed by the appropriate persons

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.

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)