



AUBURN PUBLIC LIBRARY DISTRICT
PERSONNEL POLICY

Article I. Employee Appointment

Section 1. Library Director

- The advertisement of a vacant Library Director position will be advertised publicly for a minimum of two weeks. The application for employment must include a cover letter and resume. A job description and salary range will be available.
- The president of the Board of Trustees will appoint a three-member search committee. The purpose of this committee will be to review submitted applications and to contact the most suitable applicants for an interview. Each applicant will be notified in writing when the vacancy is filled.
- Selection for employment will be based solely on merit with consideration given to education, skill, library experience, and personal attributes.

Section 2. Librarian, Library Aide and Temporary Employees

- Advertisement of a vacant or temporary position will be advertised locally and at the library. Submitted cover letters, resumes, and applications will be reviewed by the Library Director. A job description and pay range will be available.
- The Library Director will conduct personal interviews with the most suitable applicants and recommend employment to the Board of Trustees. Final selection will be made by the Library Director with the board's approval.

Section 3.

- Conditions of employment and probationary work period evaluation will be presented to all employees. Employees will be expected to accept the terms of employment in writing.

Section 4.

- All full-time employees are on a three-month probationary period and all part-time are on a thirty-day probationary period. Evaluation procedures are detailed in Article XVIII of the Personnel Policy. Dismissals of employees are subject to the provisions set forth in Article XXVI.

Section 5.

- Relatives of current board members or staff will not be considered for employment in any permanent position.

Section 7.

- Hours shall be as follows and are subject to change upon the board members' approval:
 - Full-time employees – Average 35 hours per week.
 - Part-time employees – Average 20 hours per week.
 - Janitorial employees – Average 10 hours per week.



Article II. At Will Employment

It is the policy of the Auburn Public Library District 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 Trustees.

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

Article III. Employee Equal Opportunity

The Library is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination of employment.

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. Employees who would like to request a reasonable accommodation should contact the Library Director.

Article IV. Immigration Compliance

The Auburn Public Library District complies with the requirements of federal immigration law, and for all employees hired after 1988, the Library shall have a properly completed Form I-9 which shall be kept as part of its permanent personnel records.

Copies of Form I-9 (Employment Eligibility Verification) can be obtained through the U. S. Department of Justice Immigration and Naturalization Service or through the personnel office of your library system.

Article V. Confidentiality of Information

The Auburn Public Library District upholds confidentiality of its patrons. A patron must present his or her barcode number in person before any information will be given concerning:

- Items checked out
- Items overdue
- Fine information
- Hold information (either items on hold or those awaiting collection)



When speaking to a family member and not to the patron, information about materials should be restricted to information that does not reveal the content. If the information is requested by a person other than the patron, the staff should state that they are only permitted to discuss specific information if the original barcode is presented.

Patron Information

- Address, phone numbers, or any other personal information from a patron's record may not be given out without direct consent of the Library Director or patron.

Article VI. Personnel Records

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

- Application for employment
- Time sheets with sick day and vacation records
- Letters of reference
- Letters of recommendation and commendation
- Disposed disciplinary proceedings, if any

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

1. The employee must fill out and submit the Personnel Records Request Form.
2. 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.
3. 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.
4. 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.
5. Inspection of records will be done under the supervision of an administrative staff member.
6. 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.



7. The employee may copy material maintained in his or her personnel record. Payment for copying shall be based on actual costs.
8. 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.
9. 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.
10. 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 part. 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.
11. 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.
12. 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.

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 part, 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.

13. The right of an employee or employee's representative to inspect personnel records does not extend to:
- a) Letter of reference for that employee.
 - b) Any portion of a text document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
 - c) 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.
 - d) 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.
 - e) Records relevant to any other pending claim between the employer and employee which may be discovered in a judicial proceeding.
 - f) 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.

