

The Board of Trustees of Decatur Public Library asserts the following as its policy on patron behavior:

- According to the policies below, the Board asserts its ability to exclude patrons from Library premises, or individual services via the use of suspensions.

The Decatur Public Library Board of Trustees has adopted rules and regulations governing appropriate patron behavior. Copies of ~~These~~ rules are available at the Decatur Public Library reference desk for examination ~~in hardcopy~~.

- Any patron who engages in any activity that disrupts the use of Library facilities, collections, services, or the ability of the staff to perform their duties shall be given a verbal warning that their behavior is not allowed and will be informed of the consequences should the behavior continue.
- If, following this warning, the patron fails or refuses to comply, or responds to the request in an abusive manner, they will be required to immediately leave the Library premises for the balance of that calendar day. If they fail to leave, the Decatur Police will be called to assist in their removal from Library premises.
- Library staff has the right to request to see identification of any person on the premises who is violating Library policies or rules governing patron behavior. Library staff are authorized to direct individuals to leave the Library premises immediately if they continue to violate the Library Use Guidelines after being warned to discontinue unacceptable behavior. Division Heads are authorized to suspend patrons who violate the Library Use Guidelines for up to a week.
- The City Librarian may issue premises or service suspensions of up to one year to patrons who have violated Library Use Guidelines, according to the severity of the violation. Suspensions in excess of one year for severe or persistent violations may be recommended by the City Librarian but require Board approval.
- If a patron is involved in repeated incidents, including suspension violations, the City Librarian may increase at their discretion a patron's suspension length to the next level of severity. Suspension increments are as follows: one day, one week, one month, three months, six months, and one year. The City Librarian may exercise discretion to assign suspension lengths not exceeding one year in increments not reflected in the previous list.
- Anyone may, without prior notice or warning, be removed from the Library premises if their presence or conduct is threatening, willfully malicious, or poses an immediate and imminent danger to any person or property.
- Library staff will maintain a record of instances in which patrons are required to leave the Library premises.

- In the event a patron suspended from the Library premises attempts entry to the Library premises during any such suspension, the Library has the right to call the police and the patron may be charged with criminal trespassing.
- Parents or guardians of minors will be notified in writing, whenever possible, after a minor is suspended from the Library premises for a week or longer, and will be advised of the consequences of any further recorded instances.
- The Library is not required to go through the entire intervention process detailed in this policy. Intervention may begin at any step, including immediate involvement of the police and/or suspension from the Library premises, depending upon the severity of the incident or behavior.
- Any person who has received a suspension from the Library lasting one month or longer will be notified of such in writing by the City Librarian and has the right to appeal by requesting a hearing before the Board of Trustees of the Library, provided such hearing is requested by written notice addressed to "Board of Trustees, Decatur Public Library, 130 N. Franklin, Decatur, IL, 62523", emailed to board@decaturlibrary.org, or hand delivered to the Library. Exceptions can be made for oral requests.

Approved by the Library Board of Trustees

11/20/14

Reviewed 5/17/2018

Amended by Board of Trustees

11/19/2020

Amended by the Board of Trustees

2/20/2025

Commented [GA1]: We don't actually do this in our ban letters. Should we? Or should we cut this clause?

Commented [TP2]: The original document repeatedly uses "excluded" or "exclusion" instead of "ban." We may need to check with legal to see if there is a reason for this. See above.

Commented [TP3]: If there are changes, there will obviously be an additional "amended" date.

**DECATUR PUBLIC LIBRARY MANAGEMENT STAFF
PERSONNEL HANDBOOK**

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DISCLAIMER

THE DECATUR PUBLIC LIBRARY ("LIBRARY") IS PLEASED TO PROVIDE YOU WITH THIS MANAGEMENT STAFF PERSONNEL POLICY HANDBOOK ("HANDBOOK"). THIS POLICY IS INTENDED TO PROVIDE YOU WITH GENERAL GUIDANCE ABOUT THE LIBRARY'S CURRENT RULES AND OPERATING PROCEDURES AND THE BENEFITS WE CURRENTLY OFFER TO ELIGIBLE EMPLOYEES. WE HOPE IT WILL SERVE AS A USEFUL RESOURCE FOR YOU DURING YOUR EMPLOYMENT WITH THE LIBRARY. PLEASE BE ADVISED THAT THIS HANDBOOK AND THE BENEFITS, POLICIES, AND PROCEDURES REFERRED TO HEREIN, ARE NOT INTENDED TO BE, AND ARE NOT A CONTRACT OF EMPLOYMENT.

