

# Bridgeview Public Library

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Employee Handbook

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# 1. INTRODUCTION

## Welcome

On behalf of your colleagues, I want to welcome you to the Bridgeview Public Library and wish you every success here.

We believe that every staff member contributes directly to the success of the Library, and we hope you take pride in being a member of our team.

This Employee Handbook describes some of the Library's expectations of you and outlines the policies, programs, and benefits available to eligible employees. Take time to familiarize yourself with the contents of this Handbook because it will answer many questions about your employment with the Library.

## At-Will Employment

All employees are considered to be "employees at will." That means that your employment has no definite term. Either you or the Bridgeview Public Library may terminate your employment at any time, with or without cause and with or without notice. This policy supersedes any representation, assurance, or promise which may have been made to you at any time, whether written or oral, by any official or employee. Furthermore, no other chapter, section, subsection, provision, benefit or procedure set forth in this Employee Handbook implies, or may be construed to imply, that it or any portion thereof, is an employment contract or alters the at-will employment relationship between the Library and its at-will employees. *This Employee Handbook is subject to revision at any time.*

## Handbook Introduction

The Bridgeview Public Library has prepared this Handbook to provide employees with an overview of the policies, procedures and benefits that apply to their employment with the Library. It is intended to familiarize employees with pertinent information about employment with the Library as well as information regarding their own responsibilities. This Employee Handbook is not an employee contract. However, it is important that all employees read, understand, and follow provisions of the Handbook. All employees working for the Library are expected to adhere to the policies, procedures, and practices outlined in this Handbook. Employees are required to equally adhere to department-specific policies and procedures, which may vary between departments within the Library.

## Applicability of Employee Handbook

The provisions of this Handbook apply to all Library employees, except where specifically stated otherwise. The purpose of the Handbook is to provide a better understanding of the role employees hold as members of the Library's workforce. It is the responsibility of all employees to follow the policies and procedures related to employment with the Library and those of the department in which each respective employee is assigned.

This handbook does not apply to independent contractors who perform services for the Bridgeview Public Library because they are not employees of the Library of Bridgeview. As used throughout this Handbook, the following terms shall be defined as follows:

**Director:** the term Director refers to anyone given the authority from the Board of Trustees to act as the Director of the Library, including but not limited to the Acting Director.

**Employee:** a person directly employed by the Bridgeview Public Library.

**Full-time employee:** an employee who is regularly scheduled to work thirty five (35) hours or more per week.

**Part-time employee:** An employee who is typically scheduled to work twenty (20) hours per week but, less than thirty five (35) per week

**Temporary employee:** an employee hired on a temporary basis to address an increased demand.

### Employee Handbook's Precedence with Laws, Rules and Contracts

The employment laws, rules, regulations and agreements of other agencies may from time to time come into conflict with provisions of the Handbook. In such instances the following order of authority shall be used to reconcile such conflicts as they arise:

1. In the event of a conflict between any provisions of this Handbook and any federal, state, or local law, act, or ordinance, the latter shall control. If any provision of this Handbook is held to be void by federal, state or local law, the remaining chapters, sections, sub-section, and provisions shall remain in full force and effect.
2. In the event there is a conflict between this Handbook and Department rules, this Handbook will control.

### Gender Usage in the Handbook

Whenever a singular/plural pronoun is used in this Handbook, it is intended to refer to all employees, male and female.

## Maintenance & Revisions of Handbook

It is not possible for this Handbook to anticipate every situation or answer every question about your employment. From time to time it will be necessary for the Library to make revisions and amendments to the Handbook. Accordingly, the Bridgeview Public Library reserves the right to revise, amend, or rescind any portion of this Handbook, other than those required by federal, state, or local law, as the Bridgeview Public Library deems necessary. Employees will be notified of these changes through written memos. These memos become part of this Handbook. It is the responsibility of each employee to familiarize herself with the material in this Handbook as well as any subsequent additions or changes that are made.

This Handbook supersedes all previous Employee Handbooks or employee manuals. The Handbook identifies the benefits, policies, and procedures that govern employment with the Bridgeview Public Library. This Handbook supersedes all previous staff or personnel policy manuals, general orders, administrative procedures, handbooks, past practices and customs.

## 2. VISION, MISSION AND CORE VALUES

### Mission

The mission of the Bridgeview Public Library is to provide educational, informational, cultural and recreational resources to all the people of the Bridgeview community.

### Vision

Our vision is to continue to be an outstanding library and to become the center of community life and an active force for the benefit of the community.

### Core Values

- Reading continues to be a fundamental means for the enrichment of people's lives.
- Honesty and integrity are uppermost in everything we do.
- Commitment to quality is central to all our activities.
- Diversity of cultures, gender, background, abilities and age is a strength that benefits both our patrons and us.
- We will provide gracious and friendly service to all users of the library.
- We will fully utilize all available technology appropriate to our mission.
- The library will provide a venue for community interaction.
- We value the contribution to libraries of public authorities and other sources of support.
- Access to information is vital to a well-informed citizenry, which, in turn, is vital to democracy.
- We value personal and professional development of both board and staff for the benefit of the library

### 3. POLICIES & PROCEDURES

#### Equal Employment Opportunity Employer

The Library is an equal opportunity employer and complies with all applicable federal, state, and local laws regarding employment. All employees will be accepted for employment, promoted and retained without regard to race, sex, color, age, religion, ancestry, national origin, qualified disability, marital status, military status, creed, or sexual orientation, and the Library bases appointments and/or promotions on merit, experience, and other qualifications applied fairly to all employees in accordance with the principles of equal employment.

#### Americans with Disabilities Act (ADA)

It is the policy of Bridgeview Public Library to adhere to the Americans with Disabilities Act of 1990 (ADA) and the provisions of Article 2 of the Illinois Human Rights Acts.

#### Harassment

The Bridgeview Public Library expressly prohibits discrimination based on race, color, sex, religion, creed, national origin or ancestry, pregnancy, childbirth or related medical conditions, physical or mental disability or perceived disability, medical condition, marital status, sexual orientation, age, or any other category protected by federal, state, or local law, ordinance or regulation. The Bridgeview Public Library is committed to providing each employee with a professional, business-like environment free from all forms of harassment. Verified offenses of harassment, discrimination, or retaliation are treated as misconduct and offenders are subject to disciplinary action up to and including termination.

It is not harassment for management and supervisory staff, as part of their job responsibilities, to enforce standards of conduct and job performance in a fair, lawful and consistent manner.

#### Harassment Defined

Harassment is defined as unwelcomed conduct, whether verbal, physical, visual, or written that is based upon or mocking of a person's race, color, ancestry, religion, sex, creed, national origin, ancestry, age (40 years and older), disability, veteran status, marital status, sexual orientation, or other legally protected characteristics or conduct and fails to respect the dignity and feelings of the individual. Harassment occurs where the unwelcome conduct affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

While it is impossible to provide an exhaustive list, the following are some examples of harassing behavior that the Library will not tolerate:

- Jokes that refer to race, sex, gender, color, religion, national origin, disability, or age;
- Posting or distributing cartoons, drawings, or any other material that negatively reflects a person's race, sex, gender, color, religion, national origin, disability, or age;

- The use of slurs or other offensive language; and
- Practical jokes, horseplay, or teasing that makes fun of or insults a person's race, color, sex, gender, religion, national origin, disability, or age.

### Prohibited Conduct

All Library employees are expected to avoid any behavior or conduct towards any other employee or customer that is or could be interpreted as harassment, including sexual harassment (see below). All supervisors who become aware of such conduct shall immediately report such conduct to the Director at least as soon as possible, but always within 24 hours of occurrence, so that corrective action can be taken to prevent such conduct from arising in the future.

### Complaint Procedure

In an effort to eliminate all workplace discrimination, harassment, and retaliation the Library uses an internal investigation process in response to complaints of such alleged conduct. All employees are regularly trained on the Library's Harassment policy and complaint procedure.

Anyone who believes he is being subjected to discrimination, harassment or retaliation, or who has witnessed such conduct should report it as provided in the following procedure:

- Report any discriminatory, harassing, or retaliatory behavior that you experience or witness to your supervisor immediately and to the Director at least as soon as possible, but always within 24 hours of occurrence.;
- If the problem is not immediately resolved, contact the Director;
- If your supervisor is involved, or if you do not feel comfortable talking to your supervisor for any reason, you need not contact your supervisor first, but instead may contact the Director or any supervisor with whom you feel comfortable discussing the matter;
- All supervisors who receive reports of alleged harassment must report them to the Director, unless the Director is being accused, in which case the report must be made directly to the President of the Board of Trustees; and
- A thorough investigation will be coordinated by the Director and those who participate in the investigation are to be free from retaliation. Any acts of retaliation are considered misconduct and may subject the offender to disciplinary action up to and including termination.

## Confidentiality

The Library respects the confidentiality and privacy of all its employees. Accordingly, the Library will make every effort to protect the confidentiality of employees involved in a claim of harassment, to the extent permitted by the investigation process and permitted by law. The Bridgeview Public Library will limit access of confidential information to those persons with a need to know about the harassment in order to complete the investigation and other related processes. Employees who assist in an investigation are required to keep confidential all information they learn or provide, except that nothing in this policy precludes an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation.

## Retaliation

Where an employee reasonably and in good faith opposes or reports any workplace harassment or discrimination, testifies, assists, or participates in an investigation of or hearing concerning allegations of harassment or discrimination, no person or group of persons may retaliate against the employee. Retaliation includes any act of harassment, verbal abuse, verbal threats, or any other or additional acts of harassment or discrimination. Retaliation will also be considered a violation of this policy and may result in disciplinary action up to and including termination.

## Sexual Harassment

The Library will not tolerate any sexual harassment and takes all allegations of discrimination, harassment, and retaliation very seriously and will take immediate steps to stop any harassment once it is reported. Verified offenses of harassment, discrimination, or retaliation are treated as misconduct and offenders are subject to disciplinary action up to and including termination.

A victim of harassment is not always the direct target of the inappropriate conduct or language, but could be anyone affected by the offensive conduct. Additionally, preferential treatment of an employee, or the promise of preferential treatment to an employee, in exchange for dates or sexual conduct; denial or threats of denial of employment, benefits or advancements for refusal to consent to sexual advances is considered sexual harassment and is prohibited conduct. Sexual harassment can occur between members of the opposite gender or the same gender.

## Sexual Harassment Defined

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct explicitly becomes a condition of employment;

- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment may include a wide range of behaviors including, but not limited to sexual advances, propositions, off-color jokes, epithets, vulgar language, touching, physical assault, leering, possessing, distributing, or posting sexually explicit or suggestive magazines, pictures, posters, objects or material, derogatory comments about gender, references to a person's body parts, requests for sexual activity, and/or sexually explicit conversation.