Personnel Record Review Act, 820 ILCS 40/2 – 40/10

Article VII. Hours and Pay Periods

Hours shall be as follows and are subject to change upon the Library Board of Trustees' or Library Director's approval:

- Full-time employees – Average 35 hours per week.
- Part-time employees – Average 20 hours per week.
- Janitorial employees – Average 10 hours per week.

The position of Library Director is salaried, and that salary is set by the Board of Trustees.



Employees will be paid on a bi-weekly schedule on Friday for the preceding 2 week period.

Hours and schedules must fit within the boundaries of the salary guidelines in the budget and should reflect predicted patron use levels.

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.

Article VIII. Overtime and Compensatory Time

Overtime:

Any employee who works over 40 hours per week will be paid 1.5 times the employee's regular rate of pay; or

Any employee who works over 40 hours per week will be given time off within the following work week.

Salaried positions are exempt from overtime.

Article IX. Meal and Break Period

All employees are entitled to the following:

Breaks –

- 10-minute paid break during each four-hour period.
- 30-minute unpaid meal break during a six-hour period.

The timing of these breaks is at the discretion of the Library Director. The meal break must be given to said employee no later than 5 hours after beginning work.

Article X. Professional Conduct

The Auburn Public Library District 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 and 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.



Personal phone calls should be kept to a minimum. Every attempt should be made to use break or lunch time to conduct personal business. Library phones are not to be used for personal calls unless approved by the Library Director.

Article XI. Drug-Free Workplace

The illicit use, manufacture, 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 statutes 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 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 for 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.

An employee who violates the terms of this policy may be expelled from the library location involved or any library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed library regulations and procedures.

Article XII. Smoking

In accordance with Smoke Free Illinois Act [410 ILCS 82/1 et seq.], smoking is prohibited within a minimum distance of 15 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. This Act ensures that smoke does not enter the Library through entrances, exits, open windows, or other means.



Use of chew tobacco and the possession of spittoons are prohibited in the library,

Any patron found smoking, chewing tobacco, or possessing a spittoon must immediately leave the library and dispose of prohibited materials. Upon the commission of a second offense, said patron must leave the Library for the rest of the day.

“Smoking” shall mean inhaling of, exhaling of, burning of, or carrying of any lighted cigar, cigarette, pipe, e-cigarette, marijuana, or other plant in any manner or in any form.

Article XIII. Computer and E-mail Management

The Auburn Public Library District’s property includes, but is not limited to, computers, computer files, e-mails, and software administered to its employees and are intended for library use only. 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 others communications, documents or files, or computers 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 requires that all use of the computers be professional and consistent with the library’s business practice to ensure a workplace free of harassment.

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 of employment.

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



Article XIV. Social Media

Social Media is defined as: blogs, other types of self-published online journals, and collaborative web-based discussion forums.

The following rules and guidelines apply to the use of social media, whether such use is for the Auburn Public Library District on library time, for personal use during non-work time, outside the workplace or during working time while using Library owned 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 or Auburn Public Library District 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 Auburn Public Library District, or any members of the public, including website visitors who post comments.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions.

Auburn Public Library District'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 the 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 Auburn Public Library District related social media is subject to the following:

1. Only employees designated and authorized by the Auburn Public Library District 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 anti-harassment policies.
4. Library employees who want to post comments in response to content must identify themselves as employees.

Personal Use of Social Media

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

1. Employees should abide by the Auburn Public Library District Computer and E-mail Management concerning personal use of the Auburn Public Library District's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of the 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 Auburn Public Library District or of any person or organization affiliated or doing business with the Library.
3. Employees cannot use the Auburn Public Library District'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 Library Director.
4. Employees cannot post Auburn Public Library District copyrighted or confidential information or library-issued documents bearing Auburn Public Library District's name, trademark, or logo.
5. Employees cannot post photographs of library events, other employees, patrons or representatives engaged in the Auburn Public Library District's business, or library products/services, unless employees have received the Library Director's and/or subject patron's explicit permission.

