

— SECTION IV —

## **PERSONNEL POLICIES**

## Personnel Policies

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## 4.01 PERSONNEL MANUAL

THE PERSONNEL POLICIES OF THIS LIBRARY ARE NOT INTENDED TO CREATE ANY SORT OF A CONTRACT OF EMPLOYMENT WITH THE NILES PUBLIC LIBRARY DISTRICT. THE PURPOSE OF THE MANUAL IS TO PROVIDE GENERAL INFORMATION REGARDING THE PERSONNEL PROGRAM; THE INFORMATION PROVIDED MAY NOT APPLY IN ANY PARTICULAR CASE.

THE LIBRARY BOARD OF TRUSTEES AND THIS MANUAL CONTINUE THE CURRENT POLICY OF AT-WILL EMPLOYMENT. BETWEEN THE EMPLOYEE AND THE LIBRARY DISTRICT, ALL PERSONNEL ARE CONSIDERED EMPLOYEES AT-WILL AND ANY AND ALL LANGUAGE WHICH MIGHT BE CONSTRUED TO THE CONTRARY IS HEREBY SPECIFICALLY DISCLAIMED. NOTHING IN THE PERSONNEL MANUAL OR IN THE PERSONNEL POLICIES SHALL BE INTERPRETED AS AN OFFER OF EMPLOYMENT OR A PROMISE OF CONTINUED EMPLOYMENT. CONTINUED EMPLOYMENT OF ALL EMPLOYEES IS SUBJECT TO THE GENERAL DISCRETION OF THE BOARD OF LIBRARY TRUSTEES.

THE BOARD OF LIBRARY TRUSTEES, OR ITS DESIGNEES, REVIEWS ITS POLICIES AND BENEFITS AND MAKE CHANGES THERETO CONTINUALLY. ACCORDINGLY, THE POLICIES AND BENEFITS OUTLINED IN THIS MANUAL ARE SUBJECT TO REVIEW AND CHANGE AT ANY TIME AT THE SOLE DISCRETION OF THE BOARD OF LIBRARY TRUSTEES, OR ITS DESIGNEES.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

## **4.02 APPOINTMENT**

### **Position Openings/Resignations**

Openings occur upon the resignation or termination of an employee and the intent of the Board to fill the position or upon the creation of a new position by the Board of Trustees.

All employees voluntarily leaving the employment of the Library must submit either a letter of resignation or complete a "Voluntary Quit" form to the Library Director. Professional staff is expected to provide one month's notice and clerical staff two weeks notice of resignation. An employee who fails to report to work for three or more consecutive days without notice shall be deemed to have voluntarily resigned from employment.

The Director will establish a procedure for announcing position openings, accepting and evaluating applications, interviewing potential candidates and selection of the final candidate to be recommended for hire.

### **Check of Candidate's Qualifications**

All applicants must provide references to be considered during the interview process.

All candidates for full-time positions, prior to presentation to the Board for official appointment, will be subject to a finger-print based criminal history background check in accordance with the Illinois Uniform Conviction Information Act. Applicants shall complete in full forms provided by the Illinois State Police. This information shall be forwarded to the State Police which will provide the Library District with conviction records as available. The information obtained shall be used solely to verify statements made by applicants upon their Library District's employment applications.

Upon receipt of the information from the State Police, the Director will review the report to determine (1) if any information contained therein conflicts with that provided on the form for employment, or (2) if the report includes any conviction of felony or other misdemeanors which would indicate employment would not be desirable. A prospective employee will be given a copy of the report and may contest the accuracy of the report to the Director within seven days of receipt of the report.

The Director may (1) decide to propose another candidate for employment, or (2) present the candidate for employment with a report on the issues raised in the Police report.

All employees hired to drive the library van in conjunction with the Outreach Services program shall have their driving records checked prior to their employment and thereafter on not less than an annual basis. Any employee hired to drive shall be required to immediately report any license suspension or revocation to the Director.

