

PERSONNEL POLICIES AND PROCEDURES

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SAMPLE

EMPLOYEE

HANDBOOK

Dear Employee,

Welcome to the Library. We are delighted that you have made the decision to join our staff. It is our sincere hope that you find this to be a challenging and yet rewarding place to work.

At the Library we value:

Mission Statement

All staff members are considered ambassadors of the Library and as such are expected to adhere to the highest standards of professionalism, respect, and excellence in providing services to our library patrons and the community we serve.

All employees of the Library are “at will employees;” therefore the contents of this Handbook do not constitute an expression of or an implied employment contract between the Library and any of its employees. Also, it is not a guarantee of any fixed terms and conditions of employment. We have written it to help you understand our employment practices and to help ensure equity in the treatment and expectations of our employees. Regular changes, modifications, additions and/or deletions will periodically be made to meet the changing needs and demands of our organization.

Once again, welcome. If you have any questions or need clarification on any issues, feel free to contact your supervisor or me.

Sincerely,

Library Director

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MISSION STATEMENT

VISION

VALUES

1.0 INTRODUCTION

1.1 SYSTEM GOVERNANCE

1.2 SYSTEM ORGANIZATION

The Library has five main departments:

Administration

Circulation

Youth Services

Reference

LIBRARY staff is generally composed of the following types positions:

- Library Director
- Librarians
- Librarian Specialist/Technicians/Clerks
- Pages

All positions in the library will have job descriptions and are classified based on the:

- Type, complexity, and difficulty of duties;
- Level of responsibilities; and
- Bona fide qualifications required including education, technical training, experience, and ability.

The responsibility for the organization of LIBRARY and the administration and classification of positions is vested with the Library Director. The Library Director is also responsible for the Library workplace. The term *workplace* includes any Library premises, any Library owned vehicle, or any Library sponsored activity where Library members, vendors, visitors, or employees are engaged in activities under the jurisdiction of the Library.

2.0 EMPLOYEE RELATIONS

2.1 EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION

It is the policy of the Library to maintain a respectful workplace including the provision of equal employment and advancement opportunities for all employees and applicants for employment without regard to race, color, religion, national origin, ancestry, sex, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation. Sexual orientation means actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth. Sexual orientation does not include a physical or sexual attraction to a minor by an adult.

While not covered by law, the Library also provides equal employment and advancement opportunities without regard to gender identification. All personnel actions and employee programs are administered on a nondiscriminatory basis and are subject to this equal employment policy. Discrimination will neither be tolerated nor will it be condoned.

Discrimination is a policy, practice, or procedure which causes an individual or group to be treated less favorably in the terms and conditions of their employment compared to other individuals or groups because of such factors as race, color, religion, national origin, ancestry, sex, age, disability, marital status, status as a veteran, or sexual orientation. Discrimination includes limiting, segregating, or classifying an employee or applicant for employment in any way which would deprive or tend to deprive the individual of any employment opportunity or otherwise adversely affect the status of the individual because of that individual's race, color, religion, sex, national origin, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation.

A. Prohibited Harassment, including Sexual Harassment

The Library reaffirms the principle that its workplace will be free from harassment based on any status or characteristic that is protected by law. Such harassment, including sexual harassment, violates the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and/or the Illinois Human Rights Act as defined in 775 Illinois Compiled Statutes, Chapter 5. Illegal harassment will not be tolerated or condoned.

When the authority and power inherent in supervisor/subordinate relationships, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual employees involved and to the employment climate of the Library. It is the responsibility of each individual employee to refrain from harassment, including sexual harassment, and it is the right of each individual employee to work in an environment free from harassment.

Sexual Harassment is defined as any unwelcomed sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

- **Submission to such conduct is made either explicitly or implicitly a term or 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 an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

One such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors.

Other conduct commonly considered to be sexual harassment includes:

- **Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy, gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.**
- **Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking," or "kissing" noises.**
- **Visual: Posters, cartoons, signs, pin-ups, or slogans of a sexual nature.**
- **Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.**
- **Written: Letters, notes, e-mails of a sexual nature.**

Sexual harassment may involve a man harassing a woman, a woman harassing a man, or harassment between members of the same sex or gender.

Other forms of illegal harassment can include:

- **Offensive or derogatory epithets, slurs, negative stereotyping, jokes;**
- **Threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, ancestry, sex, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation;**

- **Unwelcomed comments about a person's religion or religious garments; or**
- **Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, religion, national origin, ancestry, sex, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation and that is circulated in the workplace, or placed anywhere on the workplace premises such as on an employee's desk or workspace or on workplace equipment (including a computer) or bulletin boards.**

Any employee who feels that he/she has been harassed, or who knows of or suspects the occurrence of discrimination or prohibited harassment, or who desires counseling regarding potential discrimination or illegal harassment, is strongly urged and encouraged to contact his/her supervisor or the Business Manager. If the employee feels comfortable, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating to the harasser that the behavior is unwelcomed and unacceptable.

Each case will be thoroughly investigated to determine whether discrimination or prohibited harassment has occurred. All investigations will be conducted in a manner that protects the privacy of and minimizes suspicion toward all individuals involved. An employee may make a complaint even if the discrimination or illegal harassment is not directed at the person making the complaint.

Supervisors must ensure that no retaliation will result against an employee making a discrimination or illegal harassment complaint.

Any employee found to have violated these policies of discrimination or illegal harassment, or who is found to have retaliated against another employee who in good faith has complained of discrimination or illegal harassment, will be subject to disciplinary action up to and including termination of employment. An employee who has been discriminated against or illegally harassed while on the job may also have grounds to file a civil or criminal lawsuit.

Because of the seriousness of the consequences for the accused, a false and frivolous charge of discrimination or unlawful harassment is a severe offense that can itself result in disciplinary action. False and frivolous charges refer to cases where the complainant has filed a complaint based on false accusations for some gain other than to stop discrimination or illegal harassment.

B. Complaint Procedure for Filing Charges of Discrimination or Unlawful Harassment

Employees who observe acts of discrimination or are the subject of discrimination or unlawful harassment should take the following steps:

1. **Documentation:**
The employee should record any incident (what was said or done, the date, the time, and the place). Documentation such as written records (letters, notes, memos, and telephone messages) should be included and will facilitate the investigation.
2. **Direct Communication:**
If there is unlawful harassing behavior in the workplace, and if the harassed employee feels comfortable, the harassed employee should directly and clearly express his/her objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are required, such messages should be in writing.
3. **Contact with Supervisory Personnel:**
At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision, or the Business Manager.
4. **Formal Written Complaint:**
An employee may also submit a formal written complaint regarding incidents of unlawful harassment within 30 days of such conduct. Such complaints should be forwarded to the complainant's immediate supervisor. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the Business Manager. When appropriate, the supervisor or Business Manager will counsel the reporting employee and be available to assist with filing a formal complaint.
5. **Formal Investigation:**
The supervisor or Business Manager, as appropriate, will fully investigate the complaint and submit a report to the Library Director within 30 days. The report must contain information on the allegation, the date(s) and time(s) of the occurrences, a summary of the investigation (including any documentation), the recommended results of the investigation, and a recommended course of action. The Library Director must review and approve any final recommendation and course of action. After the approval, the supervisor or the Business Manager will advise the complainant and the alleged harasser of the results of the investigation. Results of the

investigation and any recommended course of action must be conveyed within 90 days of notification of the formal written complaint.

6. If resolution is not satisfactory to the complaining employee, the employee may file a written complaint with the Library Board President within fifteen (15) working days of the date of the Library Director's written response. The Library Committee of the Library Board shall meet with the employee within a reasonable time and shall thereafter issue a final decision.

7. **Resolution Outside Department:**

It is hoped that most discrimination or complaints of illegal harassment or incidents can be resolved within LIBRARY. However, employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint.