### Prohibited Conduct

All Library employees are expected to avoid any behavior or conduct towards any other employee or customer that is or could be interpreted as sexual harassment. All supervisors who become aware of such conduct shall immediately report such conduct to the Director at least as soon as possible, but always within 24 hours of occurrence, so that corrective action can be taken to prevent such conduct from arising in the future.

In addition, the Library strongly discourages romantic or sexual relationships between employees, especially between a supervisor and a lower-level employee. Such relationships create the appearance of favoritism and may drastically complicate the working environment if the relationship ends poorly. If a consensual, romantic relationship develops between a supervisor and a lower-level employee, the involved parties must notify the Director at least as soon as possible, but always within 24 hours of occurrence. Although the parties may feel that what they do during nonworking hours is private, the existence of such a relationship often impacts the workplace in the form of preferential treatment or perceptions of favoritism. This mandatory reporting requirement does not apply to coworkers who are at the same job level and between whom a consensual relationship develops. In those instances, however, the Library strongly urges the involved coworkers to be mindful of the impact their relationship (even when the relationship is going well) may have on their colleagues.

Once the supervisor-subordinate relationship is reported to the Library, the Director will investigate the situation, taking into consideration all of the facts (reporting relationship between the parties, effect on coworkers, job titles of the parties, etc.), and will determine whether one or both parties need to be transferred or permanently rescheduled. If transfer or permanent rescheduling is not possible or does not pose a viable resolution, the parties will be given the option of terminating their relationship or resigning from the Library.

## Complaint Procedure

In an effort to eliminate any sexual harassment from the workplace, the Library uses an internal investigation process in response to complaints of such alleged conduct. All employees are regularly trained on the Library's Sexual Harassment policy and complaint procedure.

Anyone who believes he is being subjected to sexual harassment or who has witnessed such conduct should report it as provided in the following procedure:

- Report any sexually harassing behavior that you experience or witness to your supervisor immediately AND to the Director at least as soon as possible, but always within 24 hours of occurrence.;
- If the problem is not immediately resolved, contact the Director;
- If your supervisor is involved, or if you do not feel comfortable talking to your supervisor for any reason, you need not contact your supervisor first, but instead may contact the Director or any supervisor with whom you feel comfortable discussing the matter;
- All supervisors who receive reports alleging sexual harassment must report them to the Director, unless the Director is being accused, in which case the report must be made directly to the President of the Board of Trustees; and
- A thorough investigation will be coordinated by the Director and those who participate in the investigation are to be free from retaliation. Any acts of retaliation are considered misconduct and may subject the offender to disciplinary action up to and including termination.

In addition to the internal complaint procedure, an individual who believes he or she has been a victim of sexual harassment may file a charge of discrimination with the Illinois Department of Human Rights within one-hundred eighty (180) days from the date of the alleged harassment. An individual who believes he or she has been a victim of sexual harassment may file a charge of discrimination with the United States Equal Employment Opportunity Commission within three-hundred (300) days from the date of the alleged harassment.

### **Where to go:**

Illinois Department of Human Rights	Equal Employment Opportunity Commission
The Thompson Center	500 West Madison Street, Suite 2000
100 West Randolph Street, Suite 10-100	Chicago, IL 60661
Chicago, IL 60601	T. 312-353-2713
T. 312-814-6245	

### Confidentiality

The Library respects the confidentiality and privacy of all its employees. Accordingly, the Library will make every effort to protect the confidentiality of employees involved in a claim of sexual harassment, to the extent permitted by the investigation process and permitted by law. The Bridgeview Public Library will limit access of confidential information to those persons with a need to know about the sexual harassment in order to complete the investigation and other related processes. Employees who assist in an investigation are required to keep confidential all information they learn or provide, except that nothing in this policy precludes an employee from disclosing information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation.

### Retaliation

Where an employee reasonably and in good faith opposes or reports any workplace sexual harassment, testifies, assists or participates in an investigation of or hearing concerning allegations of sexual harassment, no person or group of persons may retaliate against the employee. Retaliation includes any act of harassment - sexual or otherwise- verbal abuse, verbal threats, or any other or additional acts of harassment or discrimination. Retaliation will also be considered a violation of this policy and may result in disciplinary action up to and including termination.

### Consequences of Filing a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to disciplinary action up to and including termination.

## Safety Policy

*It is the policy of the Bridgeview Public Library that the health and safety of all employees is of paramount importance.* The Library is committed to maintaining a safe and healthy work environment for all employees and visitors that maximizes efficiency and minimizes loss. Employees at all levels are to fulfill their duties in a safe manner while minimizing loss and waste.

### Supervisors & Department Head Responsibility

Department Heads are responsible for the safe operation of their respective departments. It is the Department Heads' responsibility to assure that employees are provided with the appropriate safety information and equipment as necessitated by the tasks completed by the employees of their respective departments.

Supervisors who receive any reports of workplace injury or incident are to make sure the injured party is provided with immediate medical treatment, if necessary, and, shall promptly investigate and report all accidents, incidents and injuries to the appropriate Department Head or to the Director.

Supervisors **MUST** inform the Director of any reports of workplace injury or incident at least as soon as possible, but always within 24 hours of occurrence.

### Employees' Responsibility

As a condition of employment with the Library, each employee is required to exercise safe work habits to prevent any injuries and accidents to themselves or others. Each employee shall:

- ✓ Familiarize herself with and observe all safe work procedures applicable to tasks and assignments received;
- ✓ Comply with all safety rules, procedures, tags and signs;
- ✓ Use all required safety equipment as necessary;
- ✓ Immediately report any work related injuries and accidents, no matter how slight, to a supervisor or department head, or the Director if a supervisor or department head is not available AND report to the Director at least as soon as possible, but always within 24 hours of occurrence;
- ✓ Cooperate with and assist in accident investigations;
- ✓ Immediately report to a supervisor any and all unsafe actions, practices or conditions observed AND report to the Director at least as soon as possible, but always within 24 hours of occurrence;
- ✓ Keep work area clean and orderly at all times;
- ✓ Obey all hazard warning signs and tags;

- ✓ Report to work in attire required for the job assignment, including, but not limited to, appropriate foot wear; and
- ✓ Refrain from participating in any horseplay, distracting behavior, or any other conduct that risks the safety of oneself or others.

Failure on the part of an employee to comply with these safety requirements may result in disciplinary action, up to and including termination.

#### *Disciplinary Action Related to Accidents*

Employees are advised that if it is determined that an accident was the result of a violation of the Library's Drug/Alcohol Policy, an employee's failure to adhere to safety procedures, misconduct or negligence, the employee may be subject to disciplinary action, up to and including termination.

#### Drug and Alcohol Abuse Policy

To insure the health and safety of our employees and patrons, to maintain the highest work standards and minimize lost productivity, and to promote a drug- and alcohol-free work environment, the use, possession, consumption, manufacture, or distribution (for sale or not) of alcohol, controlled substances (by statutory definition), or drugs by any employees at any time during working hours, at any time on the Library's premises, or at any time while an employee is on Library business off-site is strictly prohibited. Any employee reporting to work (including returning to work from a meal break) while under the influence of drugs or alcohol will be sent home and may be subject to further discipline including, but not limited to, termination.

#### Workplace Violence Policy

It is the objective of the Library to ensure the safety and well-being of its employees and patrons. Therefore, the Library has established a zero tolerance for any violent acts or threats directed by or towards any Library employee.

*For the purposes of this section, violence in the workplace is defined as:*

- (1) Any physical behavior involving aggressive physical contact with any other person, including pushing, hitting, fighting, throwing objects or otherwise intentionally injuring another person or attempting to injure another person;

- (2) Any physical behavior which places a reasonable person in fear of receiving imminent physical injury or other aggressive physical contact of the sort described above;
- (3) Verbal behavior which involves threatening physical harm, either directly or indirectly, against any person;
- (4) Any act of vandalism or other intentional damage or destruction of Library property or personal belongings on Library property; or
- (5) Instances where acts as described above or threats are made against an employee by a non-employee.

#### Obligation to Report

Employees who become aware of any threat of violence in the workplace, whether by an employee or non-employee, are obligated to immediately report in writing such action to their supervisor and report the information in writing to the Director at least as soon as possible, but always within 24 hours of occurrence. In the supervisor's absence, or in cases involving the supervisor, the employee may bypass the supervisor and make a complaint directly to the Director. Employees should not confront the person against whom their complaint is lodged.

If the supervisor receives a complaint, it shall be her responsibility to notify the Director at least as soon as possible, but always within 24 hours of occurrence to determine the validity of the allegation.

The Director shall review all complaints and investigations. All complaints will be given a high priority and investigated as quickly as possible by the supervisor or another person designated by the Director.

#### Discipline

Violations of this provision of the Handbook may result in discipline up to and including immediate termination. Employees should also understand that such behavior may be criminal and could result in criminal prosecution.

#### Retaliation

Where an employee reasonably and in good faith opposes or reports any workplace violence or testifies, assists, or participates in an investigation of or hearing concerning allegations or threats of violence, no person or group of persons may retaliate against the employee. Retaliation includes any act of harassment, verbal abuse, verbal threats, or any other or additional acts of workplace violence. Retaliation will also be considered a violation of the Workplace Violence Policy and may result in discipline up to and including termination in accordance with Library procedures.

## Weapons Prohibited

Library employees shall not possess or carry a firearm or other weapon that is legally considered a dangerous weapon while conducting Library business, regardless of whether the employee is on Library property or not, and regardless of whether the employee is otherwise legally permitted to carry a weapon. Employees shall not store or convey such weapons in a private vehicle that is parked on Library property. The violation of this policy will lead to disciplinary action up to and including termination and/or criminal prosecution.

## Security, Investigations & Searches

Security is everyone's business. If your department is a secure area and you are the last person working in that area, you are responsible for making sure that the area is locked before you leave, even if for a brief period of time.

### Investigation & Searches

Employees are reminded that lockers, desks, and other items supplied by the Bridgeview Public Library that are on Library property, should remain on Library property and may be subject to periodic search or inspection.

In the event of a breach of security the Library will conduct an investigation into the breach. All employees are expected to cooperate fully in any Library investigation into suspected theft or any other investigations.

Accordingly, the Bridgeview Public Library reserves the right, when it determines appropriate, to conduct searches of persons and their personal items on Library property, including but not limited to desks, lockers, cars, packages, bags, briefcases, tool boxes, as well as voice mail, computers, and computer software, files, storage, and other media.

Failure or refusal to consent to a search when requested by the Library, or failure to cooperate fully in any investigation, may result in disciplinary action being initiated or taken against an employee, up to and including termination.

