

Section 5	Personnel
Public Policy and Procedure Manual Approving Authority: Morris Area Public Library District Board of Trustees	Effective Date: 01/05/2010 Reviewed and Revised: 03/07/2012, 09/24/2013, 02/18/2016, 03/14/2016, 04/14/2016, 03/09/2020, 10/12/2023, 03/09/2026

A. Employee Practices

It is the policy of the Library Board of Trustees of the Morris Area Public Library District that the normal working conditions in the Library shall, in general, relate to the standards indicated by the American Library Association. Further, the Library provides such conditions as are conducive to pleasant and efficient work and as are commensurate with good service to the public.

At Will Policy and Disclaimer

It is the policy of the Morris Area Public Library that all employment is on an "at will" basis, which allows the employment to be terminated at any time by either the employee or the Library "at will" with or without cause. Nothing in this policy shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract.

Equal Employment Opportunity Policy

The Morris Area Public Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, or any other basis prohibited by law. Nothing in the previous paragraph is meant to limit or expand the Library's obligation pursuant to all state, local and federal rules and regulations in all phases of employment.

Immigration Compliance

The Morris Area Public Library complies with the requirements of federal immigration law, and for all employees hired after 1988, the Library shall have a properly completed Form I-9 that shall be kept as a part of its permanent personnel records. Copies of Form I-9 (Employment Eligibility Verification) can be obtained through the U.S. Department of Justice Immigration and Naturalization Service or through the personnel office of the Prairie Area Library System.

Non-Harassment Policy

The Morris Area Public Library will not tolerate, condone, or allow harassment, whether engaged in by fellow employees, supervisors, or non-employees who are using the Library. Such conduct may result in disciplinary action up to and including discharge. This policy covers all employees. Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when the conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive work environment. Conduct that belittles or demeans any individual on the basis of race, religion, national origin, age, disability, or other similar characteristics or circumstances will not be tolerated.

Complaint Procedure

The Library Director is responsible for creating an atmosphere free of discrimination. Further, employees are responsible for respecting the rights of their coworkers. If the employee experiences any job-related

discrimination or harassment based on his/her race, color, religion, gender, or any other basis prohibited by law, or if the employee believes he/she has been treated in an unlawful, discriminatory manner or has been unlawfully harassed, promptly report the incident to the Library Director.

If the employee believes it would be inappropriate to discuss the matter with the Library Director, he/she may report it directly to the president of the Board of Library Trustees. Once made aware of the complaint, the Morris Area Public Library is committed to commence an immediate, thorough investigation of the allegations. The complaint will be kept confidential to the maximum extent possible.

If, at the completion of the investigation, the Morris Area Public Library determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

The Morris Area Public Library prohibits any form of retaliation against any employee for filing a bonafide complaint under this policy or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, the Morris Area Public Library determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

Employee Categories

The Library categorizes employees in the following categories:

1. **Regular Full-Time Employees:** A regular full-time employee is an employee who is regularly scheduled to work 35 hours per week. Full-time employees are considered eligible for all employee benefits.
2. **Regular Part-Time Employees:** A regular part-time employee is an employee who is regularly scheduled to work less than 35 hours per week. Employees who work less than 18 hours per week are not eligible for employee benefits although those who worked an average of 11.5 hours per week (600 hours annually) or more prior to September 7, 2011 will be enrolled in the Illinois Municipal Retirement Fund (IMRF).
3. **Non-Exempt and Exempt Employees:** The Illinois Minimum Wage Law and the federal Fair Labor Standards Act classifies employees as either non-exempt or exempt for the purpose of minimum wage and overtime requirements. Under state and federal law, non-exempt employees are entitled to minimum wage and, if they work more than 40 hours in a work week, overtime or compensatory time. An employee's weekly earnings and job duties determine whether he or she is exempt or non-exempt.

Recruitment and Appointment

The Library Director shall be employed by the Board of Trustees. Qualifications should include a professional degree from a Library school accredited by the Committee on Accreditation of the American Library Association, and two years experience in a public Library or experience that the Board considers equivalent to such experience. Other employees shall be hired by the Library Director. The assistant director shall be hired by the Library Director with approval of the Board of Trustees.