An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. Complaints are filed in person or in writing by contacting:

Illinois Department of Human Rights
222 S. College Street
Springfield, IL 62704
217-785-5125
800-662-3942
www.state.il.us/dhr

The complaint must be filed with the EEOC within 300 days from the date the employee first finds out about the decision. If an employee is unsure as to whether it is appropriate to file a charge with the EEOC, the EEOC can be contacted electronically. The online assessment can be completed at <https://apps.eeoc.gov/eas/>. An employee can also contact the local EEOC office by telephone, in writing, or in person. The contact information is:

Equal Employment Opportunity Commission
500 West Madison Street, Suite 200,
Chicago, Illinois 60661
Telephone #: 1-800-669-4000; Fax: 312-886-1168
TTY: 1 800 669-6820

Employees who are suddenly transferred to lower paying jobs or passed over for promotions, or feel they have been retaliated against after filing a complaint with IDHR or EEOC, may file a retaliation charge. A retaliation charge is also due within 180 days of the alleged retaliation if it is filed with the Illinois Department of Human Rights, or

300 days of the alleged retaliation if it is filed with the Equal Employment Opportunity Commission.

2.2 RETIREMENT AGE

The Library respects the right of any employee to work as long as they can perform the essential functions of the position. We fully support the Age Discrimination in Employment Act of 1967 and therefore do not recognize any mandatory retirement age.

2.3 SAFETY AND HEALTH

The Library is committed to providing a safe and healthy working environment and to complying with applicable federal and state occupational health and safety laws. To accomplish this, all employees must support and participate in this effort. To reduce contagious illnesses such as influenza, employees are encouraged to stay at home if they suspect they are contagious. Also, when necessary and appropriate, employees may be asked to provide medical proof of their capability to perform the essential functions of their job and/or to prove that they are no longer contagious.

It is incumbent upon every employee to keep their work area and the general workplace clean and obstacle-free. Employees should also periodically disinfect their work area, desktop printers, keyboards, telephones, etc. Employees are also encouraged to wash their hands frequently and/or use hand sanitizers.

Any accidents, illnesses, incidents, or other unsafe conditions must be immediately reported to a supervisor (or designee). Employees are expected to adhere to the policies as outlined in this section of the Employee Handbook as well as other LIBRARY safety policies and procedures.

A. Communicable/Terminal Illness

The Library recognizes that employees (or persons desiring to become employees of the Library) with life-threatening illnesses or an infectious illness or disease may wish to still be gainfully employed by the Library. Employment may even be therapeutically important to an employee's recovery process. At the same time, the Library also recognizes that it must provide a safe work environment for all employees and visitors and satisfy its legal obligations. As long as employees are able to maintain acceptable performance standards in accordance with established Library's policies and procedures, and medical evidence continues to indicate that such illness will not be transmitted by casual workplace contact, employees with life-threatening illnesses or infectious illnesses or diseases will be permitted to continue to work.

In determining such an employee's ability to continue in employment, the Library will consider making reasonable accommodations for the employee's condition, consistent with applicable federal, state, and local laws.

As part of its overall health and safety program, the Library may conduct training sessions for employees.

Any employee who has a communicable disease or any other life-threatening illness and who can no longer perform the essential functions of his/her job, or who feels he/she needs reasonable accommodations or additional support, is encouraged to contact their supervisor or the Business Manager. The Library will take reasonable precautions, to the maximum extent possible, to ensure that the information about an employee's condition remains confidential.

Normal Library operations are not likely to involve circumstances exposing employees or members to blood borne pathogens. However, whenever contact with blood, bodily fluids, or other potentially infectious materials may result, employees should treat these fluids as though they are known to be infectious. If such an incident occurs, immediately cordon off the area to assure that others are not exposed and ensure that the area is properly cleaned. Employees who may be assisting in such instances should wear protective clothing, such as disposable gloves. Such protective clothing should then be carefully and properly disposed. A supervisor should then be notified of the incident. A confidential medical post exposure follow-up will be offered to an employee who has had a specific exposure incident.

The Library will also determine what information should be obtained from an employee's physician or whether or not the Library should refer an employee to a physician of the Library's choice. Based on the recommendations made, the Library will explore the options for providing possible reasonable accommodations which are consistent with the business needs of the department, established Library policy, and applicable federal, state, and local laws. All decisions regarding the employment status of individuals with any life-threatening or infectious illnesses or disease shall be made consistent with current medical information and applicable federal, state, and local laws.

B. Drug Free Workplace

The Board of Directors of the Library, in compliance with applicable federal and state statutes and laws, has established a Drug Free Workplace Policy. It has been well documented in literature that the use of illegal, controlled substances is hazardous to the health of employees and can destroy the professional atmosphere that is required for the effective administration of the Library. Drug and alcohol abuse may also be a violation of criminal law. Employees are hereby notified that the unlawful manufacture, distribution, sale, possession, or use of a controlled substance, including cannabis, is prohibited in the Library workplace. The manufacture, distribution, sale, possession, or use of illegal look-alike drugs and drug paraphernalia, and the consumption of alcoholic beverages is also not permitted in the Library workplace.

The Library Director has established a drug and alcohol free awareness program to inform the employees about the dangers of drug abuse and alcohol use in the workplace, the drug free workplace policy, available resources for counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed upon employees for drug or alcohol violations. Each employee will be given a copy of the drug free workplace policy. A copy of the policy is also posted in a prominent place.

As a condition of employment, employees must abide by the terms of this policy and they shall notify the Library Director of any criminal drug statute conviction for a drug violation. Such notification shall occur no later than five (5) days after such conviction.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment, and notification of the applicable law enforcement agencies. Depending on the circumstances, the Library Director may impose other sanctions and require the satisfactory participation in a drug abuse assistance or rehabilitation program. The Library Director may refer the employee to EAP for assistance in selecting a course of action in the event drug counseling, treatment, and rehabilitation are chosen.

Any employee who suspects that another employee is violating the Drug Free Workplace Policy, or who desires counseling on coping with potential alcohol or drug abuse, is strongly urged to contact the Library Director. Such consultation will be held in confidence, except as necessary to direct the employee to a proper source for further assistance.

C. Civility

The Library is also committed to having a work environment where employees and library patrons are expected to be courteous and respectful, recognizing that disagreements and informed debates are valuable tools to use in making informed decisions. Every attempt will be made to provide information to staff at the same time, regardless of his or her position. Diverse opinions are valued and ideas and creativity are encouraged.. Everyone will have the opportunity to give input and receive feedback on their ideas.

The Library is committed to maintaining a work environment free from rudeness, violence, threats, intimidation, and other disruptive behavior. Violence, threats, coercion, harassment or intimidation of others, interference with an individual's legal rights of movement or expression, or disruptions to the workplace will not be tolerated and all reports of incidents will be taken seriously and will be dealt with appropriately. Firearms and other dangerous weapons or materials are not allowed on Library property. Behavior that is considered to be violent, threatening or disruptive includes:

- Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
- Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interpret such behavior as constituting evidence of intent to cause harm to individuals or property.
- Possessing firearms, imitation firearms, or other dangerous weapons, instruments or materials on Library property.

Every employee's cooperation is needed to maintain a safe working environment. Do not ignore violent, threatening, intimidating, or other disruptive behavior. Any employee experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately and then notify a supervisor as soon as possible.

Any employee observing or experiencing other violent behavior by anyone on Library premises, whether he or she is a Library employee or not, should report it immediately to a supervisor. Supervisors who receive such reports should immediately begin an investigation, take appropriate action and notify the Library Director.

Any employee who commits a serious violent act will be removed from the premises, be subject to immediate dismissal, and may be subject to criminal charges. Anyone who commits other less serious violent acts may still be removed from the premises and may be subject to disciplinary action.

D. Smoke-Free Illinois

Medical research has documented that tobacco smoke is a harmful and dangerous carcinogen to human beings and a hazard to public health. Even second hand smoke is harmful.

The Library will provide an environment for its employees and members that is smoke free. In accordance with State law, smoking is not permitted in the Library building or within 15 feet of any building entrances, exits, windows that open, or ventilation intakes. Smoking is also not permitted in LIBRARY vehicles.

Employees with complaints about smoking shall direct such complaints to their immediate supervisor for resolution. All complaints will be promptly and thoroughly investigated. Complaints can also be filed with the Illinois Department of Public

Health, a local State certified public health department, or the *local* Police Department. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination. Additionally, under State law, a person who smokes in an area where smoking is prohibited can be fined in an amount that is not less than \$100 and not more than \$250.

