

Thornton and East Hazel Crest Public Library

PERSONNEL POLICY

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Introduction

It is the continuing goal of the Board of Trustees of the Thornton and East Hazel Crest Library to maintain fair and equitable employment practices. It is the intent of the Library Board to work toward development of the library by providing staff with the opportunity to contribute ideas on library operations and the work environment. Staff members' ideas are to be sought and encouraged by library management, and such information is to be provided by management to the Administration and the Library Board.

The personnel policies are based on the following objectives:

- The development of a highly-qualified, well-trained, and equitably-compensated staff.
- Providing a work environment that is conducive to professional and personal growth.
- Compensation of employees based on performance and assigned responsibilities.
- The use of reasonable rules to govern the operation of the library and interaction of the staff.

Upon receiving a copy of the Personnel Code, each employee shall sign the "Employee Agreement". The library reserves the right to amend, revise or eliminate any of the policies or benefits, or portion thereof, described here, except for the policy of employment-at-will. The only recognized deviations from these stated policies will be those authorized by the Board of Trustees of Thornton and East Hazel Crest Public Library. Administration of and compliance with the Personnel Policy is the responsibility of the Library Director and of supervisory and administrative staff.

Following library policy is a pre-requisite for continuing employment with the library. Employees will be notified when changes in policy are made. It is the responsibility of each employee to keep as informed as possible concerning the organization, resources, policies, procedures, and services of the library as a whole.

Personnel Policy Disclaimer

Federal, state, and local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

1. If any of the policies are or become in conflict with federal, state and local laws or regulations;
2. If any omissions or inclusions cause conflict with federal, state or local laws or regulations;
3. If typographical or printer error shall cause conflict with federal, state or local laws or regulations.

Article I. Personnel Policy

Section 1.00 Employment at Will

Illinois is an at-will employment state. Thornton and East Hazel Crest Public Library operates under Illinois employment at-will law.

1.01 Staff

The Library Board shall select the Library Director with due consideration of the personal, educational, and managerial qualifications required for the position. The Library Director shall have full charge of the staff under the adopted Board policies.

It is the policy of the Thornton and East Hazel Crest Library to provide employment opportunities without regard to race, color, religion, national origin, sex, age, disability, or genetic information. This policy applies to every aspect of employment, and it is the Library Director's responsibility to ensure fulfillment of this program. The Library Director will report to the Board any real or perceived instances of discrimination brought forth and steps taken to resolve the situation.

The Library adheres to all mandated Federal and Illinois labor laws. Summaries of these provisions are posted in the employee break area and include, for example:

- Occupational Health and Safety Administration (OSHA) Guidelines
- Equal Employment Opportunity Commission (EEOC) Guidelines
- Federal Minimum Wage-Overtime-Child Labor Guidelines
- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Federal Fair Labor Standards Act (FFLSA)
- Family Medical Leave Act (FMLA)
- Employment Polygraph Protection Act
- Unemployment Insurance Benefits Notice
- Workers' Compensation Notice
- Workplace Safety and Health
- Emergency Care for Choking
- Illinois' Minimum Wage Law
- Wage Payment and Collection Act
- Equal Pay Act
- Child Labor Law
- Smoke Free Illinois Act
- One Day Rest in Seven Act
- Victims' Economic Security and Safety Act (VESSA)

Immediate family of Library Board members and Library Director shall not be employees by the library, unless approved by Library Board. The immediate family shall include spouse, domestic

partner, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, foster child, sister, sister-in-law, brother, brother-in-law, aunt, uncle, niece, nephew, step-parent, step-child, step-brother, step-sister, grandparent, grandchild, grandparent-in-law, or grandchild-in-law.

The staff members shall consist of:

- Full time employees who work 40 hours per week throughout the calendar year.
- Part-time employees who work fewer than 37.5 hours per week throughout the calendar year.