IT IS IMPORTANT FOR YOU TO UNDERSTAND THAT YOU ARE EMPLOYED "AT WILL," WHICH MEANS THAT EITHER YOU OR THE LIBRARY MAY END YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. THE LIBRARY RESERVES THE RIGHT TO CHANGE, MODIFY, SUSPEND, REVOKE, OR TERMINATE ANY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. AT THE SAME TIME, EMPLOYEES MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME AND FOR ANY REASON.

NO LIBRARY REPRESENTATIVE MAY, WITHOUT WRITTEN LIBRARY BOARD OF TRUSTEE'S APPROVAL, CHANGE THE AT-WILL RELATIONSHIP OR MAKE ANY BINDING PROMISES REGARDING THE TERMS OF EMPLOYMENT OF ANY EMPLOYEE COVERED BY THIS HANDBOOK. THE LIBRARY CAN REVISE, REVOKE, AMEND, MODIFY, ADD TO, ELIMINATE, OR OTHERWISE CHANGE THIS HANDBOOK AT ANY TIME WITHOUT NOTICE TO EMPLOYEES. THE LIBRARY HAS THE RIGHT, IN ITS SOLE DISCRETION TO APPLY, OR NOT TO APPLY, THE GUIDANCE OR PROCEDURES CONTAINED IN THIS HANDBOOK, DEPENDING ON THE FACTS OR CIRCUMSTANCES OF EACH PARTICULAR ISSUE.

I. INTRODUCTION

This Handbook applies to all Library employees who are not members of the collective bargaining unit and subject to the terms and conditions of the Collective Bargaining Agreement effective May 1, 2017, or any replacement to such Agreement.

Each individual accepting employment on the management staff of the Library is required to read this Handbook and accepts the responsibility of abiding by the rules and regulations stated in this Handbook. No policy or employee handbook can answer every question or anticipate every situation. For that reason, the Library may reinterpret, change, supplement, or rescind any part of this Handbook or any of its other policies from time to time as it deems appropriate, with or without prior notice. This Handbook supersedes any earlier policy statements or protocols you may have seen or heard concerning the matters described in this Handbook. Nothing in this Handbook or in any of the Library's policies, practices, or representations to or about its employees who are not members of the collective bargaining unit is an express or implied contract.

This Handbook does not give any employee or potential employee a property or liberty interest in an employment position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, political affiliation, national origin, sex, age, handicap, sexual orientation, or other factor prohibited by law. The Library has an ongoing commitment to the creation of a workplace free of discrimination and harassment. Library recruits, hires, trains, and promotes individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era, or other eligible veteran. The Library is committed to being a fair and equitable workplace.

The Library may supplement its regular work force with temporary or substitute employees when necessary. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, paid personal days, merit increments, or participation in IMRF.

The Library requires that employees hired be either a U.S. citizen or authorized to be employed in the United States. The Library requires that employees provide appropriate documentation to establish both identity and authorization to work as set forth in applicable state and federal law and regulation.

II. TRAINING PERIOD

There is a six-month training period for all employees following an employee's initial hiring or any subsequent promotion. To assure that new and promoted employees are aware of the expectations and functions of their job and to answer any questions the trainee employee may have, a formal evaluation will be made at the end of the training period by the trainee employee's supervisor. The training period shall be extended on a day for day basis during any periods of approved leaves of absence.

As to new hire employees, in the event that employment is terminated during the training period, any accrued benefits, leave time, etc., with the exception of vacation, will be lost.

As to promoted employees, benefits earned by them in their previous position are maintained during this training period.

III. HOURS OF WORK

A. Schedules:

The Library will establish working hours as required by work load and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours. A workweek is defined as beginning on Monday at 12:01 a.m. and ending the following Sunday at 12:00 midnight. A pay period is two workweeks.

The head of each division normally arranges schedules. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of the Library at such hours and times as may be deemed necessary.

B. Work Shifts:

Work shifts are set within each division and reflect the staffing needs of that particular division.