No individual may be discriminated against in any manner because of the exercise of any rights afforded by the Smoke Free Illinois Act.

E. Roadway Safety

Some employees are required to drive in the course of conducting Library business. Such employees must be in possession of an appropriate valid driver's license, are required to obey all traffic laws, and must use a seat belt. Employees who use their own vehicles to conduct Library business must maintain proof of valid vehicle insurance in their vehicle. *Proof of such insurance must also be presented periodically to the Library.*

The consumption of alcohol or the use of an illegal, controlled substance is prohibited. Any employee who is convicted of driving while under the influence of alcohol or drugs or who receives a driving violation (even if received while driving a personal vehicle) which may affect the Library insurance rates must notify the *Library Director within 5 days of such conviction or receipt of the violation.*

It is also expected that employees will display courteous driving habits. *Failure to exercise roadway safety and courteous driving habits can result in disciplinary action, up to and including termination. Payment for tickets or summons issued to employees as a result of violating the law while on Library business will be the responsibility of the employee.*

2.4 BUSINESS ETHICS

The actions of any Library employee affect the image and reputation of the Library as a whole. We ask that all employees strive to conduct themselves in a responsible, professional manner.

A. Outside Employment

In general, the Library has no interest in what employees lawfully do on their own time. Employees may choose to have a second job, do consulting work, present workshops and seminars, or do voluntary work as long as that job does not interfere with their Library responsibilities. Employees of Library shall not engage in any business or transactions (such as buying, selling or providing services for compensation other than the wages paid by Library) or have a financial or personal interest (directly or indirectly) that is a conflict of interest or is incompatible with their responsibilities and duties as employees of Library. The following examples could be considered incompatible or an interference with the Library:

- Causing unscheduled absences (vacation days are scheduled in advance, and are subject to the needs of the Library)
- Resulting in the employee failing to perform effectively when on duty
- Using excessive sick leave
- Working for a vendor or a member library
- Bringing the Library into public dispute or legal jeopardy

Any employee, who has or contemplates work in addition to the work required as part of their position with Library, must notify their supervisor. Additionally, when such work occurs during a regular workday, employees are expected to schedule vacation leave, personal time off, or earned compensatory time off when accepting honorariums or fees for doing consulting, external presentations, or workshops.

B. Gifts, Loans, and Entertainment

Library employees are to deal with suppliers, contractors, members, and others on the sole basis of what is in Library's best interest, accomplishes the Mission of Library, and is in the best interest of its members. In compliance with the Illinois State Gift Ban Act (5 Illinois Compiled Statutes 425), employees may not accept any gifts, payments, loan, or excessive entertainment from any source or person doing or seeking to do business with Library except as outlined in the above-described State Statute. This ban applies to and includes the spouse of and any immediate family member living with the employee. Exceptions to the gift ban are as follows:

- **Opportunities, benefits, and services that are available under the same conditions as for the general public.**
- **Anything for which the employee pays the market value.**
- **Educational materials and missions.**
- **Travel expenses for a meeting to discuss Library or State business.**
- **A gift from a relative, meaning those people related to the employee such as father, mother, son, uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, in-laws, step father, step parents or children, half brothers or sisters, parents and grandparents of the employee's spouse or fiancée.**
- **Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the**

circumstances, the gift was provided because of the position or employment of the employee and not because of the personal friendship.

- Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are consumed on the premises from which they were purchased or prepared, or catered for the purpose of this section.
- Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee) of the employee and the employee's spouse if the benefits have not been offered or enhanced because of the position or employment of the employee and are customarily provided to others in similar circumstances.
- Gifts from other Library employees or employees from other municipal, State, or Federal agencies and entities.
- Bequests, inheritances, and other transfers at death.
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

An employee does not violate this section if the employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

C. Political Activities

While we encourage employees to be involved in their communities and to take advantage of their legal rights to vote, Library employees cannot participate in prohibited political activities during working hours. Employees can be involved in political activities during vacation, personal time, or compensatory time off. Also, Library employees cannot use the facilities, equipment or supplies in connection with any election or candidate for an elective or appointed public office (see 5 Illinois Compiled Statutes 430).

Examples of prohibited activities during work time include:

- Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;

- **Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;**
- **Soliciting, planning for the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;**
- **Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;**
- **Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;**
- **Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;**
- **Soliciting votes on behalf of a candidate for elective office or a political organization for or against any referendum question or helping in an effort to get voters to the polls;**
- **Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;**
- **Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;**
- **Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes;**
- **Distributing, preparing for distribution, or mailing campaign literature, campaign signed, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;**
- **Campaigning for any elective office or for or against any referendum question;**
- **Managing or working on a campaign for elective office or for or against any referendum question;**

- **Serving as a delegate, alternate, or proxy to a political party convention; or**
- **Participating in any recount or challenge to the outcome of any election.**

2.5 PERSONAL APPEARANCE

Individual personal appearance affects the perception of the professionalism at Library. All employees must dress appropriately and maintain a high standard of personal hygiene. Consistent with other policies, clothing should not contain any advertisements of alcohol or cigarettes and should not have any offensive language or images.

“Business casual” dress is appropriate for employees who work in the headquarters building. Business casual attire includes sports coats, blazers, jackets, sweaters, shirts, slacks, dresses, skirts, culottes, etc. Clothes such as sweatpants, sweatshirts, jeans, shorts, and tee shirts may be worn if staff is involved in a project that warrants such dress or on days designated by the Library Director. Employees are encouraged to wear shoes other than tennis shoes or shoes made of a canvas material.

The Library Director must approve any exceptions to the parameters established in this policy.

2.6 USE OF LIBRARY MATERIAL

The use of Library facilities, equipment and materials such as vehicles, the electronic mail system, supplies, are the property of Library and are for use to conduct Library business. The facilities and all equipment and supplies may not be used for a commercial venture, religious or political causes, or other solicitations that are not job related. It is understood that some Library equipment may occasionally be used for personal business.

To help balance professional and personal needs, personal telephone calls are allowed. Personal toll and long distance calls should be placed using the employee’s personal telephone credit card or on the employee’s personal cellular telephone. In consideration of other Library employees, cellular telephones should be placed on vibrate during the workday at the office. Personal correspondence received electronically must be sent to each employee’s personal e-mail account. Such correspondence may be viewed on Library equipment. It is understood that any personal business conducted during working hours should be kept to a minimum.

The electronic mail system cannot be used to create any offensive or disruptive messages. For purposes of this policy, offensive or disruptive messages are any messages that contain sexual implications, racial slurs, inappropriate gender-specific comments, or any other comments that offensively addresses someone’s age, sexual orientation, religious or political beliefs, national origin, or disability. Employees should not assume the confidentiality of any message. Even when a message is erased, it is still possible to monitor that message. If asked, employees must disclose any passwords. Messages sent electronically to an employee should be treated as confidential by other

employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail message that is not sent to them, unless authorized by the intended recipient or the Library Director. The Library reserves the right to review, audit, intercept, access, and to disclose all messages created, received, or sent over the electronic mail system.

The workstation/desk assigned to an employee should be recognized as containing his/her personal property, as well as Library materials. Common courtesy should be shown towards another employee and his/her workstation. Employees may choose to designate a drawer or drawers to contain personal items that will be respected as such by other employees.

2.7. RECRUITMENT

The Library is an equal opportunity employer and encourages all qualified individuals to apply for vacant positions. Qualified current Library employees are especially encouraged to apply for any vacant position. To ensure a competitive process, the Library may recruit both internally and externally for vacant positions. Professional journals, local newspapers, Library newsletters and advisories, and other appropriate media may be used to advertise for qualified applicants. **Unsolicited applications and supporting documents for employment are accepted at anytime and will be retained for one year. Solicited applications and any supporting documents will be retained for two years from the date of application.** Any applicant applying for a position is expected to supply the information requested on the application form furnished by the Library.