All employees, whether full or part-time, also fall within one of the following classifications which are to determining their eligibility for over-time pay:

- **Exempt Employees** are those who are paid on a salaried basis and who serve in executive, administrative, professional, or other exempt positions as defined in wage and hour laws. Their salary is intended to compensate them for all the hours which may be requires to perform their assigned responsibilities.
- **Non-Exempt Employees** are those who are entitled to overtime pay for all hours worked in excess of forty (40) hours in any work week.

Work Week is defined as Monday at 12:01 a.m. through Sunday at 12:00 a.m.

Section 1.02 Person – in – Charge

The Library Director is the person-in-charge of library operations. In the absence of the Library Director, designated personnel will be in charge of library operations. Person – in – Charge pay is granted in extenuating circumstances of long-term leave. (i.e. Maternity leave, extended hospital stay). This does not include vacations or short-term leave.

Section 1.03 Vacations and Holidays

Vacations shall be granted on the basis of consecutive years of service on the employee's anniversary date. Vacation time must be taken annually by the anniversary date.

A work week is defined by the average number of hours worked in a week during the preceding year.

The pay rate shall be the rate of pay at the time the vacation is taken.

- Full-time:
 - After 1 year of employment 1 week
 - After 2 years of employment 2 weeks
 - After 6 years of employment 3 weeks
 - After 10 years of employment 4 weeks
- Part-time:
 - After 1 year of employment average number of hours worked in 1 week
 - After 2 years of employment average number of hours worked in 2 weeks
 - After 6 years of employment average number of hours worked in 3 weeks
 - After 10 years of employment average number of hours worked in 4 weeks

Employees shall submit a Vacation form 1 month ahead of scheduled vacation. See Appendix A for form.

Vacation requests are approved by the Library Director based on the needs of the Library. Employee shall receive written notice of approved vacation requests. Vacations are to be taken by the employee's anniversary date and are not to be carried over from one year to the next.

At the time of resignation/termination, vacation benefits will be pro-rated based on the employee's anniversary date (minus any previously taken vacation days).

Holidays

The library will be closed on the following holidays:

- New Year's day (January 1)
- Memorial Day (Last Monday of May)
- Independence Day (July 4)
- Labor Day (First Monday of September)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Eve (December 24)

- Christmas Day (December 25)
- New Year's Eve (December 31)

Full-time employees will receive holiday pay. Pay rate shall be the rate of pay at the time of holiday. Employee must work their previous scheduled work day and next scheduled work day in order to receive holiday pay. If you request off the day before and/or the day after the holiday you do not receive holiday pay. Part-time employees do not receive holiday pay. Their hours may be rescheduled. Closings shall be posted in the Library Entryway.

Section 1.04 Personal Days

Full-time Employees shall be granted two (2) personal days with pay after one year of employment.

Part-time staff shall be granted one (1) personal day with pay after one year of employment.

Personal days should be scheduled in advance and in consultation with the Library Director.

Unused personal days may not be carried past anniversary date.

Section 1.05 Sick Leave

Sick leave is not available to part-time employees. Part-time employees are encouraged to reschedule their hours. Part-time employees may also use earned vacation time or personal days in lieu of sick leave. Extended medical leave may be subject to the provisions of the Family and Medical Leave Act (see Section 1.07).

Sick Leave is intended and permitted for purposes of personal illness or disability, hospitalization, post-operative care, therapy or health related treatment, doctor's appointments, quarantine of an employee, or the illness of an immediate family member as defined in 1.01 Staff.

- A. Full-time employees shall be granted one day of sick leave per month. Paid sick leave is cumulative to a maximum of 240 hours.
- B. Upon termination, employees covered by the Illinois Municipal Retirement Fund (IMRF) may convert unused and uncompensated sick leave into IMRF service credits.
- C. Employees are required to notify their immediate supervisor as soon as possible of an absence from work in person or by phone.
- D. Sick leave may be taken in hourly increments.
- E. Vacation or personal leave hours may be applied toward sick leave in cases of extended illness.
- F. Three (3) or more consecutive days off work due to illness may require verification from a licensed physician to return to work.
- G. The library may require the employee to provide evidence to substantiate the reason for sick leave. The Library reserves the right to evaluate the causes for absence and to deny compensation when circumstances warrant. An employee who falsifies information and uses sick leave for other than its permitted purpose will be subject to disciplinary action up to and including termination.