Safe Hiring and Screening

The Morris Area Public Library District holds a fundamental belief that its Board of Trustees and administrative staff have a duty to provide a safe and secure environment for patrons and staff. In an effort to best ensure this, every selected applicant for regular full-time or part-time employment positions with the District (other than the position of Page) will undergo a criminal background check. Employment offers to individuals who are not currently employed by the District will be conditional based upon successful completion of a criminal

background check. Pages currently employed by the district need to successfully complete a criminal background check prior to appointment to higher positions. The criminal background check shall include submission of a current photo ID. The criminal background check will be in accordance with state and federal laws. Refusal to submit to and/or failing a criminal background check will remove the employment candidate from consideration for hire with the District.

Promotion, Demotion, Suspension, Termination, and Dismissal

1. Promotion: Appointment and promotion shall be based on merit.
2. Demotion: Demotion of employees to lower-paying positions or positions of less responsibility shall be at the discretion of the Library Director.
3. Suspension: At the discretion of the Library Director, an employee may be suspended. The suspended employee may retain the right to present his or her case before the Board of Trustees in accordance with the grievance procedure.
4. Termination: Employees who voluntarily resign from the Library are asked to provide at least two weeks' advance notice of their resignation.
5. Dismissal: Any employee may be dismissed with or without cause, at any time. Dismissals shall be at the discretion of the Library Director.

Personnel Records/Employee Evaluations

Events in each employee's history with the Library will be kept in the employee's personnel file. The employee is responsible for notifying the administrative assistant or Library Director of changes in address, telephone number, marital status, etc. Each employee will be given an annual performance review. The Library Director will conduct these reviews, and the personnel files will be documented with the results of this interview. The Library Director will also be reviewed in the same manner by the full Board of Trustees.

Workers' Compensation

All employees are covered by Worker's Compensation insurance without cost to the individual. Employees who are injured on the job at the Morris Area Public Library are covered by workers' compensation insurance. It is the employee's responsibility to immediately notify the Library Director of any injuries sustained while on the job at the Morris Area Public Library.

Compensation and Retirement

The information previously contained in this section has been moved to the **Pay Scale and Step Placement Policy**, which is maintained as a separate document and may be revised independently of the Personnel Policy.

Identity Protection Act

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, the Morris Area Public Library District intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 *et seq.*).

All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.

Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request. When collecting a social security number, or upon request by the individual, a Statement of the purpose or purposes for which the social security number is being collected and used must be provided.

IPA Restrictions

No employee may do any of the following:

1. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's social security number on any card required for the individual to access products or services.
3. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a barcode, chip, magnetic strip, RFID technology, or other technology.
4. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
5. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
6. Collect, use, or disclose a social security number from an individual, unless:
 - a. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
 - b. The need and purpose for the social security number is documented before collection of the social security number; and
 - c. The social security number collected is relevant to the documented need and purpose.
 - d. Require an individual to use his or her social security number to access an Internet website.
 - e. Use the social security number for any purpose other than the purpose for which it was collected.

IPA Restriction Exceptions

The prohibitions listed immediately above do not apply in the following circumstances:

1. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
2. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
3. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

4. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers before allowing the public inspection or copying of the information or documents.

A copy of this policy shall be made available to the public upon request. This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

B. Benefits

Group Health Insurance

Employees working at least 32 hours per week on a year-round basis are eligible for participation in the Library's group insurance plan. Coverage will begin 30 days after the first day of work. The plan includes medical, dental, vision and life/Accidental Death and Dismemberment (AD&D) insurance. Eligible employees may elect to opt out of the medical part of the plan at any time, with enrollment and/or re-enrollment to be determined by the insurance provider's policies at a qualifying event or during open enrollment. Enrollment in the life/AD&D insurance is required for all eligible employees and cannot be opted out of. The amount of employer contribution to the cost of coverage will be determined by the Board and reviewed on a regular basis and provided in an annual table (See Appendix F.) (Last update: 12/2021)

Social Security/Retirement Benefits

All Library employees are covered by Social Security and contribute as mandated by law. Employees who worked six hundred (600) or more hours per year (approximately eleven and a half [11.5] hours per week) prior to September 7, 2011 and/or employees who work one thousand (1,000) or more hours per year (approximately nineteen [19] hours per week) on or after September 7, 2011 are members of the Illinois Municipal Retirement Fund (IMRF) and contribute at the rate prescribed by law. Employees enrolled in IMRF prior to September 7, 2011 will continue to be subject to the 600-hour annual standard. Coverage under IMRF is in addition to Social Security coverage. During each pay period a percentage amount is deducted from the wages of IMRF-covered employees for the pension. The Library also contributes to IMRF for covered employees. Details about the IMRF pension plan are available from the Library Director (see also Appendix G).