Meals and Rest Periods: Employees must be given a meal period of at least 20 minutes for every 7.5-hour shift beginning no later than 5 hours after the start of the shift, with an additional 20-minute meal period if working a 12-hour shift or longer.

<https://labor.illinois.gov/laws-rules/fls/odrisa.html>

Employees are not compensated for bona fide meal breaks. There is no meal period for employees working four hours or less.

Employees are normally permitted a fifteen (15) minute rest period during each four hours (4) on duty. Time allowed for meals or rest periods may not be accumulated for future use. It is also to be understood that the fifteen (15) minute rest period is not guaranteed if Library services will be affected.

C. Breaks for Nursing Mothers.

The Library complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Library will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child's birth and each time the employee needs to express milk. The nursing mother will be provided a place, other than a bathroom, that may be used to express breast milk and that is shielded from view and free from intrusion by coworkers and the public. Such space shall be arranged in advance with the employee's supervisor.

D. Overtime:

"Overtime" means the time spent in the actual performance of work which is in excess of 40 hours in any work week.

Hourly staff that meet the federal and state wage and hour laws necessary to be considered overtime eligible will be paid overtime. Hours worked up to forty (40) hours in any work week are computed and paid at the normal hourly rate. Hours worked above forty (40) hours in any work week are computed and paid at one and one half (1 ½) times the normal hourly rate. All employees must receive prior approval from the City Librarian or their designee, before working in excess of forty (40) hours in any work week.

The overtime rate will not be paid to those employees in exempt positions.

E. Flexible Schedule:

With the approval of a Division Head, an employee may work a flexible schedule, provided that a flexible schedule will not interfere with normal Library operations. The City Librarian has discretion as to what roles are eligible for a flexible schedule, depending on job duties and requirements. Employees working a flexible schedule may not work more than eleven (11) hours in any one (1) day.

F. Time Sheets:

Employees are required to accurately complete a time sheet indicating total daily hours worked. Employees shall submit their time sheets to the applicable Division Head biweekly. The Division Head shall verify the accuracy of each time sheet before it is submitted to payroll. Failure of an Employee to submit a time sheet may result in a delayed paycheck.

IV. SALARIES, JOB DESCRIPTIONS, PROMOTIONS, AND EVALUATIONS

A. Pay Periods:

Salaries for all employees are calculated on a biweekly basis. Salaries are paid on the Friday following the end of the two-week period for which the pay has been earned. Salaries are paid through a direct deposit into an employee's account at an approved bank or credit institution.

B. Cost-of-living Adjustments:

Cost-of-living adjustments, if any, will generally be determined by November of each year by the City Librarian with Board of Trustees approval, based in part on budgetary

considerations. Salary adjustments will generally take effect on January 1 of each year. Salary adjustments, including cost of living adjustments, are in no way guaranteed or promised.

C. Job Descriptions:

Each position has a detailed job description that includes qualifications as well as information about duties and supervision.

D. Performance Evaluation:

All management employees will receive an annual performance evaluation.

This evaluation will generally be scheduled each November and will reflect performance since the last annual performance evaluation. The results of the evaluation will be one basis for determining merit increases above the cost of living adjustment, if any. Merit raises will generally take effect on January 1 of the calendar year following the evaluation, but Library may change the effective date in its sole discretion. Merit raises and decreases are discretionary.

V. HOLIDAYS

A. Days Observed:

The Library currently observes the following days as holidays: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.

Annually the Library determines on which of the above days it will be closed. If the Library is not closed on an observed holiday, then employees required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and their division. Part-time employees will be given pro-rated hours off on another day if they are required to work on an authorized holiday.

When an authorized holiday falls on a Sunday, the following Monday shall be observed as the holiday. To be eligible for holiday pay the employee shall be in pay status and entitled to payment for the entirety of both their last scheduled work day before the holiday and their first scheduled work day after the holiday.

To be eligible for holiday pay, an employee must work his/her last scheduled work day before the holiday and his/her first scheduled work day after the holiday, or be on sick leave, bereavement leave, personal holiday leave, or vacation on the holiday.

Up to two holidays (16 hours, full-time; pro-rated hours, part-time) may be rolled over into the next fiscal year (January-December) Employees that accrue holiday time may request payment for such time within the fiscal year earned. An employee will have a maximum of five unused holidays at any time. (40 hours, full-time; 20 hours; part-time).