Section 1.06 Other Leaves with Pay

All requests for leave must be in writing and submitted to the Library Director. Library Director will submit request to Board. See Appendix B for Time Off Request Form

A. Medical Leave

The Library is in compliance with the Family and Medical Leave Act (FMLA). Employees enrolled in IMRF are entitled to disability benefits as outlined by IMRF regulations.

B. Bereavement Leave

The Primary purpose of bereavement leave is to allow an employee to attend and to make arrangements for the funeral and related matters upon the death of someone in the employee's immediate family. Immediate family is defined in Section 1.01 Staff.

Leave for death or eminent death in the immediate family shall be given with pay for full-time and part-time employees. A maximum of 3 days off, including funeral service, per occurrence shall be granted. Days off do not need to be consecutive. Extended use of bereavement leave may require an official death record, obituary notice or other documentation to substantiate the request.

If more time is needed to attend and/or make arrangements for the funeral of someone in the employee's immediate family, the employee may use accumulated vacation and/or personal leave.

Part-time employees shall be granted paid time off with the number of hours paid based on the average number of hours worked the previous year.

Bereavement leave does not apply when an employee is already on a leave of absence or to a non-scheduled work day.

C. Jury Duty

It is not the policy of the Library to request exemption from jury duty for staff members. If during regularly scheduled work an employee is required to serve on a jury or is subpoenaed as a court witness, the Library shall pay the employee their regular rate of pay provided that proof of service is shown. The employee may keep any monies paid from the court for such service.

Section 1.07 Employee Benefits

- A. It is mandatory that employees who are expected to work more than 1,000 hours per year be immediately enrolled in the Illinois Municipal Retirement Fund (IMRF). The employer pays 12% and the employee pays 4.5 % of the premium.
- B. All full-time personnel are eligible to be enrolled in a health group insurance plan. The health plan includes medical, dental, life/accidental death and dismemberment coverage. The Library shall pay 80 % of the employee portion of the premium and the employee pays 20%. Coverage for any additional insureds shall be the responsibility of the employee. A waiver of participation form should be placed on file if the employee declines insurance coverage.

Section 1.06 Breaks and Meal Breaks

- A. Each employee is permitted a paid 15 minute rest period during each four hour of consecutive duty. A rest period is a privilege and not a guaranteed right. Employees will be expected to forgo the rest period if customer service will be negatively impacted by personal shortages or if other unusual conditions arise.
- B. Extension of that paid 15 minutes rest period is not permitted. If it is determined that excessive breaks are being taken, it will result in disciplinary action.
- C. Employees scheduled to work more than 7.5 hours must take an unpaid meal break no later than 5 hours after beginning work. A meal break is a 30 minute period during which an employee is not on call. Employees must take at least a 30 minute meal period for each continuous 7.5 hours they work.
- D. Breaks may not be used at start or end of work shift.

Section 1.09 Termination of Benefits

After Termination of employment, covered employees may continue their group insurance plan at their own expense in accordance with COBRA, (Consolidated Omnibus Budget Reconciliation Act of 1985).

The final paycheck shall include all salary or hours earned. The employee will not be reimbursed for unused personal days. Employees covered by the Illinois Municipal Retirement Fund (IMRF) may convert unused sick leave into IMRF service credits. See Section 1.05 Sick Leave.

For unused vacation days, see Section 1.03 Vacations and Holidays.