Time Off

Policy Statement

Due to reasons employees must be absent from work, adequate provisions for such absences shall be outlined for the following conditions: Paid Time Off (PTO), sick leave, extended leave, and closures.

Scope and Definition

Attendance: Employees are expected to arrive at work on time for all scheduled shifts. Planned absences must be arranged and approved in advance by following all Library policies and procedures. Employees unable to

report to work as scheduled must contact their supervisor as soon as possible but no later than 15 minutes before their scheduled shift to explain the reason for the absence and the expected date of return to work. The Director may require additional documentation substantiating the reason for the absence. The employees must personally contact their supervisor on a daily basis during all absences except for those absences arranged and approved in advance. Unapproved absences are subject to disciplinary action up to and including termination. Failure to report for three consecutive shifts without notice to the supervisor, “no-call, no-show”, will be considered a voluntary resignation by the employee.

PTO (Paid Time Off): Paid time off should be scheduled as early as possible for the purpose of maintaining the function of the Library. Therefore, PTO requests must be submitted in writing to the employee’s supervisor no less than five business days in advance of the requested time off and scheduled in Paylocity or current time clock system. Approval of requested PTO is subject to availability of staff coverage. Submitting a PTO request does not guarantee approval. PTO will accrue for each “normally scheduled hour” worked at the Library at a given rate. (See Table 1). Employees may only request to take time off the amount of time they have accrued. It will be recorded each pay period in the current payroll system. After three months of employment, an employee may take off hourly increments that have been accrued. Roll over of PTO time will be capped at 50% above allotment provided each year. Once the PTO cap has been reached, no new PTO accrual shall be earned until such time as the PTO hours fall below the cap. (See Table 1)

Table 1:

PTO Rate-“Normally Scheduled Hours”			
	Tier 1 Accrual Rate 1-5 Years	Tier 2 Accrual Rate 6-10 Years	Tier 3 Accrual Rate 11+ Years
Director	0.05769231	0.05769231	0.07692308
Staff	0.03846154	0.05769231	0.07692308

Sick Leave/Extended Leave of Absence/Family and Medical Leave Act (FMLA): Employees shall be provided sick leave based upon “normally scheduled hours.” (See Table 2). The Director may receive a different rate as per the negotiated contract. Repeated days of absentia from illness or injury may require a doctor’s note. A medical release for full duty may be required upon returning to work. A discussion may be held with the Director about moving to an extended leave after ten days. (See Emergent Response Policy for emergency-event related leave, such as pandemic closures.) Unused sick days will be capped at 720 hours and will be recorded for purposes of pension service credit in accordance with IMRF regulations.

Table 2:

Sick Leave Rate-“Normally Scheduled Hours”		
	Accrual Rate	Cap in Hours
Director	0.046154	720

Staff	0.046154	720
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Extended leave of absence may be granted at the discretion of the Director. Extended leaves shall not be granted for more than 12 months in accordance with the Family and Medical Leave Act (FMLA). In the event that the extended leave of absence is granted, all sick leave and PTO accrued must be used first. Once identified benefits have been exhausted, leave may be granted without pay. No guarantee shall be given that the employee will be rehired in the same position should he or she request employment in the future. While the Library is a governing body and governed by FMLA, it does not meet the legal requirements of over 50 employees for FMLA eligibility, therefore, family and medical leave is granted at the discretion of the Library.