## **Appointments**

Appointments of personnel shall be on the basis of qualification and pertinent experience only. Appointment to the staff shall be made by the Library Director subject to approval by the Board of Trustees. The Library Director is authorized to hire at a salary 25% above the minimum of a range for open positions. Recommendations for appointment will be made at official meetings of the Board of Trustees.

Following Board approval of an employment recommendation, the Director will send the new employee a letter of employment stating the official starting date, conditions of employment and a schedule for orientation to the Library. In the event that a candidate for employment needs to be recommended to the Board prior to its monthly meeting, the Director will contact the Board to seek its approval.

## **Evaluations of New Employees**

The supervisor of an employee in his/her training period will conduct an evaluation at the end of his/her first ninety (90) days. The 90-day evaluation is the final evaluation prior to the end of the new employee's training period. Satisfactory completion of the training period does not create any additional job security; employees continue to serve and be employed on an at-will basis.

## **Deferred Compensation for Full-Time Employees**

After one year of employment, the Library provides an additional seven-and-a-half percent of a full-time employee's salary as deferred compensation. Employees are eligible to participate in the ICMA Retirement Corporation Deferred Compensation Plan (457), or may take the additional compensation as income. Employees wishing to enroll and make contributions prior to their one year anniversary may do so.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 4.17.96; 10.16.96; 3.16.05; 9.20.06; 8.20.08*

#### 4.03 EMPLOYMENT AND DISCIPLINE

1. Employees serve at the will of the Library District; that is, they can be discharged with or without cause. Certain causes or reasons for discipline, however, are common to most employers and those reasons or causes are set forth below. The following causes for disciplinary action are intended solely to provide employees with general guidelines for conduct. They are not intended to be an all-inclusive list of unacceptable behavior. Rather, they are simply examples of the kinds of misconduct which can result in discipline. The examples do not replace sound judgment, courtesy or common sense behavior.
  - a. False statements on an employment application or fraud in securing employment.
  - b. Incompetence in the performance of the duties of the position. The term 'incompetence' shall mean a lack of ability, knowledge or fitness to perform duties which are reasonably within the scope of employment.
  - c. Performance of duties at a level less than ordinarily expected.
  - d. Involvement in the sale, delivery, receipt, possession or use of any drug or narcotic substance not medically prescribed and otherwise prohibited by law during the duration of employment.
  - e. Possession or use of any alcoholic beverage or intoxication while on duty.
  - f. Insubordinate acts, such as failing to follow directions from supervisors.
  - g. Neglect of duties, in whole or in part, such as failure to perform or tardiness in reporting to or performing assigned duties.
  - h. Fraudulent misrepresentation with regard to the request for or utilization of sick leave, compassionate leave, jury duty or other leaves of absence.
  - i. Action or failure to act which endangers the physical safety of other persons or the property of Niles Public Library District or others.
  - j. Use of offensive language, offensive conduct or discourteous treatment of other Niles Public Library District employees or members of the public where such persons can reasonably believe that the employee is acting within the scope of his or her employment.
  - k. Disruption of the orderly conduct of the business of Niles Public Library District.
  - l. Failure to work scheduled hours.

2. In most cases where it is deemed appropriate by the Director, disciplinary action will be progressive. If disciplinary action is progressive, it will be as follows:
  - a. Oral warning.
  - b. Written reprimand.
  - c. Suspension, with Board notification.
  - d. Dismissal, with Board notification and approval.

However, nothing in this policy shall be construed in any way to require the use of progressive discipline in all situations. Rather, the level and severity of any disciplinary action is the sole discretion of the Library Board and its Director.