The Library will only conduct a search or inspection of any of the areas listed in this subsection titled "Investigation & Searches" if the search or inspection is related to work (including work related misconduct) and it is reasonably related in scope to the circumstances which justified the search.

## Conflict Resolution

### Conflict Resolution Policy

The Library recognizes that from time to time conflicts may arise between employees or between an employee and supervisor or department head. The Library encourages all employees to deal openly and professionally in an attempt to resolve conflicts as they arise rather than allowing them

to fester and escalate. We wish for all employees to feel free to bring to the attention of the Director any problems or conflicts which may hinder or detrimentally affect the positive working environment of the Library. Although, at times, the inclination is to discuss issues with our peers or other employees not involved in the conflict, this does not necessarily resolve the issue and in some cases may exacerbate the conflict, thereby affecting morale.

Employees should not hesitate to come forward to resolve conflicts in an open and professional manner and should not fear any retaliatory action being brought against him for choosing to initiate or participate in the conflict resolution process.

### Conflict Resolution Procedure

The Library will make every effort to resolve problems and conflicts promptly and equitably using the following procedure:

1. An employee should initially discuss the conflict with the employee or supervisor with whom he is experiencing the conflict in a calm and professional manner;
2. If the matter remains unresolved or the employee does not feel comfortable discussing the matter with the other party to the conflict, then the employee should discuss the matter with his immediate supervisor or the immediate supervisor's superior, if the conflict involves the immediate supervisor; or
3. If the matter is not resolved after intervention by the immediate supervisor or the supervisor's superior, then the employee may go directly to the next higher level of management or to the Director. The Director will take the necessary steps to resolve the problem.

The Library will make every attempt to ensure that confidentiality will be maintained during the conflict resolution process.

Any report of conflict discussed with a supervisor, including a conflict in which the supervisor is a party, must be reported in writing by the supervisor to the Director at least as soon as possible, but always within 24 hours of occurrence.

### Political Activities Policy

Library employees are encouraged to exercise their right to vote as private citizens. Employees may take an active role in any local, state or national political campaign as private citizens. However, employees may not use Library property or working time to advocate for any political campaign or issue.

Employees found to have used Library property, resources, or working time to advocate for any political campaign or issue may be subject to disciplinary action, up to and including termination.

## Anti-Nepotism Policy

Members of an employee or board of trustee's immediate family will not be considered for employment. This policy also applies to romantic relationships. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household.

## Solicitation & Distribution

The Bridgeview Public Library believes that employees should not be disrupted in the performance of their duties. For this reason, the Library has established the following solicitation and distribution policies.

Employees who become aware of unauthorized sales solicitation on Library premises either by external solicitors or other employees should promptly report the solicitation to their supervisor. The supervisor should report the act to the Director at least as soon as possible, but always within 24 hours of occurrence.

### External Sales Solicitation

External sales solicitors are not permitted to sell, explain, or distribute materials to Library employees during work hours or on Library premises.

Noisy and disruptive distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Library is prohibited at all times without the explicit permission of the Director.

### Employee-to-Employee Solicitation

Employees are prohibited from soliciting or distributing any advertisements, materials or non-work related items to other employees while on duty and may not solicit or distribute any advertisements, materials or non-work related items to employees while those employees are on duty.

Employee-to-employee solicitation is only permissible during non-working time, such as at during authorized break periods, lunch, or before and after work, and only if the distribution is not noisy and disruptive.

Noisy and disruptive distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Library is prohibited at all times without the explicit permission of the Director.

## Trial Period

There is a 3 month trial period for full-time and part-time employees following hire date, during which there is an evaluation of the employee's performance.

Successful completion of the trial period does not alter in any way the employee's status as an at-will employee.

## Attendance/Time Recording

### Reporting Time of Arrival & Departure

All employees are required to keep track of the time they begin work and the time they finish work at the end of each shift using the time clock located in the staff room. The employee may clock in up to fifteen minutes prior to the scheduled start of his/her shift, but not earlier. The employee may clock out up to fifteen minutes after the scheduled end of his/her shift, but not later.

Falsification of time and attendance records, including making entries on another employee's timecard or time record, using another employee's credentials or allowing another person (other than the Director) to make entries on your timecard or time record or to use your credentials may result in disciplinary action up to and including termination.

### Unplanned Tardiness or Illness

If an employee expects that she will arrive late to work or is unable to come to work for any reason, including illness, she must notify the Library by calling phone extension 103 and leaving a message for the Library Director or Supervisor-in-charge. At least a 2-hour notice should be given.

Frequent tardiness and excessive unexcused absences are both grounds for dismissal.

## Meal Breaks & Rest Breaks

All hourly employees scheduled to work a seven and one-half (7.5) hour shift or longer and all salaried employees must take a thirty (30) minute unpaid meal break and may take two fifteen (15) minute paid breaks during each shift.

The employee may NOT take a one (1) hour lunch break instead of a thirty (30) minute lunch break and two fifteen (15) minute breaks.

Department Heads may take lunch breaks as permitted by the needs of their respective departments, as long as the lunch break complies with this provision of the handbook. No department desk should be unsupervised during breaks and or lunches without the permission of Librarian in charge.

For all other shifts, the employee may take one (15) minute paid break.

For ALL employees regardless of the number of hours worked, no break may be taken at the beginning or end of the employee's shift. If the break is optional and is not taken, it is lost.

## Overtime

### Definitions

*Overtime:* Hours worked in excess of forty (40) hours per week.

### Policy for Hourly Employees

Overtime work is only performed when necessary and must be authorized in advance by the Director. No other individual may authorize any overtime work.

Any employee found in violation of this policy may be subject to disciplinary action up to and including termination.

All hourly employees who are compensated on a per hour basis and work in excess of forty (40) hours in a given work week shall be compensated at their overtime pay rate.

Overtime Pay Rate: One and one-half times a hourly employee's current regular hourly pay rate.

### Salaried Employees

Most salaried employees are not entitled to overtime compensation, subject to the legal standards set forth in the Fair Labor Standards Act (FLSA) and the Illinois Minimum Wage Law, 820 ILCS 105/1 *et seq.*, as now or hereafter amended.

If there is a salaried employee who does not meet the minimum threshold salary as required by the FLSA, that employee will be entitled to overtime compensation. Overtime work is only performed when necessary and should be discussed in advance and approved by the Director if and when possible.

All salaried employees entitled to overtime compensation who work in excess of forty (40) hours in a given work week shall be compensated at their overtime pay rate.

Overtime Pay Rate: The employee will receive one and one-half times the hourly equivalent of their salary based on a 40-hour work week. For example, a salaried employee who receives annually \$40,000.00 gross income, would be entitled to an overtime pay rate of \$28.85/hour [40,000.00 / 52 (weeks in a year) = 769.23 / 40 (hours worked per week) = 19.23 x 1.5 (overtime pay rate) = 28.85].

## Pay Day/Pay Period

### Pay Day

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Pay is issued bi-weekly on Fridays, unless Friday is a designated holiday under which circumstance pay will be issued on the last business day prior to the designated bank holiday.

### Direct Deposit

Employees are strongly encouraged to enroll in the Library's Direct Deposit program, which allows for employees' paychecks to be directly deposited in a bank account at a financial institution of the employee's choosing.

In order to enroll in the Direct Deposit program, employees must complete a *Direct Deposit Form* and return it to the Director. When completing the *Direct Deposit Form*, make sure that all account and routing information is accurate.

**Be Advised!** If an employee changes banks accounts, or decides to have his paycheck deposited into a different account, even if the account is within the same financial institution, the Director must be provided with an updated *Employee Change Form*. Failure to provide timely notice of changes to bank account routing information may delay the issuances of an employee's paycheck.

### Wage Assignments/Garnishment

The Bridgeview Public Library is legally required to comply with all court orders regarding wage assignments and garnishments.

### Personnel Files

A personnel file is created and maintained for each Library employee. The Library considers these files to be confidential and only those individuals with a legitimate business purpose will be given access to them.

#### Reviewing Your Personnel File

All requests to review personnel files must be made in writing. An employee wishing to review his personnel file may do so within seven (7) days of submitting a written request to the Director. An employee is permitted to review his personnel file in the presence of the Director or her designee on up to two (2) occasions, at reasonable intervals, during each calendar year. The Library complies with all applicable federal, state, and local laws concerning privacy rights of employees' personnel files.

#### Requesting Corrections to Personnel Records

If an employee disagrees with information contained in his/her personnel file, the employee should bring the disputed portion of the record to the attention of the Director by written notice. The Director will address the disputed information notice in one of the following manners:

- ✓ Agree to remove or correct the disputed information; or
- ✓ Permit the employee to submit a written statement explaining the employee's position in regards to the disputed information and attach that statement to the employee's personnel file.

The inclusion of any written statement attached in the personnel file without further comment or action by the Library does not imply or create any presumption of the Library's agreement with its contents.

The employee's statement will be included whenever that disputed portion of the personnel file is released to a third party as long as the disputed portion is a part of the file.

Any and all write-ups stay in an employee's personnel file for the term required by the state record disposal law.

#### Disclosure to Third Parties

The Library will not release any information about an employee or former employee to a third party without the employee's written consent, unless the Library is authorized or required to do so by law.

#### Employment References/Verification

All inquiries regarding a current or former Library employee must be referred to the Director of the Library.

Should an employee receive a written request for a reference, he/she should refer the request to the Director for handling. No Library employee may issue a reference letter to any current or former employee.

Under no circumstances should any Library employee release any information about any current or former Library employee over the telephone. All telephone inquiries regarding any current or former employee of the Library must be referred to the Director.

In response to an outside request for information regarding a current or former Library employee, the Director will furnish or verify only an employee's name, dates of employment, and job position. No other data or information regarding any current or former Library employee, or his/her employment with the Library, will be furnished unless required by law.

## Personal Information

It is the responsibility of each Library employee to provide the Director with any updates or changes to the employee's personal information maintained in his personnel file in a prompt manner using the *Employee Change Notice* form within thirty (30) days of the change or update, including changes to banking account information used for direct deposit or change of address.

Failure to keep personal, beneficiary and dependent information up to date with the Library may affect certain benefit eligibility and elections, and may prevent employees from receiving important correspondence from the Library.

The Library is not responsible or liable for any losses or denial of benefits that are the result of an employee's failure to promptly update personal information on file with the Library.

## Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996, commonly referred to as HIPAA, was designed to protect the confidentiality and security of health information and to improve efficiency in healthcare delivery. HIPAA standards protect the confidentiality of medical records and other personal health information, limit the use and release of private health information, and restrict disclosure of health information to the minimum necessary. The Library complies with all requirements under HIPAA, including requirements regarding its employees' health information. Any questions should be directed to the Library's health plan administrator.