Employer Monitoring

Auburn Public Library District 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. The Library reserves the right to monitor, review, and block content that violates the Auburn Public Library District's rules and guidelines.

Article XV. Safe Working Environment

All accidents involving employees during working hours or while on Library premises, and all other accidents in which the Library or its property are involved directly or indirectly, including those involving patrons of any age, are to be reported immediately to the Library Director.

Any unsafe working conditions are to be reported as soon as possible to a supervisor or Library Director.

Article XVI. Harassment Free Workplace

Work Environment

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

- Submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

Library Employee/Patron Relationship

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

Sexual harassment of a patron by a Library employee means:



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

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

Examples

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

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

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

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

Duty to Report Sexual Harassment by Patrons to Fellow Patrons

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



Retaliation

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

Sexual Harassment Reporting Procedure

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

Step 1:

- Reporting by Patrons
 - o Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the Library Director as soon as possible.
- Reporting by Employees
 - o A complaint by a Library employee that sexual harassment has occurred shall first be presented to the Library Director. If the Library Director is the subject of the complaint, then the complaint should be presented to the President of the Library Board of Trustees.

Step 2:

If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the Library Director shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the Library Director may also have a representative; such meeting, however, shall be informal. The Library Director shall issue a written decision within five (5) days of the meeting.

Step 3:

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

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



employee who alleges sexual harassment, will be subject to discipline up to and including termination of employment.

Step 4:

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

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

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

Legal Recourse, Investigative, And Complaint Process Available Through The Illinois Department of Human Rights And Human Rights Commission

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

The address and telephone number are:
Illinois Department of Human Rights
222 S. College, Rm. 101A
Springfield, IL 62700
(217) 785-5100



Article XVII. Dress Code

The objective of establishing a business casual dress code is to allow employees to work comfortable 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 environment, these guidelines will help employees determine what is appropriate to wear to work. Clothing that could be considered to work well for the beach, yard work, formal clubs, or exercise sessions and sport contests may not be appropriate for a professional appearance at work.

Torn, dirty or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive is unacceptable. Fashion brands names on clothing are general acceptable.

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 Library Director if there is uncertainty about acceptable attire for work.

	Acceptable	Unacceptable
Clothing	<ul style="list-style-type: none"> • Slacks made of cotton or synthetic material • Jeans • Wool pants • Flannel pants • Dressy capris • Dress synthetic pants • Bermuda shorts • Casual Dresses and skirts • Casual shirts • Dress shirts • Sweaters • Golf-type shirts • Turtlenecks • Suit jackets and sports jackets 	<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) • Tank tops • Midriff tops • Shirts with potentially offensives words, terms, logos, pictures, cartoons or slogans (including political material) • 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"> • Open-toed shoes • Flip-flops • Slippers

Jewelry, makeup, perfume cologne

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

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

Article XVIII. Performance and Evaluation

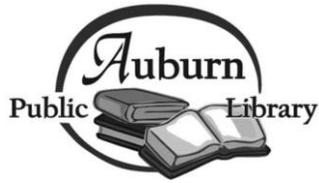
Performance reviews are part of the permanent record of the employee in the Library’s personnel records and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal.

Performance evaluations are conducted by the Library Director who may consider information from fellow employees, trustees, and patrons.

Evaluations are conducted for all new full-time employees within their initial three months of employment and all new part-time employees within their initial thirty days of employment.

Section 1

The Board of Trustees shall direct the Library Director to evaluate staff on a yearly basis. The evaluation should be done in the month of June by the Library Director and presented to the board in the following month.



Section 2

The Board of Trustees shall evaluate the Library Director on a yearly basis in April. The evaluation will be reviewed and then presented during the monthly board meeting and shall be signed by the Library Director and the four Officers.

Section 3

The above evaluations will be presented in writing signed by the Library Director and also by the evaluated employee. The signed evaluation will then be placed in the employee's personnel file. The employee may attach written statement pertinent to points in the evaluation.