All positions will be filled with the best-qualified person. The selection process will be competitive and of such a nature as to fairly determine job related qualifications. Determinants for identifying the best qualified person may include, but not be limited to, education, technical or professional training, level of expertise, experience, interview results, and background checks. *A background check may include, but is not limited to, a criminal check, proof of a valid driver's license, and proof of vehicle insurance. A drug test may also be required.*

A member of the administrative staff and the supervisor in whose area the vacancy exists may interview applicants.

2.8 APPOINTMENT

The decision to hire an employee rests with the Library Director. The Library Director will sign all letters of offer. Newly hired employees are required to have a *job-related physical examination indicating fitness for employment based on job descriptions*. This examination will be paid by the Library and shall take place prior to the employee reporting to work. High school students may submit the results of a recent school physical.

2.9 NEW EMPLOYEE PROBATION

The first six months of service is critical to the long-term success of an employee. Therefore, this period constitutes a probationary period during which time the individual is oriented, mentored, trained and evaluated to help him/her achieve effective job performance. Periodic conferences may be held between all probationary employees and their immediate supervisor. Upon completion of the probationary period, the employee's status will be changed from probationary to permanent.

Employees who do not satisfactorily complete their probationary period can be terminated.

2.10 WORKWEEK AND SCHEDULES

Regular attendance and punctuality is critical to successfully providing needed services to our members. It is vitally important that each employee begins and ends work according to his/her scheduled hours. *Excessive absenteeism or tardiness can result in disciplinary action up to and including dismissal.*

Occasionally, circumstances do occur which are beyond an employee's control. When an employee finds that he/she is unable to report to work as scheduled, the employee must notify his/her supervisor as far in advance as possible. *On occasion, employees may be required to provide written documentation explaining the cause of their absence or tardiness.*

A. Work Schedules

The calendar week for Library is Sunday through Saturday. The workweek for full-time employees is a 40-hour workweek. Employees are expected to be available during the regulars scheduled work hours. The supervisor must approve work schedules in advance.

Work schedules for part-time employees may vary and are determined by the appropriate supervisor. Any employee who is unable to report to work within one hour of the time scheduled should notify the office.

Occasionally, employees are required to work in the building during non-business hours.

B. Lunch Hours and Work Breaks

Each employee will be given an hour for lunch. Full-time employees are given the opportunity to take two fifteen-minute breaks each day. Lunch periods and breaks should be coordinated within each employee's department to ensure adequate

office coverage and service to our member libraries. Lunch hours and breaks may not be deferred to allow for late arrivals or early departures.

C. Adverse Weather Policy

In the event of extreme adverse weather, the Library Director (or designee) will determine whether the Library will be open and at what time. Some Library operations may be limited during a weather emergency.

The Library has established a telephone tree that includes the names and telephone numbers of each full-time and part-time employee. If the Library **is to be officially closed**, the Library Director (or designee) will notify each supervisor. Each supervisor will notify each of his or her employees by using the telephone tree. All employees should be notified before 6:30 am. If it is necessary to have a late opening, employees will be notified by 6:30 am that there will be a late opening. Staff will be notified of the official opening time by mid-morning.

When the Library closes before the workday begins (and thus before staff report for duty), part-time staff have no hours to claim on their timesheets. Full-time staff should put an E on their timesheets (for excused).

When the Library closes after the workday begins (and staff has reported for duty and is at work), part-time staff should claim the hours they are scheduled to work that day. Full-time staff should put the hours worked on their timesheets with an "E" behind that time.

When the Library closes after the workday begins and before staff has reported to duty, part-time staff has no hours to claim on their worksheets if they have not actually reported for duty and have been notified of the Library closing. Full-time staff should put an E on their timesheets.

When the Library closes and a staff member is absent on an approved leave, the time that the Library is closed will not be counted as leave time. Part-time staff should not claim any hours. Full-time staff should put an E on their timesheets for the amount of time the Library is closed.

When the Library has **not** been officially closed and an employee arrives late or misses work due to weather conditions, the missed time should be made up using vacation, compensatory, or personal leave time.

2.12 TRAVEL POLICY

Employees required to travel on Library related business will have authorized expenses paid by Library if prior approval has been obtained from the Library Director. An employee who has to use his/her personal vehicle to travel because there is no Library vehicle available will be reimbursed at the standard mileage rate established by the Internal Revenue Service.

The Library Director must approve Out-of-Town travel in advance. Employees are required to conduct their travel in the most cost-effective manner. Air travel is paid at coach fare. Taxicab fares, tips, parking fees, bridge, road, and tolls fees, and meals (excluding any alcoholic beverages) are all allowable expenses. Expenses for lodging are allowable at the average single room rate of adequate hotel or motel accommodations nearest the destination.

Upon return from travel, employees are required to submit an expense report. The appropriate receipts must accompany the expense report to justify the reimbursement. Actual travel time to get to and from meetings and conferences can be recorded on time cards. In addition to travel time, no more than eight (8) hours per day may be recorded for actual time spent in meetings, conferences, or other Library business.

2.13 EVALUATION PROCEDURES

The evaluation process should be an ongoing process with regular communications between each employee and his or her supervisor. At least annually, a written evaluative report will be given to each employee by his/her supervisor. The original written copy will be retained in the employee's personnel file.

2.14 DISCIPLINE

Employees, having completed their initial probationary period, may for cause be discharged or otherwise disciplined. Discipline may include, but is not limited to demotion, suspension, or reinstatement of probation for not more than six (6) months. An employee who is disciplined may choose to use the grievance procedures. In the event it is ultimately determined that a suspension without pay was without merit, the remedy available to the employee shall be the reimbursement of lost wages.

2.15 SEPARATION FROM EMPLOYMENT

Separation from employment with Library can be the result of several circumstances which includes retirement, resignation, or termination. An employee separating service from Library must return all Library property by the last day of employment. The employee's final paycheck may be held until all property is returned.

Separating employees will receive a final check, on the next regular payday, which will include pay for all accrued time calculated at the current salary. All employee benefits, except those benefits which are available to employees under state or federal law at the employee's own expense, are terminated on the last day of employment.

A. Resignation

Resignations must be submitted by an employee to his/her immediate supervisor in writing. Professional staff members are requested to give at least four week's notice of their intent to resign. All other employees are requested to give at least two week's notice. It is the employee's responsibility to make arrangements with

the Business Office concerning his/her severance package, including extended benefits and final payment for benefits and wages accrued.

Employees who are absent from work for two consecutive days without providing proper notice will also be considered to have voluntarily resigned from employment with the Library.

B. Termination without Prejudice

Termination without Prejudice usually occurs because of circumstances such as a general reduction in the workforce, reorganization, or the termination of an activity or program that results in a reduction in the needed workforce.

In the event that a reduction in workforce becomes necessary, consideration will be given to the needs of Library and its members, the quality of each employee's current and past performance, and the seniority of employees holding positions deemed critical to Library.

Employees who must be separated from service will be given a minimum one-month's notice in writing.

Employees who have been laid off for six months or less may be recalled for any available position for which they can perform the available work in an effective manner. Every attempt will be made to return the employee to a job comparable in salary to the position held prior to layoff. Any and all recall rights will be cancelled should an employee decline any recall to any position for which the employee is qualified and which is comparable in salary to the position held prior to layoff.

C. Termination for Cause

Termination for cause (or dismissal) refers to the termination of an employee because of misconduct or unsatisfactory performance. Termination for cause requires accurate documentation indicating the specific circumstances leading to the dismissal and any corrective action that was recommended to alleviate the situation. Any recommendations for termination for cause must be reviewed and approved by the Library Director.

2.16 GRIEVANCE PROCEDURE

Step 1:

An employee dissatisfied with a management decision must file a written grievance with their immediate supervisor within fifteen (15) working days of such decision or action. The supervisor and employee shall meet within a reasonable amount of time, but no later than fifteen (15) working days to attempt to resolve the dispute. The written request of the grievant shall state the management decision or action with which the employee is dissatisfied and the remedy which the employee is seeking.

Step 2:

In the event the employee remains dissatisfied with management's decision or action after the meeting in Step 1, then the employee must file an appeal with the Library Director within fifteen (15) working days of the meeting in Step 1. The Library Director and employee shall meet within a reasonable amount of time to attempt to resolve the dispute. The Library Director shall issue a written response to the grievance within a reasonable time, but no later than 30 days after the meeting.