## Temporary Assignments

The Library reserves the right to temporarily assign an employee to perform other duties as the needs of the Library arise.

## Layoff

The Library may be required from time to time to reduce the number of employees in a particular department or Library-wide. These reductions may occur through phase-out of positions, attrition, transfers, reduced hours, reduction in force or other work schedule options.

## Resignation

An at-will employee who is voluntarily leaving the employment of the Library is asked to provide two (2) weeks' written notice to the Director and Department Head prior to the last day of employment with the Library.

## Communications/Bulletin Boards

Employees are responsible for reading any posted or circulated communications intended for employees from the Library, including emails, letters, notes, bulletin board notices, weekly periodicals, and the like.

The Library staff bulletin boards are for Library business only. No unauthorized documents, messages, or postings of any kind may be displayed on Library bulletin boards. If an employee wishes to post an item on a Library bulletin board, she must obtain approval from the Director prior to posting.

## Library Technology Policy

### Definitions

For the purpose of this policy, the below terms will have the following meanings:

*Personal Use:* Use of Library Technology for a lawful purpose other than completion of Library business.

*Library Technology:* Any Library computer, computer accessory, mobile device, computer system, computer network, email system, software, network, internet access, telephonic system, telephonic equipment, or any other like property.

### Policy

The Bridgeview Public Library has computer and mobile devices as well as email and internet access systems in place for the completion of Library business. The Library also has software and systems in place that can monitor and record internet usage. The computers, mobile devices as well as email and internet access systems are the sole property of the Library of Bridgeview. Employees may use Library Technology for limited personal purposes as long as that use does not interfere with the employee's work, violate terms and conditions provided in this policy, or jeopardize the integrity of the Library Technology. In addition to the limitations and requirements described in this policy, employees are also prohibited from using Library Technology in a manner or for a purpose that would violate state or federal law.

Be advised that any employee found to be abusing Library Technology may have his access or use privileges limited or eliminated for a temporary period or permanently and may also be subject to disciplinary action up to and including termination.

BE FURTHER ADVISED use of the Library Technology constitutes consent by the user to all of the terms and conditions of this policy.

The Library reserves the right to modify this policy at any time, with or without notice.

### Library Monitoring and Privacy Expectations

Employees have no reasonable expectation of privacy with respect to any content or information obtained, reviewed, accessed or created using Library Technology, regardless of whether the information or content is password-protected by the user.

BE ADVISED use of passwords or other security measures does not in any way diminish the Library's rights to access content, documentation or information created, stored and accessed using its Technology, or create any privacy rights of employees in content, documentation, or information on the Technology.

The Library reserves the right to monitor the use of its Technology.

### Personal Use

Employees may use Library Technology for limited personal purposes as long as that use does not interfere with the employee's work, the work of other employees, or jeopardize the integrity of the Technology.

The ability to utilize Library Technology for limited personal use is a privilege and not a right. This privilege may be restricted, terminated or suspended by the Library at its discretion.

*Any files created by an employee for personal use are to be removed from Library Technology at the end of the specific personal use session.* Operational requirements, system maintenance, or file backups will receive priority over all personal use; employees are required to be conscious of this requirement and comply with any request or instructions provided by the Information Technology staff.

BE ADVISED the Library may purge files stored on Library Technology at any time and without notice to employees. The Library is not responsible for any personal files or outside project files that may be purged or lost.

### Library Electronic Mail Accounts

Every Library employee is responsible for using the Library electronic mail, or E-mail, system properly and in compliance with this policy.

The E-mail system is the property of the Library. It has been provided by the Library for use in conducting Library business. All communications and information transmitted by, received from, or stored in this system are Library records and property of the Library. The E-mail system is to be used for Library purposes only. *Use of the E-mail system for personal purposes is prohibited.*

Any password used by employees must be revealed upon request to the Library, as Library employees or the Information Technology Department may need to access an employee's E-mail account.

### Prohibited Use & Conduct

The following uses and conduct are expressly prohibited. Employees found to be engaging in any of the below-described uses and conduct may be subject to disciplinary action, up to and including termination, and where appropriate, criminal or civil liability.

When using Library Technology employees shall not:

- Create, send, or receive any email messages or view, download, or create content that contains intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin or any other classifications protected by local, state or federal law;
- Use Library Technology for solicitation regarding religious or political causes, commercial enterprises, outside organizations, or any other non-Library related matters or solicitation;
- Create, transfer, or receive any material or content in violation of copyright or trademark laws, or applicable licensing requirements;
- Download or install any executable files or software to or on any Library Technology without the express permission of the Information Technology Department, including, but not limited to, wallpapers and screen savers;
- Upload or download any unauthorized copyrighted materials, trade secrets, proprietary financial information, or similar content or materials, unless specifically authorized to do by the Information Technology Department;
- Post any information or content on or in online forums, websites, or other electronic mediums without express prior approval or authorization by the Director; or
- Search for, view, download, or upload material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violates any Library policy or local, state or federal law.

### Social Media Policy

Employees are cautioned that they have no expectation of privacy while using the Internet, social networking sites (e.g. Facebook, Twitter, or LinkedIn), music and movie collaboration sites, and blogs. Anyone may be able to access and review your posts and activities, including the Library of Bridgeview. The Library reserves the right to monitor comments or discussions about the Library and its employees.

Employees who choose to participate in social networking sites, music and movie collaboration sites, and blogs and identify themselves as Library employees must state that the views expressed are their individual views and do not represent the views of the Library. Employees are not permitted to speak on behalf of the Library or use the Library's logo, seal, or other symbol, unless expressly authorized to do so.

Employees are cautioned that they can be legally liable for online postings. Employees may be subject to disciplinary action, up to and including termination for commentary, content, or images that are defamatory, harassing, libelous, or that otherwise violate state or federal law, including but not limited to copyright and trademark violations. This policy in no way prohibits employees from protected activities.

### Reminders & Best Practices

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- ✓ All Library policies related to employee conduct equally apply to communication sent using Library Technology, including, but not limited to, the Library Sexual Harassment Policy.
- ✓ Any employee who discovers misuse of Library Technology should immediately contact the Director at least as soon as possible, but always within 24 hours of occurrence.
- ✓ Be mindful of Library resources, do not overburden Library Technology by engaging in unnecessary conduct, including, but not limited to, sending unauthorized mass emails, forwarding chain emails, participating in online chat groups for personal use, watching streaming video, listening to streaming audio feeds, or printing unnecessary copies of documents.
- ✓ If while conducting appropriate Library business, an employee inadvertently accesses or receives inappropriate or explicit content, information, or material, employees are to exit out of the program or navigate away from the content. The Library is not responsible for all content, information, or material accessed, viewed, or received by employees using Library Technology.
- ✓ All files obtained regardless of source or method of transfer must be scanned for viruses using the Library-approved virus checking software prior to downloading, transferring, or opening the file on any Library Technology. If you suspect that a virus has been introduced into the Library, the Director must be notified immediately.

## Smoking Policy

Smoking inside of or within fifteen (15) feet of any entrance to a public place or place of employment, including all Library buildings and facilities, is prohibited by State law.

Employees wishing to smoke during authorized break times should do so only in designated smoking areas and in accordance with the Smoke Free Illinois Act.

## Use of Library Property

### Library Policy on Use of Library Property by Employees

Library employees are granted access to and are permitted to use Library property for the sole purpose of fulfilling their employment duties. Employees are not to use Library property for personal benefit or to remove Library property from the Library premises and facilities, except when specifically permitted.

Employees are expected to treat Library property in a responsible manner, assuring that the Library's resources are not wasted and Library property is not misused. If an employee becomes aware of

property mistreatment or resource waste, the employee should report this fact to a supervisor immediately AND to the Director at least as soon as possible, but always within 24 hours of occurrence.

If any loss, theft, or damage occurs to Library property as the result of an employee's negligence or culpable conduct, the employee may be subject to disciplinary action up to and including termination.

### Returning Library Property

All Library employees at the time of separation from Library employment, regardless of the reason for the separation, are required to return all property, entry way key, time card, locker, equipment, notes, books, records, computer passwords, information and materials relating to the Bridgeview Public Library computer system, including but not limited to hardware, software, data and computer print-outs, and other written or computer generated records, memoranda or documentation related to the Bridgeview Public Library business which are in the employee's possession or under his/her control no later than the last day of employment with the Library.

All items shall be returned to the Bridgeview Public Library in the same condition they were furnished to the employee, normal wear and tear excepted.

### Expense Reimbursement Procedure

Library employees who incur out-of-pocket expenses, including but not limited to fueling costs, while conducting Library business may be reimbursed for those expenses by the Library. In order to assure that employees are reimbursed for these expenses it is important that the reimbursement procedures described below are followed.

#### Reimbursements

If an employee has used a personal vehicle in the course of conducting approved Library related business or incurred other approved expenses in the course of Library related business, she can seek reimbursement of reasonable expenses by submitting the following items to the Director within fourteen (14) days after the expense is incurred:

- (1) Written authorization from the Department Head indicating such work was authorized; and
- (2) A completed Petty Cash Sheet indicating the details of the expense.

## Children of Employees

Children of Staff members who are 8 years of age or older can study in the Library alone as long as they do not present a behavior problem. Children 7 years of age and younger must be accompanied by a caregiver 13 years of age or older who is not a Staff member on duty. A Staff member may only assume care giving responsibilities for others when they are on break.

## Dress Code

You must dress professionally in accordance with your job description. Employees are not permitted to wear: ripped or shredded jeans; ripped or shredded t-shirts; yoga pants; leggings; spandex pants; sweat pants; or gym clothing. Employees should not wear clothing that contains explicit or offensive words or graphics. Employees should not wear clothing that exposes bare shoulders, unless, it is a sleeveless blouse, top, or shirt. Employees may not wear clothing that causes the exposure of underwear, tank tops, or spaghetti straps.

All employees are expected to exercise good personal hygiene, including regular bathing, applying deodorant, and brushing one's teeth. All employees' hair must be styled, and men's facial hair should be neatly trimmed and well-maintained.

## Employee Complaints

If an employee or former employee has a complaint about the Library, it should be addressed first by their immediate supervisor. If it remains unresolved, the complaint should be addressed to the Director. If it still remains unresolved, the employee should be addressed to the Board of Trustees at the monthly Board of Trustees open meeting.

Supervisors must inform the Director of any complaints received at least as soon as possible, but always within 24 hours of occurrence.

## 4 LEAVE BENEFITS

### Holiday Compensation

### Holiday Policy

#### Designated Holidays

The Bridgeview Public Library has designated the following days as holidays and the Library will be closed on these days:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Christmas Eve
8. Christmas Day
9. New Year's Eve

Holidays that fall on a Sunday will be observed on the following Monday.