Section 4

The evaluated employee may institute grievance procedures if a disagreement should arise concerning a performance evaluation. Grievances should be submitted in writing to the Board for consideration.

Article XIX. Holidays

The holidays on which the library will be closed are: New Year's Eve, New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Sunday, then the following Monday will be observed as a holiday addition, Easter, Memorial Day and Labor Day will be observed as three-day weekends. The additional day (the Saturday for Memorial and Labor Day, and the Friday for Easter) will be a paid holiday.

Any employee wishing to be excused in order to observe a religious holiday will be granted permission to take this as vacation leave or as time off without pay. Under normal circumstances, time off without pay may be made up at a time convenient to the staff member and the employer. Both the director and librarians receive paid holidays.

Employees scheduled to work on holidays listed above will be paid their scheduled hours.



Article XX. Staff Institute Days

Every third month of the year the library shall close on the second Monday of the month for Staff Institute days. Staff Institute days are in place to allow the Director and librarians off desk time to complete any duties.

The months are March, June, September and December.

Article XXI Vacation and Leave

A paid vacation is earned by full-time employees. Employees who work a weekly average of at least 35 hours per week will be considered full-time employees. All vacation requests are subject to the approval of the Library Director. After 1 year of service, all full-time staff that have passed their probationary period become eligible for paid vacation

Earned vacation must be taken on a calendar-year basis (January – December). Vacation time must be scheduled with the Library Director a minimum of a month in advance. The Library Director’s vacation must be scheduled with the Board of Trustees. The Library Director should plan vacation time around Board meetings. The Library Director may deny such requests based on the needs of the library and its patrons.

Accrual Rates

Type of Employee	Less than 3 years	3 years, but less than 8 years	8 years and more
Library Director	70 hours per calendar year	105 hours per calendar year	140 hours per calendar year

Type of Employee	Less than 5 years	5 years and more
Full-time Employee	70 hours per calendar year	105 hours per calendar year

The maximum amount of vacation time that may be carried over into the new calendar year is 21 hours. Any accrued vacation time in excess of this maximum will be forfeited if not used by December 31 of the new year.

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



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 serious health condition
- Adoption related purposes

Paid sick leave of 42 hours per calendar year for all full-time employees is allowed. Extended sick leave without pay is subject to Board approval. Sick leave cannot carry over into the next calendar year.

Use of sick leave will be recorded on personnel records by date along with reasons for the absence. Absences beyond three days will require a doctor's report.

Funeral Leave

Annually, full-time employees may take up to three days leave with pay in the case of a death in the immediate family. Immediate family includes grandparents, parents, guardians, siblings, spouse or child.

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

The Auburn Public Library District will comply with the Federal Family Medical Leave Act (FMLA).



Court Leave and Voting Privileges

Full-time employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave with pay minus the amount received for that service. In accordance with the state law (10 ILCS 5/17-15), an employee will be allowed enough time to vote if prior arrangements are with the Library Director.

Military Leave

Employees who are enlisted in the Armed Forces will be entitled to all rights and benefits afforded by federal law, Illinois law, and any applicable contract. The Auburn Public Library District at all times will comply with the laws applicable to those on Military Leave.

Reporting of Absences

An employee who is unable to report to work must notify the Library Director a minimum of 1 hour prior to their shift either by phone, email or text. The employee must report each day that he or she will be absence.

Article XXII. Continuing Education

The Auburn Public Library District recognizes and supports the importance of staff development activities, which helps us to provide the best programs and services to our patrons. Ensuring that Library Staff remain abreast of current library services and trends is critical if we are to remain a relevant institution that is serving community needs. The Library Board of Trustees 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.

Staff development activities are available through the library's staff development collection, 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.



Freedom of Information Act (FOIA) Officers

The Library Director and Board of Trustees President will both serve as the designated Freedom of Information Act (FOIA) Officers. Both Officers will have their certificates on file in the library for public viewing.