Step 3:

In the event the employee remains dissatisfied with management's decision or action after the meeting in Step 2, the employee shall file a written appeal with the Library Board President within fifteen (15) working days of the date of the Library Director's written response. The Library Committee of the Library Board shall meet with the employee within a reasonable time and shall thereafter issue a final, binding decision.

3.0 COMPENSATION

3.1 COMPENSATION PLAN

The goals of the Compensation Plan of the Library are to keep salaries competitive with the marketplace and to be internally equitable. The administration of compensation is designed to provide fair and equitable compensation to all employees regardless of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation. No employee will be compensated at a rate below the applicable federal or state minimum wage laws.

The compensation structure may be based on such factors as the value of each position to the organization, the complexity of the responsibilities and functions of each position, the educational requirements, the previous experience required to perform successfully, the relevant job market, and performance.

Salary adjustments and/or bonuses are not automatically given. They may be periodically given based on the recommendations of the Library Director.

3.2 OVERTIME

Overtime is defined as those hours worked *in excess of a forty hour week*. Ideally, employees should work no more than forty hours during the regular Library workweek. *Permission to work more than forty hours a week must be given in advance by the Library Director (or designee).* **In accordance with the Fair Labor Standards Act, overtime hours shall be compensated at the rate of time and one-half for non-exempt employees.** *While not legally required, supervisory, administrative, and professional staff that are required to work in excess of a 40-hour workweek will be given compensatory time off at the rate of one hour for each hour worked.* Requested compensatory time off must be scheduled in advance with the immediate supervisor to ensure that the service provided to members remains at the highest quality. *Earned time shall be used within*

thirty working days (three pay periods) following the time worked. The Library Director must approve any exceptions to this policy.

For purposes of this section, supervisory staff includes employees whose primary duty is to manage a department or group, direct the work of at least two full-time employees, and have the authority to evaluate or effectively recommend hiring, releasing, promoting or transferring employees. A supervisor may not spend more than 20% of his/her time performing duties ordinarily assigned to non-exempt employees.

Administrative staff are those employees who are compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week; have primary duties of an office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and have primary duties that includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional employees must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week; have primary duties that require the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment; have advanced knowledge in a field of science or learning; and the advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

Non-exempt employees are employees whose job description does not include any one of the above requirements.

If an employee consistently has to work more than a forty hour week, his/her performance or workload will be examined by the administration. No overtime will be authorized for attending local, state, or national conventions or conferences.

3.3 PAY PERIODS AND PAYDAYS

Employees will receive pay via direct deposit semi-monthly. Statements of proof verifying that the deposits were made will be received on the first day (1st) and on the sixteenth (16th) day of the month. If these days occur on Saturday, Sunday or a holiday, statements of proof will be issued on the work day prior to the first (1st) and the sixteenth (16th) day of the month. Direct deposits cannot be made early for vacations or for any other reasons.

3.4 GRANT FUNDED EMPLOYEES

Occasionally the Library has projects that require staff for a specified period of time. Such staff is generally paid using grant monies. These employees are supervised by a project director and are considered grant funded employees. Their compensation and other benefits are stipulated by the grant agreement. As such, the Library has no responsibility to maintain these employees when the project is complete or grant funds are no longer available.

4.0 BENEFITS – TIME OFF

4.1 HOLIDAYS

The Library will be closed and all salaried employees shall receive pay for all holidays authorized by the office of the Secretary of State and the Board of Directors of Library. Those holidays are as follows:

- New Year's Day (taken on Monday when New Year's Day falls on a weekend)
- Martin Luther King's Birthday
- Lincoln's Birthday
- President's Day
- Spring Break Day (Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- General Election Day (U.S. President and State government officials)
- Veteran's Day
- Thanksgiving Day and the following Friday
- Christmas Eve Day (taken the previous Friday when Christmas Eve Day falls on a weekend)
- Christmas Day (taken on Monday when Christmas Day falls on a weekend)
- New Year's Eve Day (taken the previous Friday when New Year's Eve Day falls on a weekend)

There are certain holidays that may be celebrated on different dates each year. In the event there is a question regarding such holidays, the State of Illinois Calendar will be followed.

4.2 VACATION

The purpose of vacation is to give employees time away from work, to have time for self and family, and to get re-energized. Employees are therefore encouraged to take their earned vacation throughout the year.

Earned vacation leave may be taken after an employee has successfully completed his or her six-month probationary period. Under extenuating circumstances, exceptions may be made by the Library Director.

Employees accrue vacation based on the appropriate vacation category.

Vacation Categories:

Position (s)

Years of Employment	Rates Per Pay Period (in hours)	Rate Per Year (in hours)	Rates Per Year (in days)
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Part-time employees working on a regular 20-hour workweek schedule and receiving the same pay each pay period will receive the same proportionate vacation allowance as is given full-time staff members in the same vacation categories listed above.

Vacation is not accrued during any unpaid leave of absence. It does accrue while an employee is on any paid leave of absence or while an employee is absent due to an on-the-job injury. Each employee has the right to schedule his or her vacation period. However, each employee's needs must be balanced with the needs of the Library. When several employees want to take vacation at the same time, the following criteria will be used to determine the scheduling of vacations:

- A. Library and department needs
- B. Seniority
- C. Date of request for vacation

Vacation time accrued during a fiscal year, July 1 through June 30, must be used by June 30 of the following fiscal year unless special permission to do otherwise is obtained from the Library Director. Employees, who resign, retire, or otherwise leave the Library, will be paid for any accrued, but unused vacation leave, up to the maximum days permitted.

Occasionally, employees use vacation time for reasons covered under the Family Medical Leave Act (FMLA). Any employee who anticipates being absent for reasons identified under FMLA for ten workdays or more, regardless of whether the time is consecutive or not, is required to file under FMLA.

4.3 PERSONAL LEAVE

A new full-time employee receives eight hours of Personal Leave when hired and can use these hours during the six-month probationary period. After successfully completing the probationary period, employees receive a prorated amount of an additional eight hours of personal leave through the end of the fiscal year. This prorated amount of personal leave must be used by June 30.

On July 1, full-time employees are granted sixteen hours of Personal Leave per year. Part-time employees working a regular 20-hour workweek schedule and receiving the same pay each pay period will receive personal leave on a proportionate basis. These hours must be used by June 30 of the same fiscal year or they will be lost. Personal Leave may not be accrued. Employees who leave the service of the Library will be paid for unused personal leave time.

4.4 MEDICAL LEAVE

Medical leave with pay is given to all full-time employees and salaried part-time employees working on a regular schedule. Medical leave is earned at the rate of eight hours per month for full-time employees. Part-time employees who work a regular 20-hour workweek schedule and receiving the same pay each pay period will earn medical leave at a proportionate rate. Medical leave may be used for the following reasons:

1. Illness or injury of the employee
2. Quarantine of the employee's immediate household
3. Illness and/or injury of a member of the employee's immediate family or household
4. Medical appointments for the employee or an immediate member of the family

For purposes of the medical leave policy, immediate family is defined as a parent, child, grandparent, grandchild, spouse, parent of spouse, brother, sister, and all parallel step relationships.

Any employee who anticipates being absent for ten workdays or more, regardless of whether the time is consecutive or not, is required to file under the Family Medical Leave Act. After ten consecutive days of medical leave, a doctor's statement may be required to return to work or verify the need for the absence. A doctor's statement may also be required to ensure that an employee is fit for duty or when an employee is suspected of abusing his/her medical leave privileges. The doctor's statement must include brief information on the nature of the illness/injury, verification that the employee was off due to medical reasons, and the date the employee is fit to perform his/her duties and return to work.

Up to 1,920 hours of sick leave may be accrued by full-time employees and a proportionate amount of sick leave may be accrued by salaried part-time employees.

Upon retirement accumulated unused sick leave will be credited toward IMRF benefits. If an employee leaves for any reason other than retirement, no accumulated unused sick leave benefits will be paid.