#### Holiday Compensation Eligibility

All employees shall receive a paid holiday for each of the designated holidays listed above subject to certain requirements.

In order to be eligible for holiday pay, an employee must:

- a. Have worked his regularly scheduled shift on the last workday for which the employee was scheduled before the holiday and work the first regularly scheduled shift on the first day of work after a designated holiday, unless the employee has received prior approval from the Director to take one or both of these shifts off.
- b. If an employee calls in sick for either the shift before or the shift after a designated holiday, the employee will not receive holiday pay, unless it is determined by the Director that the absence is excused.

#### Holiday Compensation Rate

- a. Eligible full-time salaried employees will receive their regular salary for each of the designated holidays.

b. Eligible full-time hourly employees will receive compensation at their normal hourly wage for the 8 hours they are normally scheduled to work on the day of the designated holidays.

c. Part time employees will receive compensation at their normal hourly wage for 4 hours of work on the day of the designated holidays.

Holidays that fall on a Sunday will be observed on the following Monday.

## Vacation Leave

### **Vacation Policy**

Vacation leave is a benefit which is awarded on January 1 of each year.

#### Eligibility

To be eligible, employees must be regularly scheduled to work twenty (20) or more hours per week, and must have worked for the Library for twelve (12) continuous months. Employees who have worked for the Library in a position that requires nineteen (19) or less hours per week for twelve (12) continuous months, but then begin working twenty (20) or more hours per week regularly, are automatically eligible for paid vacation leave.

Eligible employees earn vacation leave hours in accordance with the number of hours in their regular workweek, and based on the number of qualified years of service with the Library. Employees shall earn vacation leave at a rate proportional to the percentage of time they work each week. Percent time is calculated by multiplying the number of hours worked per week by the number of weeks worked per year (52), divided by 2,080 hours. This percentage is then multiplied by the number of hours allotted to a 40-hour employee in the same qualified years of service bracket to calculate the number of vacation hours for that employee. For example, an employee with 1-5 qualified years of service working 20 hours per week accrues 40 hours of vacation time per year  $[(20 \times 52 \div 2,080) = 0.5 \text{ or } 50\% \times 80]$ . All calculations ending in a fraction of an hour, will be rounded up to the next full hour.

Example Schedules\*

Qualified Years of Service	Vacation Hours Earned per Year For a 40-Hour Employee (100%)
1-5	80
6-10	120
11-15	160
16 +	200
Qualified Years of Service	Vacation Hours Earned per Year For a 30-Hour Employee (75%)
1-5	60
6-10	90
11-15	120
16 +	150
Qualified Years of Service	Vacation Hours Earned per Year For a 28-Hour Employee (70%)
1-5	56
6-10	84
11-15	112
16 +	140
Qualified Years of Service	Vacation Hours Earned per Year For a 24-Hour Employee (60%)
1-5	48
6-10	72
11-15	96
16 +	120
Qualified Years of Service	Vacation Hours Earned per Year For a 20-Hour Employee (50%)
1-5	40
6-10	60
11-15	80
16 +	100

\*This list of examples is not exhaustive.

### Proration

Employees that begin working twenty (20) or more hours per week regularly after January 1 and have met all other requirements for the paid vacation leave, will be awarded a prorated portion of paid vacation hours based on the number of months left in the calendar year.

### Qualified Years of Service

When an employee becomes eligible for additional vacation hours based on a change in qualified years of service, the additional vacation hours will be awarded on January 1 of the employee's anniversary year in the year in which the change will occur.

### Scheduling

Employees must submit a request for the use of earned paid vacation leave to the Director at least fourteen (14) days in advance. Reasonable efforts will be made to attempt to meet employees' vacation scheduling requests, but the final approval for all vacation requests is at the discretion of the Department Heads and the Library Director based upon the operational needs of the Library.

Vacation leave may be taken in increments of one (1) or more hours.

### Pay Rate

The rate of pay for paid vacation leave is the employee's normal hourly or salaried rate.

### Payment upon Separation

Upon separation, earned unused vacation time for the year in which the separation occurs shall be credited to the employee in his or her final paycheck. The effective date of separation is the last day worked and is not extended by payment of unused vacation time.

## Sick Leave

### **Sick Leave Policy**

Sick leave is a benefit which is awarded on January 1 of each year.

### Eligibility for Paid Sick Leave

To be eligible, employees must be regularly scheduled to work twenty (20) or more hours per week, and must have worked for the Library for ninety (90) continuous days. Employees who have worked for the

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Library in a position that requires nineteen (19) or less hours per week for ninety (90) continuous days, but then begin working twenty (20) or more hours per week regularly, are automatically eligible for paid sick leave.

Full-time, 40-hour per week employees, who meet the other requirements, are given ninety-six (96) hours of paid sick leave each calendar year.

Part-time eligible employees earn sick leave hours in accordance with the number of hours in their regular workweek. Employees shall earn sick leave at a rate proportional to the percentage of time they work each week. Percent time is calculated by multiplying the number of hours worked per week by the number of weeks worked per year (52), divided by 2,080 hours. This percentage is then multiplied by 96, to calculate the number of sick hours for that employee. For example, an employee working 20 hours per week earns 48 hours of paid sick leave per year  $[(20 \times 52 \div 2,080) = 0.5 \text{ or } 50\% \times 96]$ . All calculations ending in a fraction of an hour, will be rounded up to the next full hour.

#### Rollover for Paid Sick Leave

All eligible employees are entitled to carry over all paid sick leave earned but unused from one year to the next year.

Employees who require additional sick leave after using all earned paid leave during a twelve (12) month period must apply for unpaid medical leave.

Earned paid sick leave is not paid out to employees upon separation from employment with the Library.

#### Notification & Use for Paid Sick Leave

An eligible employee may use paid sick leave for his or her own illness or injury, or the illness or injury of an eligible employee's child, spouse or partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent (collectively "Entitled Family Members"). Eligible employees may also use paid sick leave to attend the employee's or Entitled Family Member's scheduled health care appointments per the terms of this policy.

Sick leave may be taken in increments of one (1) or more hours. Employees are required to notify their supervisor at least two (2) hours prior to the start of their scheduled shift and are responsible for keeping their supervisor informed of their probable return date.

Full-time, 40-hour per week employees, may only use a maximum of two hundred forty (240) paid sick hours in a given twelve (12) month period.

Part-time eligible employees may use sick leave hours in accordance with the number of hours in their regular workweek. Employees shall use sick leave at a rate proportional to the percentage of time they work each week. Percent time is calculated by multiplying the number of hours worked per week by the number of weeks worked per year (52), divided by 2,080 hours. This percentage is then multiplied by 240, to calculate the maximum number of sick hours that that employee may use in a given twelve (12)

month period. For example, an employee working 20 hours per week may only use one hundred twenty (120) hours of paid sick leave in a given twelve (12) month period  $[(20 \times 52 \div 2,080) = 0.5 \text{ or } 50\% \times 240]$ .

A note from the employee's treating physician stating that the employee is fit to return to work may be required if an employee uses sick leave for more than three (3) consecutive scheduled shifts for his or her own illness or injury.

Sick leave may not be used to extend vacation leave or other leaves of absence.

### Pay Rate

The rate of pay for paid sick leave is the employee's normal hourly or salaried rate.

### Proration

Employees that begin working twenty (20) or more hours per week regularly after January 1 and have met all other requirements for the paid sick leave, will be awarded a prorated portion of paid sick hours based on the number of months left in the calendar year.

### IMRF

Once an employee reaches the IMRF maximum, any further accrued sick days cannot be banked and must be used in the calendar year they are accrued or the sick time will be lost.

Employees may qualify under the Illinois Municipal Retirement Fund (IMRF) for a maximum of one year (240 days) (approx. 1,920 hours) of additional service credit for unused, unpaid sick days. IMRF is not administered by the Library and therefore it is each employee's responsibility to ensure that their individual account is being accurately and properly managed by IMRF.

All information provided describing IMRF contributions, credits and benefits is provided for informational purposes only, and is not intended to change or alter any IMRF terms, benefits, or conditions and is subject to change without notice. In case of any conflict with the information found in this or any other Library policy, or any information provided by a Library supervisor, employee, or Director, and the information directly provided by IMRF, the latter controls.

All inquiries regarding IMRF should be directed to an IMRF representative.

## [Personal Leave](#)

Personal leave is a benefit which is awarded on January 1 of each year.

### Eligibility

To be eligible, employees must be regularly scheduled to work twenty (20) or more hours per week.

Full-time, 40-hour per week employees, are given sixteen (16) hours of paid personal leave each calendar year.

Part-time eligible employees earn personal leave hours in accordance with the number of hours in their regular workweek. Employees shall earn personal leave at a rate proportional to the percentage of time they work each week. Percent time is calculated by multiplying the number of hours worked per week by the number of weeks worked per year (52), divided by 2,080 hours. This percentage is then multiplied by 16, to calculate the number of personal hours for that employee. For example, an employee working 20 hours per week is allowed 8 hours of paid personal leave per year  $[(20 \times 52 \div 2,080) = 0.5 \text{ or } 50\% \times 16]$ . All calculations ending in a fraction of an hour, will be rounded up to the next full hour.

### Notification and Use

Employees should submit all requests for use of earned personal leave to the Director for review. Reasonable efforts will be made to attempt to meet an employee's personal leave scheduling request, but the final approval for all personal leave requests are at the discretion of the Department Heads based upon the operational needs of the department.

### Proration

Employees that begin working twenty (20) or more hours per week regularly after January 1 and have met all other requirements for the paid vacation leave, will be awarded a prorated portion of paid vacation leave based on the number of months left in the calendar year.

## Bereavement/ Funeral Leave

### Policy

All employees working twenty (20) or more regularly scheduled hours per week are entitled to paid bereavement leave upon the death of an immediate family member. The amount of leave shall be determined based upon the below schedule. Employees will be paid their regular base rate wages or salary while on authorized bereavement leave. Bereavement leave must be taken on consecutively scheduled work days.

### Eligibility

To be eligible, employees must be regularly scheduled to work twenty (20) or more hours per week.

Full-time, 40-hour per week employees, are given either forty (40) or twenty four (24) hours of paid bereavement leave for each death of a family member, based on the relation of the deceased as outlined below.

Part-time eligible employees earn paid bereavement leave hours in accordance with the number of hours in their regular workweek. Employees shall earn personal leave at a rate proportional to the percentage of time they work each week. Percent time is calculated by multiplying the number of hours worked per week by the number of weeks worked per year (52), divided by 2,080 hours. This percentage is then multiplied by either 40 or 24 (depending on the relation of the deceased as outline below), to calculate the number of sick hours for that employee. For example, an employee working 20 hours per week is given 20 hours of paid bereavement leave for the death of a sibling  $[(20 \times 52 \div 2,080) = 0.5 \text{ or } 50\% \times 40]$ . All calculations ending in a fraction of an hour, will be rounded up to the next full hour.