B. Religious Holidays:

Religious holidays may be taken as vacation leave, bonus leave, accrued holiday leave, leave without pay, or at the discretion of the Division Head or City Librarian, be scheduled as time off to be made up later. Leave without pay may only be used after all paid benefit time is exhausted.

C. Bonus Leave:

Full-time employees are entitled to sixteen (16) hours of paid bonus leave per fiscal year. Part-time employees are entitled to eight (8) hours of paid bonus leave per fiscal year. This leave may be taken in increments of one hour or more. All bonus leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New full-time employees who are employed between January 1 and June 30 are entitled to sixteen (16) hours of paid bonus leave that fiscal year; those employed between July 1 and December 31 receive eight (8) hours of paid bonus leave for that fiscal year. New part-time employees who are employed between January 1 and June 30 are entitled to of paid bonus leave that fiscal year; those employed between July 1 and December 31 receive four (4) hours of paid bonus leave for that fiscal year. Those part-time employees working more than 20 hours per week will be given pro-rated number of paid bonus leave hours based on the number of hours worked.

Bonus leave must be used by the end of the fiscal year in which it is earned.

VI. VACATION LEAVE

Paid vacation leave is earned by all full-time employees and by part-time employees. Vacation leave is governed by the following regulations:

A. Vacation Rates:

Vacation leave is earned as follows:

For employees hired before January 21, 2016:

- Graduate (master degree) librarians – two hundred (200) hours of vacation leave

each year.

- Other employees – eighty (80) hours of vacation leave each year during the first four years of employment. One hundred and twenty (120) hours of vacation leave each year during the 5th through 9th year of employment. One hundred and sixty (160) hours of vacation leave in the 10th through the 19th years of employment. Two hundred (200) hours of vacation leave each year during the 20th and subsequent years of employment.

For employees hired after January 21, 2016, but before January 1, 2024:

- (Year 1): After 6 months of continuous employment the Employee shall have forty (40) hours of vacation leave.
- (Years 2-4): Eighty (80) hours of vacation leave each year during the 2nd through the 4th year of employment.
- (Years 5-9): One hundred and twenty (120) hours of vacation leave each year during the 5th through 9th year of employment.
- (Year 10-19): One hundred and sixty (160) hours of vacation leave each year during 10th through the 19th year of employment.
- (Years 20 and forward): Two hundred (200) hours of vacation leave each year during the 20th and subsequent years of employment.

For employees hired on or after January 1, 2024:

- (Year 1): The Employee shall have forty (40) hours of vacation leave.
- (2-4): Eighty (80) hours of vacation leave each year during the 2nd through the 4th year of employment.
- (Years 5-9): One hundred and twenty (120) hours of vacation leave each year during the 5th through 9th year of employment.
- (Year 10-19): One hundred and sixty (160) hours of vacation leave in the 10th through the 19th year of employment.
- (Years 20 and forward): Two hundred (200) hours of vacation leave each year during the 20th and subsequent years of employment.

Part-time employees earn a pro-rata share of vacation time earned by full-time staff,

based on the number of hours worked.

B. Vacation Leave Accrual:

Vacation time is credited annually to the employee at their anniversary date of employment, or hire date. This date is unchanged by promotions or demotions.

C. Accumulation of Vacation Leave:

Vacation time will not accumulate without the express written consent of the City Librarian. Notwithstanding the above, vacation time will accumulate if the employee has since been denied vacation requests during two (2) different scheduling periods and the requests were submitted ninety (90) days prior to the anniversary date. In no cases will more than 40 hours of vacation time be carried over from one anniversary year to the next.

D. Holidays:

If a holiday observed by the Library falls within an employee's vacation leave period, that day off will be charged to holiday time rather than vacation time.

E. Scheduling of Vacations:

The scheduling of vacations is subject to the approval of the City Librarian, or their designee. Requests for vacation should be submitted as far in advance as possible and will be accommodated if practical and consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more. If, during vacation leave, an employee becomes ill or suffers the death of an immediate member of his/her family, the appropriate portion of the vacation leave may be changed to sick or bereavement leave.

