

**— 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.

Candidates for all positions, prior to presentation to the Board for official appointment, will be subject to a criminal history background check in accordance with the Illinois Uniform Conviction Information Act. Applicants shall complete in full forms provided by Computata Solutions. This information shall be forwarded to Computata Solutions 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 Computata Solutions, 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

- I. 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.

## 4.06 SICK LEAVE

1. Sick leave pay is intended to provide uninterrupted pay during an employee's or an employee's dependent child's or parent's (residing with the employee) 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 to provide an updated status. Sick leave benefits are contingent upon maintenance of regular contact.
2. Sick leave may not be used in the following circumstances:
  - a. Appointments with doctors or dentists during the employee's normally scheduled work day unless such appointments cannot be made otherwise, or are for the treatment of an illness or condition contemporaneous with sick leave for which the employee has already applied.
  - b. Appointments with doctors or dentists for relatives unless sick relatives are dependent children or parents residing with the employee. ("Dependents" here is as defined by the internal revenue code.)
3. Regular full-time employees are credited with sick leave at one day (7 1/2 hours) per month. Part-time employees are credited with sick leave pro-rated on an average of their scheduled hours worked per month. Sick leave is cumulative to 450 hours (sixty (60) 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.
4. 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.
5. If an employee is on sick leave for three or more consecutive days, the employee is obligated to provide certification from a physician licensed to practice medicine in the state of Illinois as a basis for pay during sick leave. 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. The Library Director at his/her discretion may waive the certification requirement.
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; 4.22.13; 3.19.2014; 4.16.2014*

## 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 Thanksgiving Eve.
- d. In addition, the Library will not be closed but full-time staff will receive a compensatory day, to be used within two weeks of the date shown, 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; 3.19.2014; 7.15.2014*



## 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.
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

- I. **Family and Medical Leave**—All eligible employees are entitled to certain maximum 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 up to a maximum 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 will 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.

## **4.12 JURY DUTY**

1. All employees shall be given time off when required to serve on a jury. All 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.

## 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 be given Library time providing they are within scheduling and budget limitations.
2. Full-time professional staff is eligible to participate in out-of-town conferences.
  - a. Requests should be made during the budget process
  - b. Staff attendance will rotate
  - c. Major consideration will be given to seniority
  - d. Special consideration will be given to staff invited to speak
  - e. Paid time may be approved by those staff who wish to attend an out-of-town conference in years when they are not eligible for full conference reimbursement.
3. 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.
4. For attendance at the annual ALA, PLA and ILA conferences, priority in the assignment of funds will go to the Director, upper management and staff at large. The staff at large will be selected by or approved by the Library director as a professional incentive for employee development. In the years that PLA holds a conference, attendance at ALA will not be granted, unless it is held in Chicago.
5. When Library staff are expressly requested and/or required in writing-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.
6. When Library staff is invited to serve on a committee which requires attendance at ALA or ILA conferences, they must have Board approval before making the commitment.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92; 8.21.2013; 11/20/2013*

## 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 Library Board in advance. Receipts are required for all reimbursements. Requests by staff to attend any out of state conference must be made during the budget process.
2. Reasonable expenses for staff will be determined as follows:
  - a. Registration: fees for conferences at the early-bird rate, workshops and conventions. If the registration fee includes meal functions, those meals will not be reimbursed and will be deducted from the per diem.
  - 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 Library Board at the current IRS rate. Such reimbursement may not exceed air coach fare.
  - c. Hotel: conference hotels, with conference rates, will be used when possible and reimbursed at the double occupancy rate.
  - d. Meals: actual expenses but not to exceed \$50.00 per day. If special conference meals or banquets are required, with Library Board advance approval will be reimbursed in addition to the per diem. Reimbursement will not be made for alcoholic beverages.
  - 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: reimbursement will be at the current IRS rate.
  - h. The Library will pay for official conference tours to visit other libraries and educational tours. All recreational tours must be paid for by the employee personally at the time of conference registration with a check made payable to the organization.

### REIMBURSEMENT

It is the responsibility of the employee to submit a reimbursement form along with all necessary receipts within 30 days after returning from a conference. Itemized receipts for all expenses over \$5.00 must be submitted. In addition to providing a financial report (reimbursement form and documenting receipts), conference attendees will be expected to submit, and if asked, verbally present, highlights of their conference experience, including what was learned that might help them do their jobs, and the library serve the community, more effectively.