#### Forty Hour Bereavement Leave

Eligible employees are entitled to their percentage of forty (40) paid bereavement hours after the death of any of the following family members\*:

- Father
- Mother
- Spouse or civil union partner
- Children
- Sibling

\*For purposes of this section the designated relation will include step relations, half relations, and adopted relations.

#### Twenty Four Hour Bereavement Leave

Eligible employees are entitled to their percentage of twenty four (24) paid bereavement hours after the death of any of the following family members\*:

- Mother-in-law
- Father-in-law
- Daughter-in-law
- Son-in-law
- Sister-in-law
- Brother-in-law
- Grandmother
- Grandfather
- Grandchildren
- Aunt
- Uncle
- Niece
- Nephew
- Cousin

\*For purposes of this section the designated relation will include step relations, half relations, and adopted relations.

### Procedure

All requests for bereavement leave should be directed to the Director. Employees must receive prior authorization for bereavement leave. If allowed time is not sufficient due to extenuating circumstances, an employee may use sick leave, vacation time, personal time, or take leave without pay with the approval of the Library Director.

## Victim's Economic Security and Safety Act (VESSA)

### **Victims of Domestic Violence**

Under the Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/1, et seq., you may take up to a total of eight (8) workweeks of unpaid leave from work during any rolling 12-month period in order to address matters involving domestic or sexual violence as provided for under Illinois law.

**1. Eligibility.** Generally, to be eligible for VESSA leave, you must either be a victim of domestic or sexual violence or a family member or household member of such a victim. Leave may be taken for any one or combination of the following reasons:

- a. to seek medical attention or treatment;
- b. to seek psychological or other counseling;
- c. to obtain victim services;
- d. to participate in safety planning or relocate for reasons of safety;
- e. to seek legal assistance; and
- f. to participate in a related court proceeding.

**2. Leave Time.** If you need to take a leave of absence under VESSA or need a reasonable accommodation, please speak with the Director so that we can discuss the amount of time that is necessary and how we can best schedule your work. If you are entitled to take paid or unpaid leave, you may choose to use any period of that paid or unpaid leave while taking VESSA leave, but you will not be required to do so. VESSA leave may be taken intermittently or on a reduced-work schedule.

3. Notice Required. You must provide the Director with advance notice (at least 48 hours) of your intention to take the leave if you had advance notice of the need for the time off. If such notice is not possible, you must notify management as soon as is practicable.

4. Certification Required. If you are eligible for VESSA leave and seek to use it, you must provide the Director with certification (a sworn statement) that (1) states that you are, or your family member is, a victim of domestic or sexual violence; and (2) includes your reason(s) for taking the leave. In addition to your sworn statement, you also must provide corroborating information to support the need for your leave, such as documentation prepared by a victim services organization, attorney, clergy member, medical, or other professionals who provided assistance to the victim, police or court records, or other corroborating evidence. The supporting documentation may be submitted as it becomes available. Certification must be provided within a reasonable time (generally no later than 15 days) following the request by the Director. In addition, while on leave you may be required to report periodically on your status and intention to return to work.

5. Employment and Benefits. Time off that is approved under this Policy is unpaid, and the time spent on VESSA leave will not be considered or counted as “time worked” for the purposes of accruing or earning employment benefits. However, you will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided had you remained actively at work.

Upon your return from VESSA leave, you are entitled to be restored to your position of employment or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. However, VESSA leave does not entitle you to any right, benefit, or position of employment other than any right, benefit, or position to which you would have been entitled had you not taken the leave.

6. Failure To Return from Leave. If you fail to return from VESSA leave for reasons other than the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control, you must repay the premiums that the Library paid on your behalf while you were on leave. If you claim you are unable to return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control, you may be required to provide certification (a sworn statement and proper documentation) that you are unable to return to work because of that reason.

### Jury Duty

Employees of the Bridgeview Public Library who are not exempt from jury service shall be given time off from their regular employment with the Bridgeview Public Library for jury duty. Employees who are summoned for jury service and who respond and appear at the designated location for such service shall receive their regular compensation as employees of the Library of Bridgeview. The employee must turn in his/her jury service payment from the county, less that portion identified by the county as reimbursement for travel expenses, in order to receive her regular compensation.

Employees should follow department procedure in notifying supervisors regarding upcoming jury duty.

## Military Leave

Military leave and continuation of benefits shall be granted in accordance with applicable federal and state laws; however, the Library reserves the right to exercise its full rights under these laws.

### Notice of Intent to Take Military Leave

An employee must provide the Library with notice of the need to take military leave by notifying the Director of Human Resources with advance written or verbal notice for all military duties unless giving notice is impossible, unreasonable, or precluded by military necessity.

An employee should provide notice as far in advance as is reasonable under the circumstances. It is recommend that when possible the Library should be provided advance notice of at least thirty (30) days for all military leave.

### Compensation & Benefits during Military Leave

An employee who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and who is mobilized to active military service shall continue to receive the same regular compensation that he receives or was receiving as an employee of the Library at the time he is or was so mobilized to active military duty minus the amount of his base pay for military service, for the duration of his active military service. Local Government Employees Benefits Continuation Act, 50 ILCS 140/1, *et seq.*

### Returning from Military Leave

Generally for service of less than thirty-one (31) days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

Generally for service of more than thirty (30) days but less than one hundred eighty-one (181) days, the service member must request to return to work within fourteen (14) days of release from service.

Generally for service of more than one hundred eighty (180) days, the service member must submit a request to return to work within 90 days of release from service.

### Legally Mandated Employee Leaves

The Library is not covered by the Family and Medical Leave Act of 1993 (FMLA), Pub.L. No. 103-3, 107 Stat. 6, codified at 29 U.S.C. §2601, *et seq.*, because it has fewer than 50 employees. The Library is,

however, required to provide varying amounts of leave to qualified employees pursuant to the following Illinois laws: Family Military Leave Act, 820 ILCS 151/1, et seq.; Civil Air Patrol Leave Act, 820 ILCS 148/1, et seq.; and the School Visitation Rights Act, 820 ILCS 147/1, et seq. For more information about these various types of leave, please see the Director.

## 5 BENEFITS

### Medical Insurance

The Library makes a Medical plan available to employees regularly scheduled to work 35 or more hours per week. The Plan provides hospital, surgical, medical, accident, out-patient services and major medical insurance.

The Library pays 100% of the HMO health insurance premium for the individual employee. If the employee chooses to participate in the PPO health insurance the Library will pay the cost of the HMO health insurance premium for the employee and the employee is responsible for paying the difference.

New full time employees are eligible for insurance on the 1<sup>st</sup> day of the month following their 90 day trial period. A new employee is defined as any individual being hired by the Library for the first time; any individual being hired by the Library who previously worked for the Library, but had the employment relationship severed by resignation or termination; any individual who is returning to the Library after being laid off; and any individual who is a current employee of the Library, but is being hired for a new position.

### Dependent Medical Coverage

If you are an employee eligible to participate in this Plan, your spouse and your children are eligible for dependent coverage. Premiums must be paid by the employee and are not covered by the employer.

### Dental Insurance

The Library makes a Dental plan available to employees regularly scheduled to work 35 or more hours per week. The Library pays 100% of the Dental Insurance premium for individual employees.

### Dependent Dental Coverage

If you are an employee eligible to participate in this Plan, your spouse and your children are eligible for dependent coverage. Premiums must be paid by the employee and are not covered by the employer.

### Life Insurance

The Library offers a Life Insurance plan to employees regularly scheduled to work 35 or more hours per week. The Library pays 100% of the Life Insurance premium for individual employees.

### Dependent Life Insurance Coverage

There is no dependent coverage for the Life Insurance plan.

## Illinois Municipal Retirement Fund (IMRF) Pension

### Definitions

The following words and phrases shall have the following meanings when used in this section.

*Members:* All Library employees scheduled to work at least one thousand (1,000) hours a year and whose position normally requires performance of duty for one thousand (1,000) hours or more per year that are eligible to participate in IMRF.

*Vested:* A member who has contributed to IMRF for eight (8) years if they participate in Tier 1. A member who has contributed to IMRF for ten (10) years if they participate in Tier 2.

*Participation Policy:* All Members will participate in IMRF through deductions from their Library paychecks.

*Contributions:* All contributions made by both Members and the Library as provided in the Illinois Pension Code, 40 ILCS 5 *et seq.*

*Refund:* If a Member who has contributed to IMRF for fewer than the number of years required to be considered Vested leaves the employment of the Library, she may be eligible to receive a refund of her IMRF contribution.

*Tier 1:* Members who first enrolled in IMRF prior to January 1, 2011.

*Tier 2:* Members who first enrolled in IMRF on or after January 1, 2011.

All inquiries regarding refunds should be directed to an IMRF pension representative.

### Retirement

#### Tier 1

Tier 1 vested members are eligible to receive a *full pension*:

- ✓ At sixty (60) years of age; or
- ✓ After thirty-five (35) years of service and at least fifty-five (55) years of age.

Tier 1 vested members eligible to receive a *reduced pension*:

- ✓ At least fifty-five (55) years of age and fewer than thirty-five (35) years of service.

#### Tier 2

Tier 2 vested members are eligible to receive a *full pension*:

- ✓ At sixty seven (67) years of age; or
- ✓ After thirty-five (35) years of service and at least sixty two (62) years of age.

Tier 2 vested members eligible to receive a *reduced pension*:

- ✓ At least sixty two (62) years of age and fewer than thirty-five (35) years of service.

Other exceptions to these retirement requirements may exist and all inquiries should be directed to an IMRF pension representative.

### Disability

Members may be eligible to receive monthly payments of up to fifty percent (50%) of their monthly earnings if the member:

- ✓ has at least twelve (12) consecutive months of service credit with IMRF;
- ✓ is disabled for more than thirty (30) days;
- ✓ is unable to perform duties assigned by the Library because of illness or injury; and
- ✓ is not receiving any earnings from the Library or any other IMRF employer.

If a member believes she may be eligible to receive disability benefits from IMRF, an IMRF Pension representative should be contacted for further determination.

### Death

The amount IMRF pays as a death benefit will vary depending on the amount of service credits earned by the member at the time of death.

Less than one year of service credit:

*And the death is not job related:* Beneficiary(ies) will receive a refund of the Member's contributions.

*And the death is job related:* Beneficiary(ies) will receive one year's salary plus a refund of the Member's contributions.

More than one year of service credit:

Beneficiary(ies) will receive one year's salary plus any balance (Member's contributions plus interest less any benefit overpayment) in the Member's account.