Article XXIII. Travel

The travel reimbursement process is available to the Auburn Public Library District employees and trustees to obtain reimbursement for authorized and allowable out-of-pocket expenses while on approved Library business.

The Local Government Travel Expense Control Act (P.A. 99-604) prohibits the Auburn Public Library District from reimbursing any library employee or trustee for any entertainment expense.

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 Director, travel by personal vehicle will be reimbursed at the current IRS mileage rate.

Hotel

Most overnight stays for Library employees occur when attending annual library conferences. When more than one employee attends the same multi-day event, in order to maximize the staff development budget, they are expected to share a room. If an employee prefers to not share a room, the employee will be expected to pay ½ the cost of the hotel room.

The Auburn Public Library District will directly pay for the hotel room lodging fees and taxes using the Library's credit card, however, at check-in, the employee must present their person credit card to the hotel to be used for any incidental expenses incurred during their hotel stay.

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



Conference Registration

Conference attendance by employees must be approved by the Library Director. Registration fees may be paid for directly by the Library or if the registration is paid for by the employee, then the registration must be given to the Library Director for reimbursement.

Article XXIV. Initial Probationary Period

During the initial probationary period of employment new employees are not entitled to the benefits of vacation time or accrual, sick leave time, or overtime. These vacation or sick leave hours will be recorded and will accrue during this period, but may not be used during the probationary period.

Each new employee will be periodically reviewed and evaluated during the probationary period, and a written evaluation shall be prepared before the conclusion of the period. If the evaluation is unsatisfactory, the employment will be terminated at that time.

Article XXV. Grievance Procedure

Any employee having a complaint is to bring it to the attention of the Library Director. If the problem is not handled to the employee's satisfaction, it may be brought to the attention of the Board of Trustees following these procedures:

Initial Procedure:

Upon a problem or complaint, the employee should promptly contact the Library Director. The Director appeals directly to the Board.

Appeal Procedure:

If the initial channels have been followed without satisfactory results, then a formal written statement may be filed with the Board in the following prescribed form:

- Statement of problem
- Reply by the person(s) involved
- Action taken at the conclusion of each prior step of the procedure
- Statement of each action signed by the appropriate person



Timetable:

Each problem should be initiated, heard, and resolved within as short of 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 Trustees shall be final and non-reviewable.

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

Article XXVI. Discipline

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.

Verbal Warning:

A verbal warning may be issued to an employee upon the first offense. The Library 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 Library 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.

Dismissal:

An employee may be discharged without cause during the probationary period. An employee may be discharged with cause for 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.

The Library is not required to go through the entire disciplinary action process.

Article XXVII. Resignation

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

Full-time employees: At least 30-day notice

Part-time employees: At least 14-day notice

Article XXVIII. Background Check

Reference and Background Checks

The Auburn Public Library District may require professional, personal, and academic references from an employment applicant.

Reference checks may be conducted by mail, telephone, face-to-face interviews, or a combination of methods. For certain positions, such as those involving financial or security matters, the Library reserves the right to use a company representative or third-party agency to conduct background checks. The Library will notify applicants before conducting any reference checks.



338 West Jefferson ■ Auburn, Illinois 62615
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

Inaccurate or Fraudulent Information

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

Adopted: 07/8/2013
REVISED: 11/20/2018



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Employee Receipt and Acknowledgment

I acknowledge that I have received a copy of Personnel Policy. I understand this Personnel Policy replaces any previous Personnel Policy established by Auburn Public Library District.

Furthermore, I acknowledge that this Personnel Policy is neither a contract of employment nor a legal document. I also understand that I have entered into my employment relationship with the Library voluntarily and acknowledge that there is no specified length of employment.

I further understand that the Auburn Public Library District Board has the right to add to, modify or eliminate any of these personnel policies at any time.

I have received the Personnel Policy, and I understand that it is my responsibility to read and comply with the policies contained in this personnel policy and any revisions made to it.

Employee's Name: _____

Employee's Signature: _____

Date: _____