F. Payment for Vacation Leave:

Employees will not be paid in lieu of vacation leave, except that terminating or retiring employees will be paid in lieu of accrued vacation leave and in the event of the death of an employee, said employee's estate will receive payment for accrued vacation leave earned. The maximum vacation leave payment would be the vacation leave accrued pursuant to this Article VII for the year of termination plus the forty (40) hours of carryover, if any.

G. Use of Vacation Leave prior to Termination.

An employee shall not be permitted to utilize vacation leave to extend their period of employment with the Library and must return to work after completion of vacation leave.

If an employee does not return to work after vacation leave, the employee's termination or retirement date will be the first day of the scheduled vacation leave. This shall not limit the amounts due to employee pursuant to Article VI (G) above. For illustration, if an employee, employed for three (3) years has accrued eighty (80) hours of vacation leave and announces that they will retire or terminate on February 1, 2021, said employee will not be able to continuously use their vacation leave from the period from January 18, 2021 to January 31, 2021 and instead would be treated as terminated or retiring on January 18, 2021 and would receive payment for the eighty (80) hours of accrued vacation leave, pursuant to Article VI (G) above. This shall not restrict an employee from intermittently using leave during that same period.

VII. SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill or injured, or an immediate member of the family is ill or injured, or any medical or dental appointment for the employee or family member. All full-time employees and all part-time employees who work a

earn paid sick leave. Immediate member of the family is defined as employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, or anyone domiciled with the employee. New full-time employees will be credited with forty (40) hours of sick leave on their date of hire.

A. Rate for Employees:

Sick leave accrues at the rate of eight (8) hours per month to a maximum of 1,920 hours for full-time employees. Sick leave accrual for part-time employees will be credited with a pro-rata share of sick leave credited to full-time staff, based on the number of hours worked.

to a maximum of 1,920 hours. No sick leave accrues during unpaid leaves of absence.

B. Accumulation of Sick Leave:

Sick leave may be accumulated up to 1,920 hours. Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 1,920 hours for credit in the Illinois Municipal Retirement Fund so long as the Illinois Municipal Retirement Fund allows such accumulation for credit.

A full-time employee who has accumulated 400 hours sick leave as of *January 1* of a given year shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time. Part-time employees who have accumulated 200 hours sick leave as of *January 1* of a given year shall be granted one additional personal holiday per fiscal year.

C. Use of Sick Leave:

Payment of sick leave will be contingent upon notification by telephone of illness or injury to the Administrative Office. An employee who is not going to report for work must notify the Administrative Office as early as possible prior to the beginning of a scheduled work shift. In addition, the employee is required to ~~call~~ notify via text or phone call his/her immediate supervisor within two (2) hours prior to of the beginning of the scheduled shift.

If an employee exhausts their sick leave credits and is still unable to perform their duties, they may apply for Family Medical Leave. Additionally, library administration will solicit donation of sick time from other library staff.

The City Librarian may require verification in the form of medical documentation for any sick leave taken.

VIII. SPECIAL LEAVES OF ABSENCE

A. Bereavement:

Paid leave of absence will be granted in the event of a death in the employee's immediate family. This leave, shall not exceed four days. For the purposes of this policy, immediate family for bereavement leave includes: spouse, children, spouse of children, parents of the employee or their spouse, brothers and sisters of the employee and of his spouse, grandchildren and grandparents of the employee, brother-in-law and sister-in-law of the employee, step-family members, and anyone domiciled with the employee.

B. Jury Duty:

Employees who are called for jury duty shall be given time off from work to perform this duty. During absences for jury duty, employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the court. Paid absence is contingent upon the employee providing a copy of the summons to the Executive Administrative Assistant. When an employee is required to serve under subpoena as a witness in a court proceeding or deposition, except when the subpoena is related to Library business, the employee shall be given unpaid time off from work. The employee shall not be required to use vacation or bonus leave for this time.

C. Military Service:

Leave without pay will be granted for military service in accordance with current Federal and Illinois laws.

D. Family Leave:

The Library will comply with the Family Medical Leave Act.

E. Weather Leaves/Building Emergency:

If the Library is closed due to severe weather or a building emergency, employees scheduled to work in the building will be paid for the time they were scheduled to work during the period of closure. Closing the Library will be the decision of the City Librarian. If the City Librarian is unavailable, the named Deputy City Librarian will make the decision.