4.5 BEREAVEMENT LEAVE

Up to five days of bereavement leave with pay is available for use under the following circumstances:

1. Death of an immediate family member
2. Death of a relative living under the same roof
3. Death of any bona fide household member

For purposes of the bereavement leave policy, immediate family member is defined as parent, child, grandparent, grandchild, spouse, parent of spouse, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, all parallel step relationships, and former family relationships by a previous marriage.

4.6 UNPAID LEAVE

Ill or injured full-time and part-time employees who have less than one year of service and/or who have not worked a minimum of 1,250 hours during the twelve-month period prior to their leave are not eligible for leave under FMLA but may, at the discretion of the Library Director, be granted Unpaid Leave. An Unpaid Leave of Absence may also be granted for other reasons at the discretion of the Library Director.

Requests for Unpaid Leave must be submitted at least thirty days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using the Library's official Leave-of-Absence request form. (Normally, this should be within two business days of when the need for the leave becomes known to the employee.) The employee must have used all accrued time off before requesting unpaid leave. Documentation to substantiate the need for the absence may be required. Continuation of group health insurance provisions, as outlined under FMLA, applies to Unpaid Leaves.

Reinstatement cannot be guaranteed to any employee requesting an Unpaid Leave. However, Library will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and Library's need to fill vacancies and its ability to find qualified temporary replacements.

An employee on Unpaid Leave must submit a written notice of his/her intent to return to work. If this procedure is not followed or if an employee does not return to work as scheduled, he/she will be considered to have voluntarily resigned.

All questions regarding leaves of absence should be directed to your supervisor. Leave of Absence request forms are available from the Business Manager or other members of the Business Office.

4.7 FAMILY and MEDICAL LEAVE

An employee must have completed at least one full year of service with Library and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible to apply for leave under the Family and Medical Leave Act of 1993 (FMLA). Eligible employees may take up to a total of 12 weeks of leave during any 12-month period for any of the following reasons:

- 1. To care for the employee's child after birth or adoption or placement with the employee for foster care,**
- 2. To care for the employee's spouse, child, or parent who has a serious health condition, or**
- 3. For a serious health condition that makes the employee unable to perform the employee's job.**

If the leave is planned in advance, the employee must provide Library with at least thirty days' notice prior to the anticipated leave date, using Library's official Leave-of-Absence request form. If the leave is unexpected, the employee should notify his or her supervisor by filing the Leave-of-Absence request form as far in advance of the anticipated leave date as is practicable. Normally, this should be within two business days of when the need for the leave becomes known to the employee.

Employees must file for FMLA when they are going to be off work on Workers' Compensation. Except for employees on Workers' Compensation, employees on FMLA must use all accrued medical leave, vacation, and personal days simultaneously with FMLA. If the leave is due to the employee's own serious illness, the employee may be eligible for short-term disability benefits in accordance with applicable state law or IMRF. Once such benefits are exhausted, the balance of the leave will be without pay and all Library benefits that operate on an accrual basis (e.g., vacation, and medical) will cease to accrue for the remainder of the leave period.

All group health benefits (e.g., major medical, hospitalization, and dental insurance) will continue during the leave provided the employee pays the employee contributions toward these plans. The employee must pay the total cost of the continued health insurance coverage. Such premiums must be received by the 5th of each month to pay for insurance coverage for the next month. If an employee's premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee. Other benefits, such as pension and long-term disability, will be governed in accordance with the terms of each benefit's plan.

Employees may be required to provide medical certification to support a request for FMLA leave due to a serious health condition. The medical certification should attest to the seriousness of the health condition, the date the health condition began, and the probable length of time treatment will be required. Library may also require a second or third opinion at the Library's expense, medical certifications at regular intervals, and a fitness for duty report indicating that the employee can return to work.

Leave taken to care for a child after birth, adoption, or placement in your home for foster care must be taken in consecutive workweeks unless the mother or the child has a serious health condition. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. Employees needing intermittent leave or leave on a reduced work/leave schedule must attempt to schedule the leave so as not to disrupt the operations of the Library. In such instances, Library will follow applicable federal and state laws in reviewing and approving such leave requests. Before an employee will be permitted to return from medical leave, he/she will be required to present Library with a note from his/her physician indicating that the employee is capable of returning to work and performing the essential functions of the employee's position, with or without reasonable accommodation. Where required, the Library

will make reasonable accommodation for any disability an employee may have in accordance with applicable laws.

Eligible employees returning from FMLA leave are entitled to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination) or the employee is medically required to perform light duty. Exceptions may also apply for certain highly compensated employees under certain conditions.

4.8 LEAVE for VICTIMS of DOMESTIC or SEXUAL VIOLENCE

In accordance with Illinois Victims' Economic Security and Safety Act, an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 workweeks of leave from work during any 12-month period to address the domestic or sexual violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- Obtaining the services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporary or permanent relocation, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic or sexual violence.

The employee shall provide his/her supervisor with at least 48 hours advance notice of his/her intention to take the leave, unless providing such notice is not practical. Employees must provide certification to the Library. Any and all information received will be retained in the strictest confidence unless written consent is received from the employee, is otherwise required by applicable federal or state law, or is necessary for employment and benefits.

The Library will not discharge or otherwise discriminate against an employee who is a victim of domestic or sexual violence, nor will the Library discharge, discriminate, or retaliate against an employee taking leave from work as a result of domestic or sexual violence to seek medical attention, counseling for injuries or psychological trauma, obtaining victim services, relocating, seeking legal assistance, or participating in a related court proceeding.

Employees may take such leave without pay or may use available sick leave, vacation leave, or personal leave, as appropriate. Group health insurance benefits shall be maintained at the same level and under the same conditions of coverage that would have been provided if the employee had continued in employment continuously during the duration of such leave.

4.9 JURY DUTY

An employee who is called for jury duty or is a witness for the federal or state government (or a subdivision thereof), shall receive his/her regular pay during the time they are serving.

Employees must submit a request for jury leave with a copy of the jury summons before the leave is taken. Once called, employees are required to work whenever they are excused from appearing for jury duty for more than ½ of the day. Upon returning from jury duty, employees must submit a copy of their verification of jury service to their supervisor. Employees can retain any pay they receive for serving jury duty.

4.10 MILITARY LEAVE

Employees in the Military Reserve will continue to receive their salary, less the amount of their base pay for military service, during leave for basic training, and up to 60 days of special or advanced training. Any employee who is called to active military duty in the Armed Forces of the United States as a result of an order of the President of the United States will continue to receive their regular compensation and benefits, less the amount of their base pay for such military service.

Employees who are required to serve in the Armed Forces must give advance written or verbal notice for military duty, unless giving notice is impossible, unreasonable, or is precluded by military necessity.

Employees who perform and return from service in the Armed Forces, the Military Reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, and compensation as provided by applicable federal and state laws. Such employees must apply for reinstatement or report back to work after military service beginning the next regularly scheduled work period on the first full day after release from service if the service was for less than 31 days. Application for reinstatement must be made within 14 days of release if the service was for 30 to 181 days. Employees have 90 days to request

reinstatement if the service was for more than 180 days. A copy of the official orders must be submitted when requesting reinstatement.

4.11 VOTING LEAVE

Voting - General or Special Election

Employees will be granted up to two hours of paid time off for the purpose of voting in a general or special election within the State of Illinois if their working hours on the day of the election begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls.

State of Illinois law (10 ILCS 5/1-3) defines a general election as the "biennial election at which members of the General Assembly are elected" and a special election as "an election not regularly recurring at fixed intervals, irrespective of whether it is held at the same time and place and by the same election officers as a regular election."

4.12 BLOOD DONATION LEAVE

An employee may use up to one hour to donate blood every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards.

The employee may use the leave only after obtaining approval from the Library.

5.0 BENEFITS – OTHER

5.1 INSURANCE

A. Social Security and Medicare

All employees are covered under Social Security and Medicare. Contributions toward Social Security and Medicare are made by Library and each employee according to the guidelines established by the federal Social Security Administration.

B. Workers' Compensation and Unemployment Insurance

All employees are covered by Workers' Compensation Insurance and Unemployment Insurance in accordance with State statutes. The total cost for these insurances is paid by Library.