Holidays and Other Closings: Closures of the Library may be based upon holidays, government mandated closures as per the Closures Calendar in the appendix of the Library By-Laws. The Board will determine on an annual basis which days the Library will remain closed if a holiday falls on a weekend. There may also be closures due to emergent situations. Eligible employees will be compensated for holiday pay for their “normally scheduled hours”. Unless pre-approved in writing by their Supervisor, employees must work their scheduled hours directly prior to and after the Library closing in order to be paid for any early/holiday closure. Employees must be employed for at least 30 days in order to be paid for closures based upon the Closures Calendar, which may not include emergent situations. In the event of emergency closure, the Director may close the Library but must notify the Board through the President in writing. Employees who had “normally scheduled hours” will be paid. If the Library is open and an employee cannot make it to work due to an emergent situation, such as inclement weather, interstate closure, etc., they must notify the Director prior to the start of their “normally scheduled” shift. At the discretion of the Director, in order to be paid for that time, the employee must use accrued PTO hours or make the time off up. Only if the employee does not have accrued PTO time may, at the discretion of the Director, take the hours without pay.

Leave for Illness or Death In Immediate Family: Leave for illness and/or death in the family of an employee shall be granted, not to exceed three (3) days with pay; if further time is needed, an employee must use PTO hours or can be provided leave without pay at the discretion of the Director. Members of a family are defined as the following: parents, stepparents, spouse/partner, children, siblings, step siblings, grandparents, grandchildren, father/mother/brother/sister-in laws, and persons living in the same household as the employee. It is at the discretion of the Director to grant unpaid leave or to allow PTO leave for a non-familial illness or death.

Reserve Military Duty Leave: Employees who are members of the reserves of the U.S. Armed Forces or Illinois State Militia shall be allowed leave for a period spent in military service in accordance with the Family Military Leave Act (820 ILCS 151) and Illinois Service Member Employment and Reemployment Rights Act (330 ILCS 61). The Library shall comply with all state and federal laws concerning military leave to the extent applicable to the Library district.

Maternity/Paternity Leave: Eligible employees may use unpaid leave for up to 12 weeks per 12 month period for the birth of a child to the employee or employee’s spouse or partner and for the placement of a child with the employee for adoption or foster care. The 12-month period in which the 12 week entitlement occurs shall be a rolling 12 months measured forward from the date an employee uses any leave under this policy. Any earned but unused sick leave or PTO time may be used in conjunction with unpaid maternity/paternity leave. The Library shall comply with all state and federal laws concerning maternity and paternity leave to the extent applicable to the Library district.

Jury or Other Civic Duty: All staff requested to serve jury duty will be given the required time off to fulfill this obligation. Employees will be paid their “normally scheduled hours” for jury service. In cases where jury duty does not require a full day, employees are expected to return to work as much of their “normally scheduled hours” as possible. Employees must notify the Director as soon as possible when they receive a jury duty summons and provide proof of service to be paid. Payment of time off for other civic duty shall be made at the discretion of the Director with concurrence of the Board. In no event shall any such decision necessarily be used as a precedent for future requests for payment.

Victim’s Economic Security and Safety Act (VESSA): The Victims' Economic Security and Safety Act (VESSA) allows employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. The Act also prohibits employers from discriminating against employees who are victims of domestic or sexual violence or who have family or household members who are victims of domestic or sexual violence. The Library shall comply with all state and federal laws concerning VESSA to the extent applicable to the Library district.

C. Pay Practices

Hours of Work

It is the policy of this Library to remain open during such hours as best serve the needs of the community. Library service hours are to be determined by the Board and posted in a conspicuous place by the Library Director. Individual work schedules shall be designated by the Library Director, who shall be responsible for the assignment of such working schedules as best serves the needs of the community.

Attendance and Time Reporting

Employees are expected to arrive at work and be at their workstation productively engaged in Library business by the scheduled start time. Staff members are required to maintain and submit accurate records of hours and days worked and records of absence. All employees shall report their hours by clocking into and out of the Paylocity, or other currently used timekeeping system.

Payroll Period and Payday

The work week begins on Monday morning and ends the following Sunday. Employees are paid by check every two weeks. Direct deposit is encouraged.

Overtime and Compensatory Time

All non-exempt employees that work hours in excess of 40 hours in a given week shall receive compensatory (comp) time on the basis of time and one-half for all hours worked in excess of 40 in a given week. Employees are given as much notice as possible when asked to work overtime. The Library Director must approve the earning of any comp time. When scheduling time, an attempt is made to meet both the Library’s and the employee’s needs.

- a. **Eligible Employees:** Eligible employees are employees in positions that are classified as non-exempt under the federal Fair Labor Standards Act (FLSA).
- b. **Determination of Overtime Hours:** Overtime hours are any hours worked in a given work week in excess of forty (40) hours. The beginning day of the work week for each eligible employee shall commence at 12:01 AM each Monday.