3. Disciplinary action may also include involuntary transfer to another classification and/or department.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92; Revised 8.20.08*

#### **4.04 GRIEVANCE PROCEDURE**

If an employee has a complaint relating to his or her employment, the library will attempt to resolve it in a fair and expedient manner. The following are general guidelines for the resolution of employee complaints:

1. The employee should first discuss the complaint with his or her Supervisor and attempt to resolve the difficulty.
2. If a satisfactory resolution is not found, the employee and/or Supervisor should discuss the issue with the Director.
3. If the situation is still not resolved, an appeal to the Chairperson of the Grievance Committee of the Board of Trustees may be made in writing with a copy to the Director. This committee will meet expeditiously and present its report to the employee filing the grievance, the Director and the Board.
4. If the Director or employee is not satisfied at this point, an appeal may be made in writing to the full Library Board by the Director or employee. Any decision of the Board shall be final.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 6.19.96; 6.18.97; 8.20.08*

## **4.05 ABSENCE REPORTING**

1. Employees are required to notify the Library of an absence in advance of the absence or as soon as possible after the absence has begun. Notification shall be made each day of an absence unless the employee is otherwise excused from notification by the supervisor.
2. Unexcused absence and/or continued tardiness from duty will be grounds for disciplinary action. An unexcused absence is defined as failure to notify the supervisor by telephone or otherwise no later than 15 minutes after the time the employee was to report for work unless the employee could not provide timely notice for reasons beyond his/her control. Tardiness is defined as failure to be at the assigned work station at the beginning of the work period.
3. After three consecutive days of unexcused absence as defined herein, an employee shall be presumed to have abandoned his or her job and shall be suspended without pay pending other discipline up to and including dismissal therefore.
4. All absences must be reported to the Administrative Office on the day of notification of the absence.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

## 4.06 SICK LEAVE

1. Sick leave pay is intended to provide uninterrupted pay during an employee's bonafide illness. When ill, an employee must notify the Library as soon as possible (see "Absence Reporting"). During a period of sick leave, an employee is expected to maintain regular contact with his/her supervisor. Sick leave benefits are contingent upon maintenance of regular contact.
2. Regular full-time employees are credited with sick leave at one day (7 1/2 hours) per month. Sick leave is cumulative to thirty-six working days. If an employee's sick leave continues beyond the date this benefit is exhausted, the employee will be placed on medical leave of absence status without pay.
3. Although eligible employees accrue sick pay credit during the training period, sick leave with pay is not allowed during that period. No sick pay shall be paid in advance of accrual.
4. Appointments with a doctor or dentist, if such cannot be made outside of the employee's work schedule, may be considered sick leave.
5. Depending on the length and circumstances of the employee's condition, the Director may at his/her discretion require a physician's written release before the employee may return to work. Furthermore, the Director may require an employee to support a request for sick leave benefits by proper medical evidence. The Director may require certification from a physician licensed to practice medicine in all of its branches as a basis for pay during leave after an absence of 3 days for personal illness, or as it may deem necessary in other cases.
6. Illness which occurs during an employee's scheduled vacation or on a designated holiday shall be considered vacation or holiday, not sick leave.
7. Employees shall not earn sick leave allowance while on a leave of absence without pay. A sick leave allowance is earned for the first thirty consecutive calendar days during which sick pay is received, and for the first ninety consecutive calendar days of absence because of a job-related illness or injury.
8. Upon separation from employment, accumulated sick leave is not payable.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 6.19.96; 4.16.08; 8.20.08*

## 4.07 HOLIDAYS AND CLOSINGS

### 1. Full-time staff

- a. Full-time staff will be granted the following holidays observed by the Library:
  1. New Year's Day (January 1<sup>st</sup>)
  2. Memorial Day (Last Monday in May)
  3. Independence Day (July 4<sup>th</sup>)
  4. Labor Day (First Monday in September)
  5. Thanksgiving Day (Fourth Thursday in November)
  6. Christmas Eve (December 24<sup>th</sup>)
  7. Christmas Day (December 25<sup>th</sup>)
  8. New Year's Eve (December 31)
- b. The Library will be closed on Easter Sunday, but it is not a paid staff holiday.
- c. The Library will close at 5:00 p.m. on July 3<sup>rd</sup> and Thanksgiving Eve.
- d. In addition, the Library will not be closed but full-time staff will receive a compensatory day for each of the following holidays:
  1. Lincoln's Birthday (February 12<sup>th</sup>)
  2. Columbus Day (Second Monday in October)
  3. Veterans Day (November 11<sup>th</sup>)
- e. When a Holiday falls on a staff member's normally scheduled day off, the staff must schedule another day off either two weeks before or two weeks after the Holiday with the approval of the supervisor.
- f. Employees will receive credit for paid holidays that occur while they are on vacation.