Section 1.10 Salaries

The salaries shall be determined by the Library Board and the availability of funds in accordance with the job Classification and Salary Schedule. The Salary Schedule shall be reviewed bi-annually, on even years, by the Library Board at the April Board meeting. Individual employee salaries shall be reviewed at the April Board Meeting and raises shall be granted with the advice and consent of the Library Board. Employees will be paid on the Friday following the end of the pay period. Employees are responsible for making a daily record of their hours worked and ensuring that such information is accurately presented on their time sheets. All employees must submit time sheets to their supervisor by the day after the pay period ends. Employees must submit a time sheet in advance of the due date if they plan to be on leave or otherwise out of the office on a day the time sheets are due. The accurate recording of an employee's working hours is a serious matter. Employees who falsify information relating to their working hours, including failing to record hours worked, are subject to discipline, up to and including termination of employment.

Job Classification

- Full-time Library Director
- Part-time IMRF
- Part-time Non IMRF

Section 1.11 Staff Expectations While in the Library and Library Community

A. ALA Code of Ethics

The American Library Association (ALA) Code of Ethics states the values to which the Library Board is committed, and embodies the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff. These statements provide general guidelines; they cannot and do not dictate conduct to cover particular situations.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present to future generations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

B. Library Resources Borrowing Expectations

Staff members are encouraged to freely borrow and use library materials but are expected to pay replacement costs for materials lost or damaged.

Section 1.12 Staff Development/Professional and Continuing Education

A. Policy

The Library Board recognizes that a well-trained and educated staff is essential to the provision of quality library service. Staff members are encouraged to attend staff development events and seek professional education opportunities.

B. Workshops, Seminars, Meetings

1. Employees may attend seminars and workshops, professional and business meetings, or visit other libraries with pay. The Library Director shall authorize attendance in accordance with scheduling needs and budget.
2. Budgeted funds permitting, the Library Director will authorize travel expenses at the IRS mileage rate and include reasonable expenses for meals, lodging and other necessary expenses.

C. Professional Opportunities

1. The Library recognizes the value of library professional associations and encourages employees to participate in them, especially the Illinois Library Association. Attendance at their conference is encouraged. Employees will be paid for travel time from the Library to the destination, hours spent at the event, as well as travel time back at the library.
2. Volunteer work as an officer or committee member on behalf of a professional association is encouraged but is secondary to the employees' responsibilities to this Library. Employees' nominated or appointed to positions which would require significant time away from the Library should present the matter to the Library Director (or Library Board) for approval prior to acceptance.
3. Expenses for attendance at professional conventions and conferences shall be authorized in advance of program registration.

D. Educational Development

1. Staff members are encouraged to take appropriate college courses, vocational courses, or workshops to improve their competencies in Library work. Distance learning or webinars are strongly encouraged as alternatives to conventional classroom coursework.
2. Providing that normal library services are not disrupted, the Library Director shall authorize changes in work schedules to accommodate classes.

3. Employees shall request permission as far in advance as possible. In the decision to grant the request, date of application may be considered, with primary consideration being direct benefit to the Library. The application shall include a description of coursework, schedule, a list of tuition and fees, and a statement concerning the value to the library.
4. Any request shall be submitted to the Board for approval. Approval is discretionary, and the Board will not be obliged to expend any or all of its budgeted funds. Coursework will not be obligated to expend any or all of its budgeted funds. Coursework will be reimbursed up to the amount charged per credit hour by College. A grade of B or better must be earned before reimbursement of credit hour classes is considered. Employees will not be reimbursed for time and travel expenses.
5. The degree candidate shall agree to return any tuition grant to the Library if the employee leaves the Library's employment or becomes employed at another library within one year after course completion.
6. In order to be eligible for this program, the employee must
 - a. Be an active full-time employee with at least 6 months of continuous employment OR be an active part-time employee with at least 6 months of continuous employment.
 - b. AND have satisfactory job performance evaluation in the employee's current position.

Section 1.13 Probationary Periods

All new employees are considered temporary until the probationary period has been successfully completed.

- The probationary period for full-time employees is 3 months.
- The probationary period for part-time employees is 6 months.

During the probationary period, the employee's supervisor will observe and evaluate the employee's performance. At any time during the probationary period, an employee may be dismissed if his or her work performance is not acceptable.

At the successful conclusion of the probationary period, the employee will become a regular at-will employee.