- c. Accrual of Comp Time
 - i. Rate: For each hour of overtime worked by an eligible employee in a given work week, one and a half (1-1/2) hours of comp time shall accrue.
 - ii. Limitations: Eligible employees may accrue not more than 24 hours of comp time, computed as one and one half hours of comp time for not more than 16 hours of overtime work.
 - iii. Use: An eligible employee who has accrued comp time shall be allowed to use said time within a reasonable period following accrual so long as the operations of the Library are not unduly disrupted. Requested use of comp time shall be submitted to the Library Director at least two weeks in advance. Comp time shall not be counted as hours worked in the period in which such hours are used.
- d. Payment of Cash in Lieu of Comp Time
 - i. Authority of Employer: Nothing herein shall prohibit the employer, at the employer's option, of freely substituting cash, in whole or in part, for comp time off, and the overtime payment in cash does not affect subsequent granting of comp time in future work weeks or work periods.
 - ii. Payments to Employee: Cash payments to an employee for accrued comp time may be made at any time except that on termination, payment shall be made pursuant to Section 3.D. of this policy. No employee shall otherwise have the right to receive, upon request, cash in lieu of accrued comp time.

Work Breaks

Any employee who is scheduled and works at least four to six hours on any day is provided one fifteen minute work break. Any employee who is scheduled and works in excess of six hours is provided two fifteen-minute work breaks. Employees who are scheduled and work at least seven and a half continuous hours must take an unpaid lunch break of at least 30 minutes based on Illinois law, and it must start no later than five hours after the beginning of the shift. Staff may combine their two fifteen minute breaks with their lunch break for a 60 minute break (30 minutes of which will be unpaid). Staff members who combine their breaks with their lunch will not have any other paid breaks throughout the day. The purpose of the work break is to promote more efficient work. Breaks are not cumulative and cannot be carried over to another day. It is the responsibility of each employee to take his or her break if desired and as operationally feasible. If necessary, employees should ask other staff members to cover for them at the circulation desk so they may take a break.

Staff Development and Expense Reimbursement

Professional Meetings: Employees are encouraged to attend professional meetings. Work schedules, at the discretion of the Library Director, may be arranged to permit rotation of such attendance by all interested staff members, so long as normal operation of the Library is not affected. Remittance for travel at the rate allowed by the IRS shall be paid by the Library.

Education: Staff members are encouraged to take advantage of college-level courses that will contribute to their value to the Library). Any staff member requesting tuition reimbursement will sign a reimbursement agreement (Appendix H), which must be approved by the Director and Board of Trustees. Requests do not guarantee reimbursement. This agreement states the employee must work at least 12 months after the completion of the course(s) before receiving reimbursement. Should the employment with the Library be terminated within 12 months after completion of the course(s), the employee will NOT be eligible for reimbursement. Completion of approved courses may be considered a recommendation for a merit increase in the employee's pay.

Professional Organizations: Membership fees for professional organizations will be paid for the Library Director. Membership fees for all employees and the Board of Trustees will be paid subject to Board approval.

Remote Work

Policy Statement: The goal of the Library Staff is to meet the needs of the community, which sometimes necessitates remote work. Remote work is an arrangement that allows employees to work off-site for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, the Library recognized that, in some cases, remote work arrangements can provide a mutually beneficial option for both the Library and employees.

Definition and Scope: During normal Library hours, there should be enough staff to meet the functional needs of the Library. There are occasions when Library staff may need to be engaged in remote work. The Library Director or Library Designee (Person in Charge) shall have the responsibility to enforce the remote work policy. Not all positions can be performed from off-site locations. In order to work remotely, the following basic requirements must be met:

1. An employee must work the same hours from home as the employee would work in the Library. Employees must be reachable by phone and email when working remotely.
2. Employees must be available to attend scheduled meetings and participate in other required Library activities.
3. Remote work arrangements are approved on a case-by-case basis by the Library Director. The Board President will approve remote work when involving the Library Director. Remote work might not be feasible within some positions.

Employees interested in remote work arrangements should obtain approval of arrangements from the Library Director.

The Library Director has the right to cancel or suspend employee remote work privileges.