### 2. Part-time Employees

- a. Part-time employees shall be paid or equal compensatory time taken, for the equivalent number of hours which they normally would have worked on the Holidays observed by the Library.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 12.15.93; 10.21.98; 10.20.99; 3.21.01; 8.20.08*



## 4.09 Personal Days

1. Full-time and part-time employees will be credited with four personal days/hours\* each calendar year. Credit will be earned and given at the beginning of each calendar quarter of the year. New employees must have completed 90 days continuous employment (training period) before any personal time will be allowed. Personal days/hours will begin to accrue from date of hire.

Employees will earn additional personal days/hours, based on longevity, according to the following chart:

10 years	– 1 additional day/hours
15 years	– 2 additional days/hours
20 years	– 3 additional days/hours
25 years	– 4 additional days/hours

In each case, the additional days/hours will be credited in the first quarter following the employee's anniversary date. In each subsequent year the additional personal day(s)/hours will be earned and credited in the first quarter of the calendar year.

2. A request to use a personal day must be made in writing to the department head with no less than two working days' notice and shall not unreasonably interfere with the performance of the employee's work or the operation of the library. All requests must be approved by the Director.
3. Personal days may not be carried from one year to the next nor will unused personal days be paid out to the employee.
4. Unused personal days are not payable upon separation from employment.

\*Part-time employees earn personal time in hours, based on their average weekly schedule.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 1.27.93; 9.20.00; 6.18.03; 3.17.04; 4.16.08; 8.20.08*

## 4.10 LEAVES OF ABSENCE WITHOUT PAY

Under certain circumstances, the Library Director may approve a leave of absence for a full-time employee who has completed his/her training period. The purpose of a leave of absence without pay is to enable employees to receive extended time away from work for specific reasons.

### Types of Leave of Absence

1. **Family and Medical Leave**—All eligible employees are entitled to certain minimum unpaid leave days for medical and family purposes pursuant to the provisions of the Family and Medical Leave Act of 1993. Eligible employees are those who have been employed by the Library District for at least 12 months and who have worked for at least 1,250 hours during the 12-month period preceding the leave.

The 12- month period in which the 12- week leave entitlement occurs shall be a rolling 12- month period measured backward from the date an employee uses any FMLA leave. Thus, each time an eligible employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Eligible employees are entitled to a minimum of 12 workweeks of unpaid leave during any 12- month period for one or more of the following:

- A. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- B. Because of the placement of a son or daughter with the employee for adoption or foster care.
- C. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- D. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- E. Because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Eligible employees who have any accrued paid vacation or personal leave must substitute such paid leave as a part of the 12 weeks of unpaid leave available under this policy for any of the purposes stated in subparagraphs A, B and C above.

Eligible employees who have any accrued paid sick leave, vacation leave or personal leave must substitute such paid leave as part of the 12 weeks of unpaid leave available under this policy for any of the purposes stated in subparagraphs C and D above.

Eligible employees may not take leave intermittently or on a reduced hour schedule for any of the purposes stated in subparagraphs A and B above and any leave taken under those subparagraphs must be taken within the 12-month period beginning on the date of birth or placement for adoption.

Eligible employees may take leave under this policy intermittently or on a reduced hour schedule for any of those purposes stated in subparagraphs C and D above, provided that it is medically necessary to do so.

The Library District may require proper certification from a health care provider for any leave requested for the purposes stated in subparagraphs C and D above.

2. **Military Leave of Absence**—An unpaid military leave of absence may be granted to any full-time staff member who volunteers or is called to active military duty in a branch of the U.S. Armed Forces during time of war or other declared national emergency or who is ordered to active duty in the organized reserve, National Guard, or selective service system at any time. If the employee is found physically and mentally capable of performing his previous position, the employee will be reinstated to said position within the Library District, or a comparable position with no loss of salary. All military service shall be considered as continuous service with the Library.