F. School Visitation Leave:

Unpaid leaves of absence will be granted as provided for under the Illinois School Visitation Rights Act to eligible employees, subject to employee providing appropriate notice and verification document to the Library after such leave within the time frames set forth in the Act.

G. Victim's Economic Security and Safety Act Leave:

Unpaid leaves of absence will be granted as provided in the Illinois Victim's Economic Security and Safety Act (VESSA) regarding leave for victims of domestic and sexual violence or family or household members (spouse, parent, child, or person residing in the same household) of a victim of domestic or sexual violence.

H. Civic Donation:

Employees may be given leave by the City Librarian to donate blood or to engage in comparable public health, civic, or charitable work during work hours, but no more than one request per month, or 5 hours annually, from the same employee will be honored.

IX. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS

The Library shall provide its management employees such benefits as are provided from time to time to all other management employees as such benefits are from time to time in effect, except that the foregoing shall not obligate the Library to maintain or contribute to any such benefit. Benefit plans are regulated by the applicable plan documents and contracts and those plan documents and contracts, not this Handbook, govern all provisions and policies related to specific benefits. The Library presently participates in the following:

A. IMRF:

The Library participates in the Illinois Municipal Retirement Fund ("IMRF") program. Coverage is compulsory for all employees who are hired for a position normally requiring performance of duty for 1000 hours or more per year. Contributions are withheld from each payroll.

B. ICMA Deferred Compensation:

Employees are eligible to participate in a deferred compensation plan administered by the International City Management Association ("ICMA") Retirement Corporation. Under this plan, employees may defer a portion of their salary into a wide range of investment options. The Library makes no contribution to any employee's ICMA plan.

C. Group Insurance Plans:

The Library presently provides, through the City of Decatur, certain group insurance benefits and optional coverages for medical, dental, and vision to full-time employees and those others who qualify for such benefits under the terms of the applicable plan or state and federal laws.

Payment for Library group insurance benefits will be administered as follows:

1. Insurance premiums for which employees are responsible shall be deducted from their biweekly pays on an ongoing basis.
2. Individuals who remain employed by the Library, but for whom biweekly pay is insufficient to cover the portion of insurance premiums for which they are responsible, may continue to receive the benefits of the Library's group insurance programs for themselves and their dependents, provided the employee continues to pay the portions of those premiums due by the employee. Such individuals will also be responsible for continuing to pay the entire premiums to the Library for all optional benefits for which payroll deductions are regularly taken. These include optional life insurance (EOI), IMRF life insurance, and management add-on life insurance.
3. Individuals who are no longer employed by the Library will be treated as follows with regard to the administration of employee insurance benefits. Pursuant to contractual obligations agreed upon by the Library, employees who retire or who are placed on disability pensions may, in certain instances, retain the right to remain in the group health insurance program, provided the premiums for both employee and dependent coverage are paid in their entirety by the retirees or pensioners.
4. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Library's group medical plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death, a reduction in hours, leave of absence, divorce, legal separation, and a dependent child no longer meeting requirements. Under COBRA, the employee or beneficiary pays the full

cost of coverage at the Library's group rates plus an administration fee. The City of Decatur, on the Library's behalf, provides each eligible employee and qualified beneficiary with notice describing rights granted under COBRA when the employee becomes eligible for coverage under City's health insurance plans.

5. The Administration Office of the Library, will be responsible for notifying the Risk Management Division of the City of Decatur of all management employees who retire, take disability leave, or otherwise terminate employment with the Library, and of all cases where employees have insufficient pay to cover insurance deductions for given pay periods. The Risk Management Division is responsible for the general administration of the group insurance plan, and for insuring that the City of Decatur's Treasurer's Office properly bills individuals on a monthly basis for all owed premiums. The City Treasurer will deposit payments for such premiums in the Self-Insurance Fund, and will pay from this fund as statements are rendered.

D. Worker's Compensation:

In case of an on-the-job injury, illness or disability, the Library will pay the difference between such employee's regular salary or wages and any payment received by the employee from a public employee pension fund or under the provisions of worker's compensation or occupational disease laws, or either or both, for time lost from duty, for up to six (6) months.

E. Sexual Harassment:

The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. In accordance with this principle, the Decatur Public Library Board of Trustees has formally adopted a Workplace Discrimination, Harassment, Violence, & Retaliation Policy. Said policy is incorporated herein by reference.