D. Conduct

Breaches of Conduct

1. Falsifying employment application, time sheet, expense report, personnel or other documents or records of the Library
2. Unauthorized possession of Library, patron or staff property
3. Possession, distribution or use of weapons or explosives, or violating criminal laws on the premises of the Library
4. Fighting and/or other disorderly conduct
5. Dishonesty, fraud, theft or sabotage against the Library or its staff
6. Using threatening, intimidating, coercing, abusive or vulgar language, or interfering with the performance of other staff members of the Library or its patrons
7. Insubordination or failure to perform reasonable duties, which are assigned
8. Unauthorized use of material, time, equipment or property of the Library or a patron
9. Damaging or destroying Library or patron property through careless or willful acts
10. Conduct that the Library feels reflects adversely on the staff member or the Library
11. Performance that does not meet the requirements for the position
12. Abuse or negligence of our security or confidential materials
13. Installing unauthorized or illegal copies of software on a Library-owned computer

14. Revealing any confidential information to any person who isn't authorized to receive it
15. Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges
16. Violation of the Library's drug/alcohol policy
17. Any behavior that results in an individual not performing his/her job
18. Engaging in such other practices as the Library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its staff or patrons

Grievance Procedure

Policy Statement: An employee with a grievance about the workplace should bring the matter to the Director. If the grievance is not resolved satisfactorily, an employee may bring the matter to the Library Board, or the designated whistleblower agent at the following address:

Grundty County State's Attorney office at 111 E Washington St #16 Morris IL 60450 - 815.941.3276

Definition and Scope: An employee's grievance to the Library Board shall be submitted in writing to the Library Board President, the Chair of the Personnel Committee, in the following format:

1. Statement of grievance;
2. Director's response to the grievance;
3. Action, if any, taken by the director

The Library Board may take action as the Library Board deems appropriate, including action with respect to an employee's job description, job title, compensation, benefits, suspension and termination. In the event the matter involves the conduct of the Director, an employee may submit the written grievance directly to the Library Board President.

Smoking

In accordance with Illinois State Law, the Library prohibits any form of tobacco consumption in the Library building and within 15 feet of any Library entrance.

Dress Code

The Morris Area Public Library maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

E-Mail, Internet, and Telephone Use

Email: The e-mail system is to be used for purposes of the Library and not for personal purposes of the employees.

Personal Use of the Internet and Telephone: Use of the Internet for personal reasons (including but not limited to personal e-mail correspondence) is restricted to break time. Use of the Library's telephone or a personal cell phone is restricted to break time, unless permission is granted by the Library Director.

Prohibited Content: E-mails may not contain statements or content that is libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate, or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons, or jokes are prohibited.

Security: The e-mail system is only to be used by authorized persons, and an employee must have been issued an email password in order to use the system. Employees shall not disclose their codes or passwords to others and may not use someone else's code or password without express written authorization from the Library.

No Presumption of Privacy: E-mail communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through email.

Consequences of Violations: Violations of this policy may result in discipline, suspension and even termination of employment.

Drugs and Alcohol

The illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, medical marijuana, e-cigarettes, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana and its derivatives as defined by Illinois and Federal Statute, at any time, is not permitted at any Library location. Alcohol, drug or illicit substance use that poses a threat to the health and safety of employees or patrons in the Library may result in disciplinary action up to and including termination of employment. (Last update: 12/2021)

Social Media

Policy Statement: social media accounts are designed for and limited to the conveyance of information about Library services, programs, collections and activities; to reach out to patrons, and community; to raise awareness of the Library brand; and to discuss the Library activities, events and collections. The Library reserves the right to monitor all content before content is posted and to modify or remove any messages or posts deemed to be abusive, defamatory, contrary to Library policy, or otherwise inappropriate (and removed if necessary) by the Library and its employees, volunteers, elected officials, and patrons.

Definition and Scope

Library-Sponsored Social Media: Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours. Any employee without this privilege engaging in activity on Library-sponsored social media shall be disciplined. The Library Director should retain full administrative privileges and control for all social media sites. Other employees assigned responsibility to the Library's social media sites should be assigned limited editor privileges as the Director sees appropriate. The Director should extend administrative privileges to the Board President or other designated Trustee or employee for the purposes of account recovery. Employees who contribute to the Library's social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced and objective views, acknowledge and correct errors, and check grammar and spelling before posting. Employees should not discuss confidential, work-related matters through social media. Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and record retention requirements.