More than eight years (Tier 1) or ten years (Tier 2) of service credit:

Member's spouse, if marriage occurred at least one year prior to death, will receive a surviving spouse pension plus a \$3,000 lump sum payment; or

Beneficiary(ies) will receive one year's salary plus any balance (Member's contributions plus interest less any benefit overpayment) in the Member's account.

All information provided describing IMRF contributions, credits and benefits is provided for informational purposes only, and is not intended to change or alter any terms, benefits, or conditions contained in the IMRF Pension Plan and is subject to change without notice. In case of any conflict with the information found in this Handbook and the information directly provided by IMRF, the latter controls.

All inquiries regarding the IMRF Pension Plan and Members benefits should be directed to your IMRF Pension Plan representative. The Library does not administer and is not responsible for an employee's benefits under the IMRF Pension Plan.

### Social Security and Disability Benefits

All employees are required under federal law to contribute to Social Security. The Library matches all employee contributions to Social Security; these matching funds are added to each individual employee's account.

Social Security and Disability Benefits, if qualified, provide supplemental income after reaching a qualifying age or disability status, as determined by the Social Security Administration.

All questions and requests for additional information regarding Social Security and Disability benefits should be directed to the Social Security Administration.

### Workers' Compensation & Work Related Injuries

The Library provides Workers' Compensation Insurance for all of its employees at no cost to its employees to cover the cost of work related injuries, illnesses, or death that arise out of and during the course and scope of Library employment. In addition, if the work-related injury or illness prevents an employee from working, Workers' Compensation Insurance may also pay a percentage of average wages, depending upon the nature and extent of the injury or illness, in accordance with state law. Any questions regarding this policy should be directed to the Director.

#### Reporting Work Related Injuries

An employee who sustains any work related injury, *no matter how slight*, must immediately report the injury to the Director, or if the Director is not in the building that day, to her immediate Supervisor, or as soon as practicable. All reports must be made at least as soon as possible, but always within 24 hours of occurrence.

Supervisors must inform the Director of any reports made at least as soon as possible, but always within 24 hours of occurrence.

Employees are to follow the Workers' Compensation Policy when seeking treatment and reporting any work related injuries. Hospital emergency services are only to be used in life-threatening situations. Should a life-threatening medical emergency occur, employees are to call 911 immediately.

### Falsification of Work Related Injuries

Any Library employee found to have falsified or knowingly assisted another Library employee in falsifying any work-related injury may be subject to disciplinary action up to and including termination.

Any Library employee who becomes aware of the falsification of work-related injuries by another employee should report the violation immediately to her Department Head AND the Director at least as soon as possible, but always within 24 hours of occurrence.

### Unemployment Compensation

Unemployment Compensation Insurance is a benefit that is available for employees who lose their positions through no fault of their own. This program is administered by the Illinois Department of Employment Security, which is responsible for determining a former employee's eligibility and level of benefits. All questions regarding unemployment compensation insurance should be directed to the Illinois Department of Employment Security.

The Library pays all costs associated with Unemployment Insurance.

### Consolidated Omnibus Reconciliation Act (COBRA) & Mini-COBRA

#### Definitions

For the purposes of this section the following terms shall be defined as follows:

*Medical Benefits:* Health and Dental Insurance benefits provided by the Library to its employees, their spouses, and their dependent children.

*Qualified Beneficiaries:* Former employees, their spouses, widows, and dependent children eligible to receive Medical Benefits after a qualifying event<sup>1</sup>.

#### Policy

Qualified Beneficiaries may be able to continue coverage under the Consolidated Omnibus Reconciliation Act (COBRA), the Illinois Spousal Continuation Law, or the Illinois Dependent Child Continuation Law that is identical to the coverage provided to Library employees and their eligible beneficiaries.

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<sup>1</sup> Refer to the Qualifying Event Chart at end of this section.

## Notification Requirements

### *COBRA*

Qualified Beneficiaries wishing to receive Medical Benefits pursuant to COBRA are required to provide a written notice to the Director within sixty (60) days of receiving a COBRA eligibility letter from the Library.

### *Illinois Spousal Continuation Law*

A spouse, former spouse, or widow wishing to receive Medical Benefits through the Illinois Spousal Continuation Law must notify the Library and the Library insurance provider in writing of the dissolution of marriage, the death, or the retirement of the employee within thirty (30) days of the qualifying event.

### *Illinois Dependent Child Continuation Law*

A dependent child or responsible adult acting on behalf of the dependent child wishing to receive Medical Benefits through the Illinois Dependent Child Continuation Law must notify the Library and the Library insurance provider in writing of the qualifying event within thirty (30) days of the qualifying event.

## Premiums for Medical Benefits

### *For COBRA*

Qualified Beneficiaries must submit payment for all premiums due for Medical Benefits provided pursuant to COBRA within forty-five (45) days of providing the Library with notification of election to receive COBRA benefits. The Library may charge up to one hundred and two percent (102%) of the group rate to Qualified Beneficiaries. For Qualified Beneficiaries receiving extended COBRA disability coverage the Library may charge up to one hundred and fifty percent (150%) of the group rate for coverage after the eighteenth (18<sup>th</sup>) month of COBRA coverage.

### *For the Illinois Spousal Continuation Law -Divorced or Widowed Spouse of an Employee*

The divorced or widowed spouse of an employee who is under the age of 55 may be charged at a rate not exceeding the group rate. The divorced or widowed spouse or the current spouse of a retiring employee who is age 55 or older may be charged a premium not exceeding the group rate plus an administrative fee after the first two years of coverage.

*For the Illinois Dependent Child Continuation Law -Dependent Children*

A dependent child may be charged a premium not exceeding the total of the rate charged to an employee for medical and dental insurance plus the amount contributed by the Library for those benefits per employee.

Qualifying Event & Beneficiary Charts

**For COBRA benefits**

<i>Qualifying Event</i>	<i>Qualified Beneficiary<sup>2</sup></i>	<i>Maximum Coverage Period</i>
Employee		
Termination of employment for any reason, including termination of disability benefits and layoff, except for termination due to gross misconduct	Former employee, spouse, and dependent children	18 Months
Loss of Eligibility Due to Reduction in Work Hours	Employee, spouse and dependent children	18 Months
Dependents		
Death of Employee	Widow and dependent children	36 Months
Divorce or Legal Separation	Spouse/former spouse and dependent children	36 Months
Loss of Dependent Status	Formerly dependent children	36 Months
Employee Becomes Medicare Eligible	Spouse and dependent children	36 Months

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<sup>2</sup> Qualifying beneficiaries who become Medicare eligible after a qualifying COBRA event become ineligible to continue COBRA coverage.

**For the Illinois Dependent Child Continuation Coverage Law Benefits**

<i>Qualifying Event</i>	<i>Qualified Beneficiary</i>	<i>Maximum Coverage Period</i>
Death of Employee	Dependent children covered on the day prior to the qualifying event	24 Months
Loss of Dependent Status	Dependent children covered on the day prior to the qualifying event	24 Months

**For the Illinois Spousal Continuation Coverage Law Benefits**

<i>Qualifying Event</i>	<i>Qualified Beneficiary</i>	<i>Maximum Coverage Period</i>
Divorce	Spouse/former spouse and dependent children covered on the day prior to the qualifying event	24 Months
Death of Employee (Widower)	Spouse and dependent children covered on the day prior to the qualifying event	24 Months
Retirement of Employee	Spouse until becomes eligible for Medicare and dependent children covered on the day prior to the qualifying event	24 Months

[Library Sponsored Activities](#)

From time to time the Bridgeview Public Library may sponsor after work activities such as parties. We hope that all employees and their guests attend these casual, away-from-the-office events to meet with co-workers and their families. While we wish to have you at these events, they are purely voluntary, and therefore, please do not feel that you are required to attend.

## 6 RETURNING TO WORK AFTER LEAVE

### Returning After Three (3) or more Consecutive Sick Days

An employee returning to work after taking three or more consecutive days of sick leave or after taking sick leave due to having contracted a contagious disease will be required to present a physician's certification that the employee is fit to return to work.

Unless informed otherwise, an employee's treating physician may provide the certification. However, the Director reserves the right to require the employee to submit to an examination by a Library appointed physician prior to returning to work. In determining the appropriateness of the secondary examination, the Director will consult with the appropriate Department Head and take under consideration the nature and extent of the medical condition requiring the leave, the length of the leave, the employee's job duties, and other such factors.

### Returning after a Workman's Compensation Injury or Illness

An employee returning to work after a taking leave for a Workman's Compensation injury, illness, or contagious disease must present a physician's certification that the employee is fit to return to work.

Unless informed otherwise, an employee's treating physician may provide the certification. However, the Director reserves the right to require the employee to submit to an examination by a Library appointed physician prior to returning to work. In determining the appropriateness of the secondary examination, the Director will consult with appropriate Department Head and take under consideration the nature and extent of the medical condition requiring the leave, the length of the leave, the employee's job duties, and other like factors.

## 7 CONDUCT & DISCIPLINARY ACTION

### Rules of Conduct

The Bridgeview Public Library believes that the best working conditions exist only when all employees (including supervisors) conduct themselves with respect, dignity, and consideration for themselves, their fellow employees, Library residents, and the Library of Bridgeview. Certain rules are necessary to create such conditions for the safety, well-being, and productivity of Library employees. The purpose of these rules is not to punish, but to encourage the harmony and cooperation we all need to do well.

While we hope and expect that all employees will adhere to the rules of conduct contained in this Handbook, we would emphasize that if your job performance, attitude or conduct falls short of the established standards, appropriate and progressive disciplinary action will be taken. Such action may range from verbal or written warnings to suspension or termination, depending upon the misconduct and prior disciplinary action. However, some types of misconduct are so intolerable that termination may be imposed for the first offense.

### Inappropriate Conduct

In addition to the certain provisions described in other sections of this Handbook, employees are expected to conduct themselves within a certain standard of professionalism. Below are non-exhaustive lists of behavior and conduct that are considered to be unacceptable and may result in disciplinary action, up to and including immediate termination. These lists are intended to provide examples of inappropriate behavior and conduct, and in no way limit the authority of the Library to discipline its employees for inappropriate conduct, nor do they alter in any way the at-will nature of employment with the Library.