Section 1.14 Termination of Employment

Illinois is an at-will state.

1) Termination with cause

The Library may terminate an employee for cause without further notice. When an employee is terminated for cause, they are fired from their job for a specific reason.

Certain causes or reasons for discipline are common to most employers and those reasons or causes are set forth below. The following causes for disciplinary action are intended solely to provide employees with general guidelines for conduct. They are not intended to be an all-inclusive list of unacceptable behavior. Rather, they are simply examples of the kinds of misconduct which can result in discipline. The examples do not replace sound judgement, courtesy or common sense behavior.

1. False statements on an employment application or fraud in securing employment
2. Incompetence in the performance of the duties of the position. The term "incompetence" shall mean a lack of ability, knowledge or fitness to perform duties which are reasonably within the scope of employment.
3. Performance of duties at a level less than ordinarily expected.
4. Involvement in the sale, delivery, receipt, possession or use of any drug or narcotic substance not medically prescribed and otherwise prohibited by law during the duration of employment.
5. Possession or use of any alcoholic beverage or intoxication while on duty.
6. Insubordinate acts, such as failing to follow directions from supervisors.
7. Neglect of duties, in whole or in part, such as failure to perform or tardiness in reporting to or performing assigned duties.
8. Fraudulent misrepresentation with regard to the request for or utilization of sick, leave, compassionate leave, jury duty or other leaves of absence.
9. Action or failure to act which endangers the physical safety of other persons or the property of Thornton Public Library and others.
10. Use of offensive language, offensive conduct or discourteous treatment of other Library employees or members of the public where such persons can reasonably believe that the employee is acting within the scope of his or her employment.
11. Disruption of the orderly conduct of the business of Thornton Public Library.
12. Failure to work scheduled hours, for example No call, No Show.
13. Using library resources for personal use or gain, i.e. use of social media for personal gain.

When an employee is terminated for cause, the employer does not have to give additional notice.

Termination with cause shall not receive severance pay.

2) Termination without cause

No regular employee shall have their services terminated without cause, except in the case of unavoidable financial exigencies.

When termination of employment without cause becomes necessary after the probationary period, one month's notice shall be given to full-time employees and two weeks' notice shall be given to part-time employees, except in cases where the Library Board and the Library Director approve immediate dismissal. Upon immediate dismissal, employees shall receive severance pay at their regular rate of pay for a period equal to the amount of notice to which they were entitled.

Terminations shall be at the discretion of the Library Director for staff. Termination of Library Director shall be at the discretion of Library Board.

3) Termination Documentation

Terminations are normally based on a progressive four (4) step Disciplinary Process and shall be documented in writing and dated, and should indicate the reason for the termination. For Disciplinary Notice form see Appendix C. Severance pay shall include salary or hours earned, plus any vacation accrued through the last date of employment.

Progression as follows:

1. Oral Warning
2. Written Warning
3. Suspension, with Board notification
4. Dismissal, with board notification and approval

4) Resignation

Full-time employees are expected to give a one month notice in writing. Part-time employees are expected to give two weeks' notice in writing. If the proper notice is not given, the employee will forfeit any termination benefits at the discretion of the Library Board.

5) Unexcused Absence

Employees are expected to notify the library as soon as possible when they will not be able to work their shift. Unexpected absences may be cause for reprimand, up to and including termination.

6) Extensive Absences

Any employee who works less than 50% of his or her scheduled time for one month may be replaced and his or her employment terminated.

In the event of extenuating circumstances, the employee is entitled to request a hearing with the Library Director and/or Board in accordance with Section 1.16 Grievances and Grievance Procedures.

Section 1.15 Retirement

Retirement benefits shall be administered under the Illinois Municipal retirement Fund (IMRF) and in accordance with the Federal Insurance Contributions Act (FICA), commonly known as Social Security.

At least one month's notice shall be required from employees who plan to take retirement at any age.