Employee Personal Use of Social Media: Library employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees should keep in mind the following best practices when posting content about Library-related subjects and issues on personal time.

1. If you identify yourself as an employee of the Library, make it clear that the views expressed are yours alone and do not represent the views of the Library.
2. Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
3. No comments with any kind of negative, mocking, condescending, derogatory, etc. slant should be made about patrons in general, about specific questions from patrons, or about patron behavior on the Library's social media sites.

4. The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.
5. Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or Library-related social media outlets.

Trustee Use of Social Media: Library Trustees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. Trustees should keep in mind the following best practices when posting content about Library-related subjects on social media.

1. If you identify yourself as a Library Trustee, make it clear that the views expressed are yours alone and do not represent the views of the Library or other Trustees.
2. Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
3. No comments with any kind of negative, mocking, condescending, derogatory, etc. slant should be made about Library patrons, Trustees, policy, or staff in general, about specific questions from patrons, about interactions with staff of the Library, or about patron behavior on the Library's social media sites.
4. Trustees will adhere to the Trustee Communication Policy.

Posting On Social Media: The Library permits patrons to comment on Library posts and patrons are invited to share opinions about Library-related subjects, resources and programs. Postings do not indicate Library endorsement of the ideas, issues, or opinions expressed in posts on its social media sites. The purpose of the Library's social media sites is to inform Library users about educational opportunities, Library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law. Content that is deemed not suitable for posting by the Library because it is not topically related to the particular subject being commented on, or is deemed prohibited based on the criteria defined below, shall be retained pursuant to the records retention schedule along with a description of the reason(s) the specific content was deleted. Content and comments on the Library's social media accounts containing any of the following forms of content and postings shall not be allowed:

1. Obscenity or child pornography
2. Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of legally protected categories of race, color, national origin, religion, sex, age, or disability.
3. Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of creed, political view, gender, marital status, physical or mental disability, sexual orientation, or ancestry.
4. Slanderous, libelous, threatening or defamatory statements.
5. Copyrighted or trademarked material.
6. Spam.
7. Content not related to Library business, programs, events, resources and materials, unless approved by the Director.
8. Advertising or sale of merchandise or services; or
9. Charitable solicitations or political campaigning
10. Private or personal information, including name, age, phone number, address, etc.

The Library reserves the right to modify or remove any messages or postings deemed to be contrary to this Policy, or otherwise inappropriate, and to ban patrons from Library-sponsored platforms.

Violations: The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media. Violations of any aspect of this policy by employees may result in discipline, up to and including termination of employment.

Patron Participation: By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this Policy. The Library's Social Media Policy applies whether or not a patron chooses to post comments using a computer at the Library or when posting from any other computer to any Library social media site. While the Library encourages dialogue, it respectfully requests that commenters be mindful that its social media sites are open to the public and that commenters be courteous and civil toward one another. Patrons are personally responsible for their commentary. Patrons should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just the Library. "Library location" means in any Library building, on any Library premises, in any Library-owned vehicle, or at any Library-sponsored activity where patrons or employees are engaged in activities under the jurisdiction of the Library. This shall include any period of time when an employee is supervising students on behalf of a school district or is otherwise engaged in Library business. Any employee who violates the term of the Library's drug and alcohol policy may be suspended or terminated pursuant to the rules and regulations of the Library and applicable state statutes. The Library may, in its discretion, refer incidents to appropriate legal authorities for prosecution when this policy is violated. Sanctions against employees shall be in accordance with prescribed Library regulations and procedures. The Library's employees, as a condition of their employment, agree to abide by the terms of this policy and to notify the Library, no later than five (5) days after a conviction, of any criminal drug or alcohol statute conviction for a violation occurring at a Library location. The Library, if or when required by law, shall report such conviction to the appropriate authorities. A patron who violates the terms of this policy may be expelled from the Library location involved or any Library location at the discretion of the Library, and use privileges may be suspended for a specified period of time. The Library may, in its discretion, refer incidents to appropriate legal authority for prosecution when this policy is violated. Sanctions against patrons shall be in accordance with prescribed Library regulations and procedures. (Last update: 10/7/20)