

TOULON PUBLIC LIBRARY DISTRICT PERSONNEL POLICY

The Board

Legal responsibility for the library is vested in the Board of Trustees elected by voters of the District. The Board is the policy-forming body of the Library District. The responsibilities of the Board include selection and appointment of a Director who is the administrative officer of the District. The Board is also responsible for monitoring the compliance of the Library with state directives and of assuring the well being of the Library building and functions.

The Director

The Director implements the policies and decisions of the Library Board and serves as an ex-officio member of the Board. The Director is in charge of District personnel and is responsible for the hiring and termination of all employees, the assignment of duties, employee morale, establishing standards of service and implementation of staff development. In the Director's absence, the Lead Librarian serves as the administrator of the District.

The Staff

The library staff is the Library's representative to the community, and as such, the staff implements the objectives and the general purpose of the Toulon Public Library District in providing effective and comprehensive library service to all members of the community.

A person who accepts a position on the staff of the Toulon Public Library District will be given a copy of this policy. Employees are responsible for familiarizing themselves with its contents. It is neither possible nor intended that it shall anticipate every problem concerning employment. An Employees' Procedures Manual is maintained for employee reference. All matters covered herewith are subject to the Director's interpretation and administration.

Nothing contained in this policy shall be deemed to convey a promise or offer of any sort to any employee of the right to continued employment. This disclaimer is effective even though the language contained in this policy may imply a contrary meaning or be subject to a contrary understanding. The Library Board of Trustees specifically reserves the right to modify any and all portions of this policy at any time without notice to the employee.

A. APPLICATION AND APPOINTMENT

A letter of application is required of all individuals seeking employment. References and/or additional credentials may be required. The director selects the employee on the basis of educational and technical qualifications and experience, with the approval of the Board of Trustees. Except for student workers, each applicant is expected to be a high school graduate and preferably have some college and library training or equivalent. A Bachelor's degree is required for both the director and Youth Services librarian. All hiring shall be done in accordance with federal and state anti-discrimination laws.

The library staff consists of the Director, Lead Librarian, Youth Services Librarian, Library Assistants, and a Bookkeeper. The Director is selected and appointed by the Board of Trustees. All other employees are recruited, selected, and appointed by the Director subject to Board approval.

Employees shall be in an orientation phase for the first six months of employment. The Board of Trustees reviews the Director, while the Director reviews

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other library staff. After employees have worked three months, the Director will formally evaluate their work record. At the end of the six-month of employment, the director will do another evaluation. If the evaluations have been satisfactory, the employee will be removed from orientation status. If the evaluation is unsatisfactory at the end of the three months, employment **may** be terminated. If the second evaluation is also unsatisfactory, employment **shall** be terminated at once. Thereafter, evaluations will be done on an annual basis. Final authority regarding continuation of employment or termination following review rests with the Board of Trustees.

B. WORK SCHEDULE

The Director is a full-time, exempt, employee. For all other employees, the normal workweek is that specified by the Director. The Director schedules staff and schedule changes.

A fifteen-minute rest period may be taken for every four consecutive hours of work. These breaks may not be taken at the beginning or end of a daily schedule, in conjunction with lunchtime, to make up for lost time or together in a one half-hour period. Anyone working more that five consecutive hours in one day will be given a lunch break.

Employees are expected to be in the building and ready to work when their scheduled shift begins unless prior arrangements have been made with the director and/or lead librarian.

C. PAYCHECKS

Wages are paid twice a month by the 5th and the 20th. Hourly employees must record their own time daily on their individual time sheet. Failure to record such hours worked will result in a delay of pay for time not recorded.

D. STAFF DEVELOPMENT

The Director and staff will be compensated for time spent to attend required or approved workshops, library conferences and other professional meetings. An employee may request permission from the Director to attend job related meetings and seminars and the Director might grant such permission. Expenses for such required or approved meetings, e.g. mileage and parking fees, together with the employee's hourly wage will be paid. Mileage is paid at the published current IRS rate. Receipts will be required for compensation. If the employee was required to attend the meeting, compensation for time away from work must be approved in advance.