Section 1.16 Grievances and Grievance Procedure

It is in the best interest of the Library that grievances be resolved at the lowest level possible. At the same time it is recognized that the employee shall have the privilege of appealing his or her grievance in writing to a higher level. If the employee feels that they were not treated fairly, or according to the law or Library Policy, the employee may submit a written request for a meeting with the Library board to discuss his or her concerns, or to request a board review. The Board's review shall be considered binding on the Library.

For Grievance For see Appendix D.

Section 1.17 Nepotism

Generally, no employee should be related by blood or marriage to a member of the Library Board. A trustee is required to promptly disclose when any such relationship exists or is anticipated. However, the board may choose to evaluate the situations and can authorize the employment by means of a formal resolution approved at a duly convened meeting.

No regularly scheduled employee may be related by blood or marriage to his or her direct supervisor.

Article II. Drug Abuse Policy Statement

The Thornton Public Library is committed to providing a safe work environment and to fostering the health and well-being of its employees. That commitment is jeopardized when any Library employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs in the workplace. Therefore, the Library has established the following policy:

- It is a violation of Library policy for any employee to possess, trade, sell or offer for sale illegal drugs or otherwise use illegal drugs on the job.
- It is a violation of Library policy for an employee to report to work under the influence of illegal drugs.
- It is a violation of Library policy for any employee to use prescription drugs illegally or sell or offer for sale. However, nothing in this policy precludes the appropriate use of legally prescribed medications that do not impair employee's job descriptions.
- Violations of this policy are subject to disciplinary action up to and including termination of employment.
- As a condition of employment, employees must abide by the terms of this policy and must notify the Thornton public Library in writing of any conviction of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Article III. Maintaining the Public Library environment

Section 3.00 Proper Dress and Appearance

A neat, clean appearance is appropriate for Library staff and will project a favorable image for the Library.

The following dress guidelines should be followed:

- Close-toed shoes are required at all times and must conform to rules of workplace safety, including closed toes.
- Shirts are required at all times.
- Pants must be clean, not faded or in need of repair.
- Bare shoulders, bare midriffs, sheer, and mesh clothing are not suitable for work.
- Shorts, culottes, dresses and skirts must be no shorter than fingertip length.
- Clothing with statements that are or could be considered demeaning, violent, sexual, political, religious or racial in nature must not be worn in the workplace.
- Clothing advertising alcohol, illegal substances, gangs or gang affiliation must not be worn in the workplace.
- Head coverings must not be worn inside the building, unless worn for approved reasons, including but not limited to religious and/or medical exceptions.

Section 3.01 Police Assistance Policy

Staff is expected to call the Thornton Police Department for assistance if they feel that immediate police help is needed in the library. In situations where it is unclear if police help is needed, the Board would rather have the staff call than not. An incident report and, if applicable, a police report must be filed as soon as practical in order to document the situation.

Section 3.02 No Smoking Policy

The Thornton and East Hazel Crest Public Library is designated as a totally smoke free area. Staff members must smoke outside in the designated areas, as per stated in Illinois Law, 20 feet from building entrances. Smoke Free Illinois act (410 ILCS 82; Public Act 095-0017)

This includes the use of e-cigarettes and/or vaporizers.

All cigarette butts are to be disposed of in proper containers.

Article IV. Bloodborne Pathogen Plan

The following Bloodborne Pathogen Plan is perceived to be within the scope of reasonable anticipated exposure of staff at the Thornton and East Hazel Crest Public Library. Library staff members fall in the *not exposed* category indicating that they are not exposed under reasonable circumstances to Bloodborne pathogens.