An employee who is injured from a cause arising from or in the course of employment with Library may be eligible for benefits under Workers'

Compensation. An employee who is injured at work should report the injury to his/her supervisor and the Business Manager within 24 hours. Employees who are going to be off from work due to a job related injury and therefore qualify for Workers' Compensation must also request Family and Medical Leave Act (FMLA) simultaneously.

C. Health Insurance

Employees who routinely work at least 1,000 hours per year and their eligible dependent family members are covered under the Library group health insurance program beginning the first day of employment. The Library pays the premium for the employee only. Employees must pay the cost of premiums to cover eligible family members. The plan covers a significant portion of medical expenses, hospital expenses, and certain expenses for dental care. A summary of the benefits covered under available plan(s) can be obtained from the Business Manager.

In accordance with the Consolidated Omnibus Budget Reconciliation Action (COBRA), Library will arrange for an employee to continue receiving health insurance benefits for up to 18 months when an employee leaves Library. The employee must pay the total cost of the continued health insurance coverage. Such premiums must be received by the 5th of each month to pay for insurance coverage for the next month.

5.2 PENSION PLAN

Employees who routinely work 1,000 or more hours per year are covered under the Illinois Municipal Retirement Fund (IMRF). Employees are eligible to retire and receive an IMRF pension when they have at least eight years of service credit, are not working in any position that qualifies for IMRF coverage, and are at least 55 years of age. Periodically the region's IMRF representative will have meetings to present information to employees covered by IMRF.

Participants of IMRF also have the option to purchase additional term life insurance at their own expense.

5.3 TAX-SHELTERED ANNUITIES, DEFERRED COMPENSATION, and OTHER SAVINGS PROGRAMS

Employees wanting to supplement their retirement have several options. The Library will support the payroll deduction for tax-sheltered annuity programs or other savings programs. Under this option, an employee must select to invest in various options of his/her choice. An employee may also choose to supplement his/her retirement through a Deferred Compensation Program. Under this program, the employee has a variety of investment options from which to select. In all instances the employee must select the provider.

Specific information on these programs may be obtained from the Business Manager.

5.4 OTHER BENEFITS

Periodically and based on the financial situation of the Library, other benefits such as an Employee Assistance Program may be offered to employees.

6.0 STAFF DEVELOPMENT

The Library recognizes that the quality of services provided to its member libraries is directly related to the skills and abilities of each of its employees. Employee job satisfaction is also important to Library. Continuous skill development can help achieve both of these goals. For these reasons, Library encourages each employee to continue to develop and expand his/her relevant skills and knowledge. Several programs are available to support this effort.

6.1 TUITION REIMBURSEMENT POLICY

Tuition Reimbursement is available to employees who have a demonstrated interest in long-term employment at Library, but is subject to the availability of funds. Applications are available from supervisors. The following provisions apply:

- Approval must be sought from the supervisor and Library Director prior to registration.
- Courses taken or the degree to be obtained must be part of a total program that will enhance the job performance of the individual's responsibility at Library.
- Employees who terminate employment within two years of receipt of a tuition reimbursement grant shall repay 75% of the total funds received under this program upon resignation.
- Reimbursement for the programs will include paying 66 2/3% of tuition and books. Some course work may not be eligible for reimbursement. Educational goals must be discussed with a supervisor and the school academic advisor.
- Classes are to be taken on the employee's own time.

Three programs are a part of the reimbursement policy. Applications must designate the appropriate program.

- A. Long Range Educational Program

- Library employees with a plan on file at an educational institution that will lead to an Associate or Bachelor's degree may apply for reimbursement for one course each semester.
 - Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of C or better.
- B. Short Term Reimbursement Tuition Program
- Library employees may apply for reimbursement for formal education classes (undergraduate or graduate classes) in a field relating directly to their responsibilities at the Library, e.g. - accounting, computer programming, etc.
 - Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of C or better.
- C. Tuition Reimbursement for Master's Degree Program in Library Science from an accredited institution.
- Up to two Library employees may apply for reimbursement per term to attend graduate classes offered by any ALA accredited university.
 - Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of B or better.

6.2 INSERVICE TRAINING

Periodically, time may be set aside for staff development. All employees may be required to attend. The intent of setting aside this time is to encourage open communication, foster good relations among staff, and offer educational experiences. Pre-determined topics that are of interest will be presented. The Library Director or a planning committee appointed by the Library Staff Association President may choose the topics and makes all the arrangements for the day. Some of the discussion topics may be the result of staff suggestions. The Library Director must approve topics and all other arrangements.

Member libraries will be notified in advance that Library services will not be available during the designated times.

6.3 PROFESSIONAL AFFILIATIONS AND ACTIVITIES

Staff members are urged to become members of relevant professional organizations and to participate in the work of such organizations to the extent possible without compromising their duties and responsibilities at Library. With the approval of the Library Director, a reasonable amount of time and secretarial help, if available, is allowed for such activities. Working within the confines of the Library budget, time with pay, expenses, and basic dues may be allowed for staff members to attend library

conferences and other professional meetings. This includes pay for the cost of basic memberships for professional staff in the American Library Association (ALA), the Illinois Library Association (ILA), and the Illinois School Library Media Association (ISLMA).

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Questions & Answers for Small Employers on Employer Liability for Harassment by Supervisors

[Title VII of the Civil Rights Act \(Title VII\)](#) prohibits harassment of an employee based on race, color, sex, religion, or national origin. The [Age Discrimination in Employment Act \(ADEA\)](#) prohibits harassment of employees who are 40 or older on the basis of age, and the [Americans with Disabilities Act \(ADA\)](#) prohibits harassment based on disability. All of the anti-discrimination statutes enforced by the EEOC prohibit [retaliation](#) for complaining of discrimination or participating in complaint proceedings.

The Supreme Court issued two major decisions in June of 1998 that explained when employers will be held legally responsible for unlawful harassment by supervisors. The EEOC's [Guidance on Employer Liability for Harassment by Supervisors](#) examines those decisions and provides practical guidance regarding the duty of employers to prevent and correct harassment and the duty of employees to avoid harassment by using their employers' complaint procedures.

1. When does harassment [violate federal law](#)?

- Harassment violates federal law if it involves discriminatory treatment based on race, color, sex (with or without sexual conduct), religion, national origin, age, disability, or because the employee opposed job discrimination or participated in an investigation or complaint proceeding under the EEO statutes. Federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. The conduct must be sufficiently frequent or severe to create a hostile work environment or result in a "tangible employment action," such as hiring, firing, promotion, or demotion.

2. Does the guidance apply [only to sexual harassment](#)?

- No, it applies to *all* types of unlawful harassment.

3. When is an employer legally responsible for harassment by a supervisor?

- An employer is always responsible for harassment by a supervisor that culminated in a tangible employment action. If the harassment did not lead to a tangible employment action, the employer is liable unless it proves that: 1) it exercised reasonable care to prevent and promptly correct any harassment; *and* 2) the employee unreasonably failed to complain to management or to avoid harm otherwise.

4. Who qualifies as a "[supervisor](#)" for purposes of employer liability?

- An individual qualifies as an employee's "supervisor" if the individual has the authority to recommend tangible employment decisions affecting the employee *or* if the individual has the authority to direct the employee's daily work activities.

5. What is a "[tangible employment action](#)"?

- A "tangible employment action" means a significant change in employment status. Examples include hiring, firing, promotion, demotion, undesirable reassignment, a decision causing a significant change in benefits, compensation decisions, and work assignment.

6. How might harassment culminate in a tangible employment action?

- This might occur if a supervisor fires or demotes a subordinate because she rejects his sexual demands, or promotes her because she submits to his sexual demands.

7. What should employers do to prevent and correct harassment?

- Employers should establish, distribute to all employees, and enforce a policy prohibiting harassment and setting out a procedure for making complaints. In most cases, the policy and procedure should be in writing.
- Small businesses may be able to discharge their responsibility to prevent and correct harassment through less formal means. For example, if a business is sufficiently small that the owner maintains regular contact with all employees, the owner can tell the employees at staff meetings that harassment is prohibited, that employees should report such conduct promptly, and that a complaint can be brought "straight to the top." If the business conducts a prompt, thorough, and impartial investigation of any complaint that arises and undertakes swift and appropriate corrective action, it will have fulfilled its responsibility to "effectively prevent and correct harassment."