Upon the recommendation of the Director, the Board of Trustees will reimburse employees who work a minimum of 20 hours per week, for job related courses taken, using the following criteria: 1. The rate will be the current credit hour fee for the employee's local college. 2. The primary purpose of the training must be to increase the knowledge or skills of the employee in relation to the position held. Payment by the library will be made upon proof of satisfactory completion of the course by at least receiving a grade of "C" or higher. In all cases, approval must be obtained before the course is started.

Staff meetings will be held periodically to inform staff members of actions taken by the Board, to plan or revise services, to instruct employees in various phases of library operation and to discuss new materials techniques.

E. NOTICE OF ABSENCE

As soon as a staff member realizes it will be impossible, because of illness or

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other emergency, to report for work on time or at all, he or she must notify the Director of the problem. If it is necessary to leave work, this should be reported before leaving. This is essential for proper operation of the library and is considered a part of an employee's employment rating. Arrangements for a planned absence must be made with the Director as early as possible, preferably at least one week in advance. Chronic tardiness or absenteeism is ground for dismissal.

F. Personal Leave

Personal days may be used when an employee is incapacitated by illness or injury; when they must be absent for medical appointments/treatments. Personal days may also be used by an employee who needs to care for a family member (parent, child, spouse, sibling only). Personal days may be taken for the health and wellbeing of the staff member and their family.

The Board of Directors may grant an unpaid extension of absence days upon request of the Library Director in extenuating circumstances. Benefits do not continue to accrue during board approved unpaid leave days. Personal leave must be used in units of one hour.

Employees may also use Personal days for emergencies and to take care of personal matters regarding themselves and/or their family (parent, child, spouse, sibling only.) At the request of the Library Director, the Board of Directors may grant unpaid extension of absence days for personal and/or emergency leave days.

For all Illinois Municipal Retirement Fund eligible employees, Personal days may accumulate for the purpose of retirement service credit under IMRF provisions. Retiring employees shall not receive financial compensation for accumulated days. They may be used only to enhance service time.

When hired: Full time employees shall earn personal leave with pay at the rate of 6.5 hours for each full month of employment up to 160 hours.

On July 1 and continuing annually, they shall receive their personal time earned the previous year. If personal time has not been used, it may be banked, with a max of 20 days total. After 20 years of service to the library employees may bank a max of 30 days total.

Personal days leave allowance will be granted when employees are incapacitated by illness or injury.

Personal days are a privilege granted by the Library and are not to be misused. For illnesses of more than three (3) consecutive days, the Director may request a doctor's statement as proof of illness before pay is granted.

Employees may be requested to complete/sign a Personal Policy Request Form each time they are absent. Personal Policy Request Forms are approved by the Library Director.

G. JURY DUTY AND COURT LEAVE

An employee who is called for jury duty or subpoenaed to attend court shall be allowed time from work for such purposes. Evidence in the form of a subpoena or other written notice must be presented so far in advance as it is practical. Employees are expected to report for regular duty when their attendance in court is not required, either for jury duty or as a subpoenaed witness. The library will assume the difference in pay, if there should be any.

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H. LEAVES OF ABSENCE

Full time employees may be granted a leave of absence without salary for reasons of health, maternity or other such justifiable reasons pending negotiation with and approval by the Board of Trustees. Time away from work during such leaves is credited toward an employee's years of service. Earned vacation may be taken during such leaves, but holiday pay will not be granted.

I. Paid Leave for All Workers Act

Pursuant to **820 ILCS 192/1** the "paid leave for all workers Act, all employees are entitled to a minimum number of paid time off hours that may be taken for any purpose that need not be disclosed to the director or library board.

To that end full time employees working 40 hours or more per week will be granted 40 hours of their personal leave to be governed by the rules of this act.

Part time employees will, on January 1 of each year, be granted their full leave as provided this act for the year in a "front load fashion" with hours granted at a rate of .025 hours per anticipated/budgeted hour to be worked that year. Per the act using this front load fashion allows that these hours may not be carried over from one calendar year to the next.

J. FUNERAL LEAVE

Employees who work 20 or more hours per week are entitled to a leave of absence (up to 3 days for in state or 5 days out of state) without loss of salary in the event of a death in the immediate family. (Immediate family includes spouse, children, parents, stepparents, siblings, grandparents, mother or father-in-law, brother or sister-in-law.) The Director may grant further time either to be made up or as earned vacation time.