Any full-time permanent employee who is a member of the armed forces reserve of National Guard shall be allowed a leave of absence with pay to attend a military training session, providing necessary official orders are presented to the Director. Said employee will receive the difference between his/her base military pay and his/her regular pay while on military reserve duty upon presenting his/her military pay voucher to his/her department head. Military reserve duty will not be counted against any accrued vacation or sick leave. Military leave shall be provided as required by any applicable state or federal law.

3. **Personal Leave of Absence**—An unpaid personal leave of absence to handle pressing personal obligations may be granted to regular full-time employees. Length of a personal leave of absence may not exceed 30 calendar days. To be eligible, an employee must have maintained a satisfactory record of employment with the Library District for a minimum of one year.

## **General Conditions**

1. Requests for Leave of Absences must be submitted in writing to the Director at least thirty (30) days prior to the commencement date, except when medical or personal conditions make such a requirement impossible. The request should state the reason(s) for the proposed leave, the date of departure from employment and the estimated date of return to employment.

2. Leaves of absences are granted with the understanding that they are leaves of absence from the Niles Public Library District and not necessarily from a particular position.
3. Upon return from any leave provided under this policy, the employee shall maintain all seniority and benefits accrued as of the commencement of the leave. The employee shall be reinstated to the position the employee held at the commencement of the leave or an equivalent position provided, however, that an employee on leave under this policy shall be subject to lay-off or dismissal on the same terms and conditions as are applicable to employees who are not on leave.

The Library District can deny restoration to a salaried employee who is among the highest paid 10% of employees employed by the Library District within 75 miles of the facility at which the employee is employed, if:

- A. The denial is necessary to prevent substantial economic injury to the Library District's operations; and
  - B. The Library District notified the employee of the intent to deny restoration at the time of the Library District determined that such economic injury would occur.
4. No loss of service credit with the Library District will occur as a result of the leave of absence, but no benefit credit will be accrued toward vacation, personal, and sick leave entitlement for the duration of the leave.
  5. Employees on leave of absence may keep their group hospitalization active by agreeing to pay their portion of the group rate currently being charged them. After that period, the individual may arrange for conversion to an individual policy and rate to the extent provided under the insurance policy in force at the time of conversion.
  6. Extensions of leaves of absence are only upon request and approval of the Board of Trustees, through the Director. No leave of absence beyond one year shall be approved and any employee who is absent from work for any reason for a period of one year shall be terminated.
  7. Employees on leave of absence must notify the Director at least two weeks prior to the end of their leave of their availability for return to work.
  8. An employee's failure to return from leave of absence at the agreed upon time will be considered a voluntary termination of employment.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 4.20.94; 6.19.96; 8.20.08*

#### **4.11 COMPASSIONATE LEAVE**

1. Leave with pay, not to exceed three working days, will be granted to employees for a death in the immediate family and, if it is deemed necessary, additional time may be allotted from their sick leave accumulation upon the approval of the Director.
2. For purposes of this section, the immediate family shall mean spouse, mother, father, son, daughter, brother, sister, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, or other individual residing in the employee's household.
3. At the Director's request, an employee may be requested to provide documentation supporting the reason for such leave.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 9.20.00*

#### **4.12 JURY DUTY**

1. All employees shall be given time off when required to serve on a jury. Full-time employees shall receive their regular pay for the duration of the jury duty or when subpoenaed to appear before a court, public body, or commission in connection with Library business. All employees are entitled to keep whatever compensation is received for such duty.
2. Proof of attendance must be furnished to the Director's Office by the employee.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

#### **4.13 ATTENDANCE AT PROFESSIONAL MEETINGS**

1. Staff members wishing to attend meetings, conferences and workshops sponsored by professional library or library-related organizations may, in the sole discretion of the Director, be given Library time, providing they are within scheduling and budget limitations.
2. Expenses and mileage will be paid for such attendance, in the sole discretion of and in such amounts as are determined by the Director. Staff members attending meetings and workshops of organizations of which they are not members will be reimbursed at the membership rate only.
3. For attendance at the annual ALA and ILA conferences, priority in the assignment of funds will go to the Director, members of the Board, and staff at large. The staff at large will be selected by and at the sole discretion of the Director as a professional incentive for employee development.
4. When Library staff are expressly requested and/or required in writing by the Director and/or by official action of the Board of Trustees to become a member of a district, state or national library organization or serve on a special committee or perform a particular function for said organization, or when they are requested or required by official action of the Board of Trustees to represent the Library in an official capacity, they shall be reimbursed for travel and miscellaneous expenses according to Library policy.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92*