If, after proper investigation by a Library authority, an employee is found to have committed any one of the following, this will generally result in immediate termination for the first offense:

1. Committing, attempting, or participating in theft or misappropriation of property belonging to the Library of Bridgeview, a patron of the Library, a visitor, or a fellow employee;
2. Abusing or removing any equipment, tools, or materials from the Bridgeview Public Library premises without proper authorization;
3. Dishonesty, lying, embezzling, or falsifying or altering the Library of Bridgeview's records or intentionally giving false information to anyone with a duty to prepare Library records, no matter when discovered, including giving false information on an employment application, timecard, time record, or other forms;
4. Destroying, damaging, sabotaging, or hiding property belonging to the Library, Library residents, or fellow employees, or willfully or negligently wasting Library materials or property;
5. Disclosing confidential information about the Bridgeview Public Library or its patrons to unauthorized persons;
6. Punching or making entries on another employee's timecard or time record, or allowing another person (other than the Director) to punch or make entries on your timecard or time record;

7. Carrying dangerous weapons while on the Bridgeview Public Library property or while on Library business.
8. Failing to cooperate in any investigation or search conducted by or on behalf of the Library of Bridgeview, including internal investigations regarding alleged employee misconduct;
9. Failing to cooperate with or to follow prescribed security procedures, or encouraging others to do so;
10. Making or publishing false, vicious or malicious statements concerning any employee, supervisor, and member of management, patron, the Library of Bridgeview, or its services, unless permitted as a protected activity;
11. Fighting on the Bridgeview Public Library property or assaulting or attempting to assault any employee or other person, or inciting another person to engage in an assault or fight;
12. Conviction of a felony or other criminal act;
13. Engaging in immoral conduct or indecency;
14. Sleeping on the job.
15. Negligence resulting in injury to persons, or damage to property belonging to the Library, Library residents, or fellow employees;
16. Engaging in disorderly conduct;
17. Deliberately restricting work performance, concealing defective work, or encouraging others to do so;
18. Being insubordinate or disobedient, including refusing to promptly carry out a supervisor's lawful work instruction or assignment;
19. Being physically or verbally abusive towards a supervisor, fellow employee, or resident;
20. Instigating, encouraging, or participating in a work slowdown or stoppage, or deliberately restricting production output or encouraging others to do so;
21. Being absent for three (3) or more consecutive scheduled work days without providing a satisfactory explanation to an immediate supervisor;
22. Failing to return promptly from a leave of absence or vacation, upon expiration;
23. Misrepresenting the reason for a leave of absence
24. Destroying Library bulletin boards, posting or removing notices, signs, or writing in any form on the bulletin boards or Library property at any time without the specific authority of management;
25. Violating any Library rules, policies, or procedures, including but not limited to the Library policies on sexual harassment, equal employment opportunity, and drug and alcohol use;
26. Accessing files without authorization, or unauthorized copying or removal of files, data, disks, tapes, programs, or hardware;
27. Unauthorized use or duplication of Library keys;
28. Unauthorized entry after hours; or
29. Unauthorized use of Library property.

Violation of the following rules will generally result in progressive discipline. Offenses need not be the same or similar to result in progressive discipline. In some cases, depending on the nature of the offense and the particular circumstances, more severe discipline may result:

1. Operating or using machines, tools, or equipment (including office machines, computers and software) in an unauthorized manner, or changing feeds or speeds without authorization;

2. Removing or adjusting safety devices without authorization of the supervisor;
3. Failure to follow work rules, housekeeping, and safety procedures or policies, including but not limited to the failure to properly maintain equipment and the failure to report any injury, no matter how slight;
4. Failing to maintain satisfactory work performance or causing excessive rework, scrap, waste, or damage; in some circumstances an employee may be sent home if his/her work performance is poor and/or is physically incapable of doing his/her job;
5. Interfering with other employees on the job;
6. Being in an unauthorized area of the Library facilities, or bringing others into Library facilities without authorization;
7. Engaging in horseplay;
8. Excessive tardiness or absenteeism;
9. Smoking or using an open flame in unauthorized locations;
10. Overstaying scheduled work break periods or engaging in personal business during work time;
11. Leaving or preparing to leave workstation before scheduled break period, lunch, or quitting time, without authorization of the supervisor;
12. Failing to provide advance notice of planned absences to immediate supervisors or the Director as required by this handbook, or notify The Bridgeview Public Library as far in advance as possible of an absence, or failing to call in when not reporting for work prior to the start of the scheduled shift;
13. Failing to report, immediately, any unsafe working condition(s), defective equipment, or damage to the Bridgeview Public Library property, no matter how slight;
14. Making or receiving excessive or lengthy personal phone calls during scheduled work-time;
15. Violating the solicitation/distribution policy;
16. Unauthorized selling of any items or service on the Bridgeview Public Library property;
17. Failing to be at workstation, ready to begin work at designated starting time;
18. Creating or contributing to unsanitary conditions;
19. Failing to punch/record your timecard/time record in or out; or
20. Any other conduct deemed harmful to the Library of Bridgeview, its residents, or its employees.

Any and all write-ups stay in an employee's personnel file for the term required by the state record disposal law.

### Progressive Discipline Procedure

Employment with the Bridgeview Public Library for employees is at-will, which means both the Library and employees have the right to terminate at any time, with or without cause or advance notice. Irrespective of the at-will nature of Library employment, the Library has elected to follow a progressive corrective action procedure in some instances and strives to ensure the consistency of its application for all non-temporary employees.

Under the progressive correction action procedure, all work-related infractions may be treated with progressively more severe corrective action, up to and including termination of employment with the Library. However, it should be noted that the Library is not required to follow a progressive path of discipline in every instance. An employee who commits serious offenses may be disciplined as is deemed appropriate, up to and including immediate termination, regardless of the corrective action previously taken or not taken against the employee.

#### Step 1: Oral Reprimand

*Oral Reprimand* is to be used to correct minor infractions or performance problems. The supervisor giving the reprimand should document the minor infraction or performance problem and the consequence for non-compliance or failure to improve performance AND report the infraction to the Director at least as soon as possible, but always within 24 hours of occurrence.

#### Step 2: Written Reprimand

*Written Reprimand* is to be used for recurring minor infractions or performance problems for which an oral reprimand has already been given or a more serious infraction of conduct and/or performance. The supervisor giving the reprimand should document the infraction or performance deficiency, any previous disciplinary or corrective action taken, and the potential consequence for future non-compliance or lack of improvement by the employee AND report the infraction to the Director at least as soon as possible, but always within 24 hours of occurrence. The employee is to be provided with a copy of the written reprimand, and a copy should be placed in the employee's personnel file kept with the Director

#### Step 3: Written Reprimand and Suspension

*Written Reprimand and Suspension* is to be used for continually recurring minor infractions or performance problems for which a first written reprimand has already been issued. A meeting should be held with the employee being reprimanded, the supervisor giving the reprimand, the Department Head, and the Director to discuss the misconduct or performance deficiency, any previous disciplinary or corrective action taken related to the misconduct or performance deficiency, and the possible consequence for future noncompliance or lack of improvement. The employee is to be provided with a copy of the written reprimand, and a copy should be placed in the employee's personnel file kept with the Director

The length of the suspension may be for any period of time not to exceed thirty (30) days. Suspensions are typically without pay. The length of the suspension will depend upon the severity and nature of the conduct.

For management and other employees who are deemed to be exempt employees under the Fair Labor Standards Act, suspensions shall take the form of an equivalent of loss of accrued paid leave.

#### Step 4: Demotion or Termination

*Demotion or Termination* is to be used as a last resort where conduct or performance has not improved despite progressive corrective action or an infraction of such a severe nature that immediate and severe disciplinary action is appropriate. Employees who have previously received a demotion for a particular infraction or performance deficiency may be considered for demotion or termination as the next progressive corrective action step if there is further non-compliance or lack of improvement subsequent to the disciplinary action previously taken against the employee.

#### Retaliation

Where an employee reasonably and in good faith opposes or reports any violations of the above rules or misconduct, testifies, assists, or participates in any investigation of or hearing concerning allegations of violations of rules or misconduct, no person or group of persons may retaliate against the employee. Retaliation includes any act of harassment, verbal abuse, verbal threats, or any other or additional acts of harassment or discrimination. Retaliation will also be considered a violation of this policy and may result in disciplinary action up to and including termination.

#### Job Abandonment

In the event that an employee has been absent more than three (3) consecutive working days without notice or explanation, that employee will be considered to have abandoned his employment with the Library.

#### Role of the Supervisor

In addition to all other roles as contained in this handbook or elsewhere, the supervisor of each department MUST continually update the Director on all material matters that affect the Library. These matters include but are not limited to any provision in this handbook requiring reporting to the Director. Failure to report any material matter to the Director in a timely manner (at least as soon as possible, but always within 24 hours of occurrence) will report in discipline up to and including termination.

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**Revised: 10/10/17**

**Adopted:**

**Revised: 10/10/16**

**Adopted: 11/13/17**

## 8 Acknowledgement of Receipt of Employee Handbook

I, \_\_\_\_\_, acknowledge receiving a copy of the Bridgeview Public Library Employee Handbook (“Handbook”). I agree to read the Handbook and follow its policies and procedures.

I understand and acknowledge that I am employed at will, meaning that I may resign from employment for any reason at any time, with or without cause or notice, and that the Bridgeview Public Library may terminate my employment for any reason at any time, with or without cause or notice. I understand that this description of my employment relationship with the Bridgeview Public Library (employment at will) supersedes any earlier oral or written representations or statements that may have been made to me.

I understand that the Handbook replaces and supersedes any previous employee manuals and other similar documents that I may have received from the Library. I also understand that it is distributed as a guide and summary of the Library’s current policies, procedures, and guidelines, any of which may be changed or revoked by the Bridgeview Public Library at any time with or without notice to employees.

I understand that neither the Handbook nor any of the Library’s policies or procedures is or creates an express or implied contract.

Please acknowledge that you have received the Handbook by signing below and returning this Acknowledgement to the Library Director.

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Employee’s Signature

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Employee’s Name (print)

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Date

## 9 Acknowledgement of Receipt of Revisions to Employee Handbook

I, \_\_\_\_\_, acknowledge receiving a copy of the Revisions to the Bridgeview Public Library Employee Handbook (“Handbook”). I agree to read the Revisions and follow the policies and procedures.

I understand and acknowledge that I am employed at will, meaning that I may resign from employment for any reason at any time, with or without cause or notice, and that the Bridgeview Public Library may terminate my employment for any reason at any time, with or without cause or notice. I understand that this description of my employment relationship with the Bridgeview Public Library (employment at will) supersedes any earlier oral or written representations or statements that may have been made to me.

I understand that the Handbook, including these Revisions, replaces and supersedes any previous employee manuals and other similar documents that I may have received from the Library. I also understand that it is distributed as a guide and summary of the Library’s current policies, procedures, and guidelines, any of which may be changed or revoked by the Bridgeview Public Library at any time with or without notice to employees.

I understand that neither the Handbook nor any of the Library’s policies or procedures is or creates an express or implied contract.

Please acknowledge that you have received the Handbook Revisions by signing below and returning this Acknowledgement to the Library Director.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Employee’s Name (print)

\_\_\_\_\_  
Date