K. HOLIDAYS

The library will remain closed on Sundays. Additional staff break days may surround holidays at the discretion of the board and director. The following holidays at minimum are observed at this library:

- New Year's Day - January 1
- Memorial Day
- Independence Day - July 4
- Labor Day
- Thanksgiving Day
- Christmas Eve - December 24
- Christmas Day - December 25
- New Year's Eve - December 31

Employees who work 20 hours or more per week will receive Holiday Pay if such holiday falls during the employee's regularly scheduled hours.

L. VACATION

On July 1 and continuing annually, after 90 days of employment, employees who work 20 or more hours per week shall be given paid vacations each fiscal year. Vacation time may not be accumulated without permission from the Director and the Board of Trustees. Vacation pay shall coincide with the number of hours worked per week. Years of employment counted begin with the day the employee assumes the vacation eligible position with the library.

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Vacation leave is earned as follows:

Exempt staff:	90 days	1 week
	1st year	2 weeks
	2-4 years	3 weeks
	5-14 years	4 weeks
	15 years and up	5 weeks
Non-Exempt Staff:	90 days	2 days
	1-3 year	1 week
	4-8 years	2 weeks
	9-19 years	3 weeks
	25 years & up	4 weeks

Staff vacation must be scheduled with the Director when the schedule for the following month is being completed, taking into account each employee's preference, then arranging as equitable as possible. If a conflict should arise, work record and seniority shall be the deciding factor. No two staff members may be on vacation at the same time unless approved by the Director. All vacation time must be taken by the end of the fiscal year or it will be forfeited for that year unless extended by board.

M. SEPARATIONS

Retirement--There is no mandatory retirement age; however, there will be an annual review of his/her situation by the Director and the Board.

Dismissal--The library reserves the right to terminate any employee immediately for unsatisfactory performance at any time.

Resignation--One month's notice in writing is requested for the following positions: Director, Lead Librarian, Children's Librarian, Library Assistant and Bookkeeper.

N. SOCIAL SECURITY

Social security is mandatory for all employees. Each employee pays a percentage of his/her own gross wages which is withheld from each paycheck. The employer provides an equal share for each employee.

O. WORKER'S COMPENSATION

This program compensates employees injured on the job. Failure to report a workman's compensation related injury might be cause for termination. Workman's compensation provides income to the employee on a temporary or permanent basis, depending upon the duration of the injury as well as compensation for permanent injury, death or loss of the use of any part of the body. Any injury should be reported to the Director immediately.

P. UNEMPLOYMENT INSURANCE

As required by state law, the library participated in Unemployment Insurance.

Q. IMRF

All employees regularly scheduled to work 1000 hours or more during a one year period are required to belong to IMRF. Contributions are deducted from each payroll. The employer provides a matching share for each employee.

R. Statement of Non-Discrimination

In order to provide equal employment opportunities to all individuals, employment

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decisions at the Library will be based on merit, qualifications and abilities. The library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or any other characteristics protected by law.

The Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship; this policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, 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, the library board of trustees, or the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found engaging in any type of unlawful discrimination either to a patron or co-worker will be subject to discriminatory action, up to and including termination of employment.

S. Religious Freedom and Civil Union Act

Under the provisions of the Illinois Religious Freedom Protection and Civil Union Act, the parties to a Civil Union or any substantially similar legal relationship recognized by another state are the same as those of married persons. Any reference in library documents to "spouse" marital rights" "husband" wife" or a similar reference to marital status, shall include parties to a Civil Union or any substantially similar legal relationship recognized by another state and the rights thereunder.

Adopted at September 12, 1994 Board of Trustees Meeting

Amended September 8, 1997

Amended Oct. 11, 1999

Amended February 21, 2000

Amended August 14, 2000

Amended February 10, 2003

Amended June 18, 2007

Amended September 12, 2010

Amended July 11, 2011

Amended June 11, 2012

Amended May 11, 2015

Amended May 8, 2017

Amended August 12, 2019

Amended August 8, 2022

Amended December 11, 2023