8. What should an anti-harassment policy say?

- An employer's anti-harassment policy should make clear that the employer will not tolerate harassment based on race, sex, religion, national origin, age, or disability, or harassment based on opposition to discrimination or participation in complaint proceedings. The policy should also state that the employer will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

9. What are important elements of a complaint procedure

- The employer should encourage employees to report harassment to management before it becomes severe or pervasive.
- The employer should designate more than one individual to take complaints, and should ensure that these individuals are in accessible locations. The employer also should instruct all of its supervisors to report complaints of harassment to appropriate officials.
- The employer should assure employees that it will protect the confidentiality of harassment complaints to the extent possible.

10. Is a complaint procedure adequate if employees are instructed to report harassment to their immediate supervisors?

- No, because the supervisor may be the one committing harassment or may not be impartial. It is advisable for an employer to designate at least one official outside an employee's chain of command to take complaints, to assure that the complaint will be handled impartially.

11. How should an employer investigate a harassment complaint?

- An employer should conduct a prompt, thorough, and impartial investigation. The alleged harasser should not have any direct or indirect control over the investigation.
- The investigator should interview the employee who complained of harassment, the alleged harasser, and others who could reasonably be expected to have relevant information. The Guidance provides examples of specific questions that may be appropriate to ask.

- Before completing the investigation, the employer should take steps to make sure that harassment does not continue. If the parties have to be separated, then the separation should not burden the employee who has complained of harassment. An involuntary transfer of the complainant could constitute unlawful retaliation. Other examples of interim measures are making scheduling changes to avoid contact between the parties or placing the alleged harasser on non-disciplinary leave with pay pending the conclusion of the investigation.

12. How should an employer correct harassment?

- If an employer determines that harassment occurred, it should take immediate measures to stop the harassment and ensure that it does not recur. Disciplinary measures should be proportional to the seriousness of the offense. The employer also should correct the effects of the harassment by, for example, restoring leave taken because of the harassment and expunging negative evaluations in the employee's personnel file that arose from the harassment.

13. Are there other measures that employers should take to prevent and correct harassment?

- An employer should correct harassment that is clearly unwelcome regardless of whether a complaint is filed. For example, if there is graffiti in the workplace containing racial or sexual epithets, management should not wait for a complaint before erasing it.
- An employer should ensure that its supervisors and managers understand their responsibilities under the organization's anti-harassment policy and complaint procedures.
- An employer should screen applicants for supervisory jobs to see if they have a history of engaging in harassment. If so, and the employer hires such a candidate, it must take steps to monitor actions taken by that individual in order to prevent harassment.
- An employer should keep records of harassment complaints and check those records when a complaint of harassment is made to reveal any patterns of harassment by the same individuals.

14. Does an employee who is harassed by his or her supervisor have any responsibilities?

- Yes. The employee must take reasonable steps to avoid harm from the harassment. Usually, the employee will exercise this responsibility by using the employer's complaint procedure.

15. Is an employer legally responsible for its supervisor's harassment if the employee failed to use the employer's complaint procedure

- No, unless the harassment resulted in a tangible employment action or unless it was reasonable for the employee not to complain to management. An employee's failure to complain would be reasonable, for example, if he or she had a legitimate fear of retaliation. The employer must prove that the employee acted unreasonably.

16. If an employee complains to management about harassment, should he or she wait for management to complete the investigation before filing a charge with EEOC?

- It may make sense to wait to see if management corrects the harassment before filing a charge. However, if management does not act promptly to investigate the complaint and undertake corrective action, then it may be appropriate to file a charge. The deadline for filing an EEOC charge is either 180 or 300 days after the last date of alleged harassment,

depending on the state in which the allegation arises. **This deadline is *not* extended because of an employer's internal investigation of the complaint.**

Further guidance on harassment can be found in the [1999 Guidance on Employer Liability for Unlawful Harassment by Supervisors](#); the 1980 Guidelines on Sexual Harassment; the [1990 Policy Statement on Current Issues in Sexual Harassment](#); the [1990 Policy Statement on Sexual Favoritism](#); and the [1994 Enforcement Guidance on *Harris v. Forklift Sys., Inc.*](#). These can all be found on EEOC's web site (www.eeoc.gov). They are also available by calling the EEOC's Publications Distribution Center (800-669-3362 or TTY 800-800-3302), or by writing to EEOC's Office of Communications and Legislative Affairs, 1801 L St., N.W., Washington, D.C. 20507.

This page was last modified on June 21, 1999.

USEFUL WEBSITES ON EMPLOYMENT LAW

FEDERAL

Title VII of the Civil Rights Act of 1964

<http://www.eeoc.gov/policy/vii.html>

*Questions & Answers for Small Employers on Employer Liability for Harassment by Supervisors

<http://www.eeoc.gov/policy/docs/harassment-facts.html>

*Information on Discrimination Policy, Complain Procedures and Suggested Remedies

<http://www.eeoc.gov/policy/docs/harassment.html>

The Americans with Disabilities Act of 1990, Titles I and V

<http://www.eeoc.gov/policy/ada.html>

ADA Toolkit

<http://www.ada.gov/pcatoolkit/chap2toolkit.htm>

American with Disabilities Act Questions and Answers

<http://www.usdoj.gov/crt/ada/q%26aeng02.htm>

[Age Discrimination in Employment Act \(ADEA\)](http://www.eeoc.gov/policy/adea.html)

<http://www.eeoc.gov/policy/adea.html>

Family Medical Leave Act (FMLA)

http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_825/29CFR825.104.htm

FMLA Advisor

<http://www.dol.gov/elaws/esa/fmla/fmlamenu.asp>

Handy Reference Guide to Federal Fair Labor Standards Act

<http://www.dol.gov/esa/regs/compliance/whd/hrg.htm#8>

Identify and Print Legally Required Federal Posters

<http://www.dol.gov/elaws/asp/posters/instruct.asp>

COBRA Frequently Asked Questions

http://www.dol.gov/ebsa/faqs/faq_consumer_cobra.html

An Employers Guide to Health Benefits Under COBRA

<http://www.dol.gov/ebsa/pdf/cobraemployer.pdf>

An Employee's Guide to Health Benefits Under COBRA

<http://www.dol.gov/ebsa/pdf/cobraemployee.pdf>

New I-9 Form

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=31b3ab0a43b5d010VgnVCM10000048f3d6a1RCRD&vgnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

ILLINOIS

Illinois Human Rights Act and Amendments

http://www.state.il.us/dhr/Rule_reg/Rules-p1.htm

Victims Economic Security and Safety Act General Information

<http://www.state.il.us/agency/idol/laws/Law93591.htm>

Victims' Economic Security and Safety Act Fact Sheet

<http://www.state.il.us/agency/idol/forms/PDFS/vessaout.pdf>

Minimum Wage and Hour Facts

<http://www.state.il.us/agency/idol/faq/qamwot.htm>

State of Illinois New Hire Report Form

<http://www.ides.state.il.us/employer/newhire/newhire2.pdf>

Illinois Election Code (Section 5/15-17) – Requires time off to vote

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=001000050HArt.+17&ActID=170&ChapAct=10%26nbsp%3BILCS%26nbsp%3B5%2F&ChapterID=3&ChapterName=ELECTIONS&SectionID=36564&SeqStart=56000000&SeqEnd=59900000&ActName=Election+Code>

Blood Donation Act

<http://www.ilga.gov/LEGISLATION/ILCS/ilcs3.asp?ActID=2700&ChapAct=820%26nbsp%3BILCS%26nbsp%3B149%2F&ChapterID=68&ChapterName=EMPLOYMENT&ActName=Employee+Blood+Donation+Leave+Act>

Smoke Free Illinois Act

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0017>

Smoke Free Illinois Resources

<http://www.smokefreeillinois.org/impres.cfm>

Illinois State Required Posters

http://business.illinois.gov/mandatory_posters.cfm