## 4.14 TRAVEL EXPENSES

1. For official trips of staff or members of the Board of Trustees, the Library will pay reasonable expenses. Staff travel must be approved by the Director in advance. Receipts are required for all reimbursements.
2. Reasonable expenses will be determined as follows:
  - a. Registration: fees for conferences, workshops and conventions. If the registration fee includes meal functions, those meals will not be reimbursed otherwise.
  - b. Transportation: by lowest coach airfare or rail fare if it does not exceed the air coach fare. For out-of-state trips, mileage for use of a private car may be paid with prior approval of the Director. Such reimbursement may not exceed air coach fare.
  - c. Hotel: conference hotels, with conference rates, will be used when possible. Reimbursement as indicated on paid hotel receipt.
  - d. Meals: actual expenses but not to exceed \$50.00 per day. If special conference meals or banquets are required, with Director's advance approval these will be reimbursed in addition to the per diem.
  - e. Incidental expenses: tips, parking, cabs, busses, road tolls, business telephone calls with appropriate receipts.
  - f. Extraordinary expenses: meals and/or entertainment which are a part of the program of the event but at extra cost, when authorized in advance.
  - g. For local mileage: when a Library vehicle is not available, reimbursement will be at the current IRS rate.

#### **4.15 COMPUTERS, STAFF USE OF**

1. Staff must be authorized by the Director to use the various computer terminals in the Library and to access specific data bases and data files.
2. Using a terminal, accessing a data base or file without prior authorization from the Director, or providing information to the public or any unauthorized staff member so as to assist them in accessing any of the data bases or files is grounds for dismissal.
3. Staff are not permitted to conduct personal circulation transactions from the computer terminals at their workstations.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92; 4.19.06*

## 4.16 DRUG-FREE WORKPLACE

1. It is the policy of the Library District that its employees be aware of the dangers of drug abuse and that the District's properties be drug-free.
2. The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illicit drug, including cannabis, is prohibited on all Library District properties at any time by any employee or patron, and at all times and places wherever any employee is performing employment duties for the Library District. In addition, any employee is prohibited from entering upon any Library District property while under the influence of alcohol or any controlled substance or illicit drug, including cannabis, at any time.
3. For the purpose of this policy, the following definitions apply:
  - a. A "controlled substance" is one which has the meaning given the term in the federal Drug-Free Workplace Act, 41 USC §706(3), and the Illinois Drug-Free Workplace Act, 30 ILCS 580/1 et seq.
  - b. An "illicit drug" is one which has the meaning given the term in the federal Drug-Free Schools and Communities Act of 1986, 20 USC §3172 et seq.
  - c. "Employee duties" are all duties, tasks or activities that are reasonably related to teaching, ~~supervising~~, sponsoring or performing functions that are directly or indirectly related or implied as a part of any job assignments.
4. The Director shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the Library District's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug violations.
5. As a condition of employment, employees shall abide by this policy and notify the Director or his/her designee of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
6. Violation of these prohibitions may result in disciplinary action, up to and including termination. The Library District, in its sole discretion, may also require an employee who violates this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program at the employee's expense.
7. A copy of the Drug-Free Workplace policy shall be given to all employees and posted in a prominent place in the workplace.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 8.20.08*

## 4.17 SEXUAL HARASSMENT POLICY

“Sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is illegal. It can include, for example, unwelcome sexual advances, displaying materials that are sexual in nature, or engaging in sexually offensive jokes or comments.