F. Discipline. Suspension, and Dismissal:

1. The Library practices progressive discipline. Progressive discipline is used to correct job performance deficiencies, minor misconduct and ongoing behavior problems. Progressive discipline is not used to deal with major misconduct, such as violations of law and other actions that jeopardize people or the Library. An employee may be disciplined by oral reprimand, a written reprimand, suspension, or discharge. The Library's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The goal of disciplinary action is to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory service in the future. Progressive discipline normally has four steps:

- a. First occurrence: Oral warning
- b. Second occurrence: Written reprimand
- c. Third occurrence: Suspension
- d. Fourth occurrence: Discharge

There may be circumstances when one or more steps are bypassed, and these steps may be used when an employee is having a series of unrelated problems.

Written reprimands and notices of suspension will be hand-delivered to the employee.

- 2. In cases involving serious misconduct, a major breach of policy, or violation of law, the progressive discipline procedures set forth above may be disregarded and the Library may take any action it deems necessary, including immediate termination of an employee.
- 3. Nothing in this in this Section F, alters the employment-at-will relationship in any way.

G. Nepotism:

Relatives of the Library Board of Trustees or City Librarian will not be employed by the Library, full or part-time. Such relatives are defined to be the spouse or domestic partner, or children or step-children of the Trustee.

The Library may employ members of the same immediate family or the corresponding relationship by marriage but not where one would be in the position of supervising the other. Members of the same immediate family are defined as any of the following: spouse, domestic partner, parent or step-parent, child or step-child, sister, brother, grandparent, grandchild, aunt, uncle, niece, nephew, or cousin, or the corresponding relationship by marriage.

H. Tuition Reimbursement:

The Library will reimburse the cost of tuition and fees for courses directly related to an employee's job, and will reimburse one-half of the tuition and fees cost for any course indirectly related to an employee's job, up to \$1,000 per fiscal year for each full-time employee, and up to \$500 per fiscal year for each part-time employee, provided the course is completed successfully. The Library will annually determine the total amount of money to budget for tuition reimbursement and reimbursements will not exceed that amount.

In all cases a grade of "C" or higher will represent successful completion of the course.

There will be no reimbursement for books, supplies, or other expenses.

Reimbursement applies only to courses offered for college credit.

In order to receive tuition and fees reimbursement, the employee must submit to and have approved by the City Librarian a "Request for Tuition Reimbursement" form prior to the commencement of the course.

I. Personnel Files:

The Library shall maintain one official personnel file for each employee. Upon twenty-four (24) hours' notice, the employee and/or their authorized representative shall have the right to review their file during the Library's working hours up to two (2) times per year. If the review occurs during the employee's working hours, it shall be limited to one hour. The employee shall be entitled to a copy of his or her personnel file upon request. A separate file will be maintained for any employee medical records and held by administration.

J. Service Recognition:

Service recognition will be paid annually to each permanent employee as of such employee's anniversary date. For full-time employees, service recognition pay shall be five dollars (\$5.00) for each year of service commencing with the completion of one year. Beginning on the 10th anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15th anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 20th anniversary, the amount of service recognition for each year of service is thirty dollars (\$30.00). Beginning on the 25th anniversary, the amount of service recognition for each year of service is fifty dollars (\$50.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.

K. Exit Interview:

The City of Decatur Human Resources Division may conduct an exit interview for any Library employees leaving employment with the Library. The City Librarian may review results of the interview.

L. Employee Suggestions:

Employees are encouraged to submit suggestions on improvements in working

conditions, terms of employment, library procedures, library regulations, library safety, and other areas of interest and/or concern to the City Librarian.

M. Expense Reimbursement.

Expenses incurred while on Library business shall be reimbursed if authorized in advance and approved by City Librarian. Expenses must be accounted for in a timely fashion on a designated expense report, presently Form 1010 and Form 1011, and along with the receipt for the incurred expenses. Expense reimbursement is expressly subject to the Library's Continuing Education and Travel Policy, as amended from time to time. As more specifically set forth in said policy entertainment expenses will not be reimbursed.

Approved by Board of Trustees 04/18/2019
Amended by Board of Trustees on 12/15/2022
Amended by Board of Trustees on 2/15.2024