- Staff must use non latex gloves when handling waste. Waste is defined as spinal, amniotic, vascular, or nerve fluids, vomit, saliva, feces and urine. Gloves must be worn when handling trash from containers in the Library.
- Staff must wash with soap and water after any contact with waste.
- Staff must complete an incident report following contact with any waste except routine trash collected from containers in the library. All incidents should be reported to the Library Director and the library cleaning services before the end of the work shift. The report should include names of the staff and other people involved, a description of the incident and a determination whether an exposure incident occurred.
- Staff will not offer medical treatment of any type to the public, but will instead offer to call 911 to provide professional intervention. A First Aid Kit will be maintained so that staff may self-administer for minor wounds. Staff should either be released for medical treatment or 911 should be called for anything other than minor wounds. No drugs or pain medications will be kept as part of the First Aid Kit. Staff shall evaluate Kit yearly, on May 1st, for out of date products and replace as needed.
- Staff expenses incurred as a result of work related injury will be compensated through the Library's Worker's Comp or insurance carrier.
- The Library's Workers' Compensation benefits will provide staff with post-exposure treatment for hepatitis or HIV. Records of such treatments will not be maintained in the personnel file of the individual staff member. Any staff member who is offered post-exposure treatment must sign a waiver if he or she chooses to refuse treatment.

Article V. Emergency Closing Procedure

In case of severe weather or other emergency conditions that affects public safety, the Library will use the following procedures:

1. As a general rule, the Library will remain open during all but the most severe weather conditions. We do not follow the lead of schools in making decisions on closings. Schools have considerations of student transportation and safety that other organizations do not share.
2. The Library Director (or designee) shall close the Library whenever, in his or her judgement, existing emergency conditions pose a significant safety hazard to the public and library staff. The Library Director (or designee) will determine whether to close the Library by evaluating the condition of the facility, the condition of roads and public transportation, the predicted weather, and emergency announcements issued by the Police, Fire Department, or other public safety official.
3. In the event that severe weather does result in a decision to close the Library, every attempt will be made to notify staff members before they leave for work. If weather conditions are not severe early in the day, but worsen after the Library is open, any closing decision will be communicated to staff via telephone, text, and/or email.
4. Employees scheduled to work during a time when the library is closed for an emergency, will be paid for the time they are scheduled to work. Employees not scheduled to work during the time covered by the emergency will not be paid, nor will they receive compensatory time off. Only the hours scheduled to be worked during the first five days of an emergency shall be compensated.
5. When the library is open during bad weather or other adverse conditions, a staff member who does not come to work because of such adverse conditions may take a vacation or personal day or the day will be unpaid. If the library closes during the day, staff members who are already at work will be paid for the balance of their scheduled work day. Staff members who were scheduled to begin work at a time after the Library closes will be paid for their normally scheduled hours.
6. The Library Director is authorized to establish appropriate procedures for the emergency closing of the library because of weather, comfort, safety, or other emergency condition.

7. In the event of an emergency closing of the Library, daily fines will be suspended, closing signs will be posted in the entry, and the Library System (RAILS) and emergency closing center will be notified. Library Board president or vice president will be notified as part of the emergency closing process.

Article VI. IL Personnel record Review Act (820 ILCS 40/0.01)

As provided in the IL Personnel Record Review Act, an employee may inspect, copy and insert explanatory information in his/her own file up to 2 times per year according to Illinois law. An employee may have access to his/her own file by requesting permission in writing to view the file. Such access will be granted in a location supervised by the Library Director.

As the legal employer, access to the personnel records by the Library Board of Trustees shall be by majority vote of the Board on a motion that shall include written notification to the employee whose records are being examined.

The following items will be maintained in the library in the employee's personnel file, if applicable:

- Application for employment
- Resume
- Employee personnel Policy Acknowledgement Form (see Appendix for form)
- Performance Evaluations
- Disciplinary Notes
- Commendations
- Authorization for Release of Information (see Appendix for form)
- Full legal name, current mailing address
- Birth date if younger than age 18
- Regular rate of pay
- Payroll records

The Thornton Public Library complies with the Illinois Employment record Disclosure Act and the Illinois Personnel Record review Act. Therefore, written notice must be given to an employee on or before the date of disclosure of a disciplinary report, a letter of reprimand, or information regarding other disciplinary action unless:

1. The employee has specifically waived such notice
2. The disclosure is legally ordered, or
3. The information is requested by a government agency pursuant to a complaint, claim or criminal charge.