Any employee who believes that he or she is being sexually harassed by anyone on the premises of the Library should promptly take the following steps:

1. Any incident of sexual harassment must be reported, in writing, by the complainant as quickly as possible but in no event later than six (6) months after the occurrence. All reports and investigative procedures shall be confidential. Reports should generally be made to the Library Director. Reports can also be made to the chair of the Grievance Committee or to any Trustee.
2. All complaints of sexual harassment will be investigated and a response will be made to the complainant within thirty (30) days of the date upon which the Library Director or Trustee receives a written complaint.
3. The Library Director may take immediate actions to eliminate further harassment. Such actions can include disciplinary action up to and including termination for any employee found to have engaged in sexual harassment.
4. No one making a complaint in good faith will be retaliated against even if the complaint is not substantiated. In addition, any witness will be protected from retaliation. However, given the seriousness of the consequences for the accused, a false or frivolous charge is a severe offense that can result in disciplinary action up to and including termination.

It is hoped that most sexual harassment complaints and incidents can be resolved through the Library’s internal complaint process.

However, sexual harassment complaints can be filed with:

The Illinois Department of Human Rights  
100 West Randolph  
James R. Thompson Center, Suite 10-100  
Chicago, Illinois 60601  
Phone...(312)814-6200  
TDD.... (312)263-1579

or

Equal Employment Opportunity Commission (EEOC)  
500 West Madison Street, Suite 2800  
Chicago, Illinois 60601  
Phone...1-800-669-3362  
TDD....(312)353-2421

Complaints filed with the Department of Human Rights must be filed within 180 days of the incident.

Complaints filed with the EEOC must be within 300 days of the incident.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 6.19.96*

#### 4.18 NEPOTISM

The Niles Public Library District (“Library”) is committed to the hiring and employment of persons based upon merit. It is a goal of the Library to minimize action and employment decisions based on factors other than the efficient functioning of the Library and the highest quality of service to the public. In an effort to avoid employment and administrative decisions which may not be consistent with these objectives, the Library seeks to minimize certain employment circumstances wherein close, personal relationships and loyalties can become involved with or influence employment decisions or create an appearance of impropriety.

Therefore, it is the policy of the Library that family members or persons living in the same household or dwelling as a *Trustee* of the Niles Public Library District Board of Trustees shall not be employed the Library, provided, however, that this policy shall in no way disqualify such family members or persons living in the same household or dwelling of a Trustee who are bona fide employees of the Library District at the time of the election of said Trustee.

It is further the policy of the Library that family members or persons living in the same household or dwelling as a member of the *Administrative Staff* of the Library or a Library employee may be employed by the Library, but in no case shall a member of the *Administrative Staff* or a Library employee be involved in hiring or otherwise approve the hiring of immediate family members or persons living in the same household or dwelling, nor shall an *Administrative Staff* member or Library employee supervise another member of his or her family, or person living in the same household or dwelling. For the purposes of this policy family member means: parent, child, cousin, aunt, uncle, niece, nephew, any other blood relative, and in-law. Also, for the purposes of this paragraph, *Administrative Staff* means: Library Director, Managers, and Department Heads.

*Adopted by the Niles Public Library District Board of Trustees 9.20.06*

#### **4.19 PERSONNEL RECORDS POLICY**

It shall be the policy of the Board to keep a personnel file on all employees of the Library District.

The files of persons who have terminated employment with the Library District shall be kept for a period of three (3) years.

All documents in employees' files are considered generally confidential and are not open to inspection to anyone employed by the District except the Library Director, supervisors, Trustees and, upon written request, to the employee to which they pertain or the employee's designated representative.

All applications for employment shall be kept for a period of one (1) year.

Information about an employee's performance of his or her duties and/or documents contained in an employee's personnel file may be released to third parties at the request of the employee, as required or allowed by law, or whenever the best interests of the Library District would be served and such release is permitted by law. Employees shall have the right to inspect and copy documents in their personnel files in accord with the provisions of the Illinois Personnel Records Review Act, 820 ILCS 40/01.01 et seq.

Medical information shall be kept, as required by law, separate from personnel files.

*Adopted by the Niles Public Library District Board of Trustees 8.20.08*