The Library Board approves all travel expenses and reserves the right to reject any expense that s/he feels is excessive or unreasonable. If a trip must be cancelled and prepaid expenses have been incurred, the employee is responsible to inquire for refunds. The employee will be responsible for reimbursing the Library for prepaid expenses.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92; 3.17.99; 8.21.2013; 11/20/2013*

## **4.15 Electronic Communications Use Policy**

Advances in electronic communications and information technologies provide opportunities for the Niles Public Library District. These technologies support our activities and enable us to better serve our patrons. The Library District continues to invest in electronic communications and information systems. While the Library District encourages the use of its systems, such use carries with it responsibilities. Careless or inappropriate use of these systems can have negative consequences, harming the Niles Public Library District, patrons and those who utilize these systems. This policy is intended to minimize the likelihood of such harm. By educating users as to proper and improper usage of these tools and by setting forth the conditions that apply whenever the Library District's electronic communication tools are being used. This Policy applies to all employees, contractors, volunteers and other individuals who are provided access to these electronic communications and information systems and tools.

### **Applicable Communication Tools**

These guidelines address the appropriate use of the Niles Public Library District's electronic communication tools. These tools include, but are not limited to the following:

- Telephones, pagers, cellular phones and voicemail facilities;
- E-mail systems;
- Fax machines, modems and servers;
- Palm, laptop and desktop computers;
- Software licensed to the Niles Public Library District, and
- All internal and external computer and communications networks (such as internet access facilities, browsers, commercial on-line services, E-mail systems) accessible directly or indirectly from the Library District's computer networks.

The goal of this Policy is to ensure the responsible and acceptable use of these electronic communication tools. The safety and security of the Library District's network and resources must be considered paramount when using the Library District network, Internet, E-mail and other communication tools. Any programs, documents, files or E-mail created using the Library's communication tools become the property of the Niles Public Library District. This includes all of the material and information created, transmitted or stored on this equipment.

### **No Expectation of Privacy**

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. This includes all information, including that which may be considered personal. The computer system belongs to the Library District and may only be used for business purposes. In order to determine compliance with the Library District's Electronic Communications Use Policy, authorized Library District employees or agents may monitor an employee's computer use, content of communications including any type of E-mail, Internet access or files saved on a local hard drive or in private areas of the network, at any time.

### **User Guidelines for Communication Tools**

#### **Acceptable Use**

- The Library provides electronic communications tools to facilitate business communications enhance productivity and improve service to our patrons. These resources are to be used primarily to conduct Library business, however, as with the telephone, there may be occasion to use some of these tools for personal purposes. Personal use is permitted so long as it does not interfere with the performance of an employee's job and/or the transaction of the Niles Public Library District business, consume significant resources, give rise to more than nominal additional costs or interfere with the activities of other

employees of the Library District.

### **Unacceptable Use**

- Because audio, video and picture files require significant storage space, files of this type should not be downloaded unless they are business related.
- For use of the District's electronic communications and information technologies and tools, there are a number of prohibited activities, which include the following. The list is not intended to be inclusive of all prohibited activities but only as general guidelines. In addition to other restrictions and conditions discussed in this policy, the District's communications tools shall not be used to:
  1. engage in activities for personal financial gain (e.g., day trading, gaming, gambling, betting or wagering) or for commercial use or profit;
  2. solicit others for activities unrelated to the District's business or in connection with political campaigns, lobbying or for political messages or the solicitation of funds;
  3. carry or publish a defamatory, discriminatory (based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs), indecent, offensive, harassing, threatening or obscene material or messages;
  4. infringe, attempt to infringe or aid in any way in the infringement or attempted infringement on another person or entity's intellectual property rights (e.g., copyrights);
  5. violate, attempt to violate or aid in any way in the violation or attempted violation of any applicable telecommunications license or any laws that govern transborder data flow (e.g., laws dealing with data collection, protection, privacy, confidentiality and security);
  6. violate, attempt to violate or aid in any way in the violation or attempted violation of any other local, state or federal law, any Library District directives or policies or department guidelines;
  7. gain access to or distribute any inappropriate text or graphic files or files dangerous to the integrity of the network;
  8. exchange frivolous E-mail or announcements or games, software, chain letters or screensavers;
  9. exchange instant messaging and chat;
  10. stream audio or video unless it is directly related to the Library District's business use of the Internet;
  11. engage in any illegal, illicit, improper, unprofessional or unethical activity that could reasonably be construed to be detrimental to the interests of the Niles Public Library District;
  12. disable, defeat or circumvent any Library District security mechanisms such as Windows policies, Internet screening programs, security programs, or firewalls. Any employee who does so shall be subject to disciplinary action up to and including dismissal. This also applies to any employee who creates, installs or knowingly distributes a malicious program;
  13. deliberately propagate any virus, worm, Trojan horse or trapdoor program code. Users must take precaution to avoid inadvertently importing such destructive instruments into the Library District's Internet, E-mail system and other communication tools;
  14. make alterations or enhancements to the Niles Public Library District's Home Page without prior approval of the Library Director. The Niles Public Library District shall not be responsible for any losses or damages resulting from, or relating to, any use of the Library District communications tools, which violates this policy.
- Users should not leave their computers logged in and unattended. This creates an opportunity for unauthorized users to access the computer system, the Internet or send an E-mail message under another logon ID. Every user shall log off the computer every day at the close of their workday and as required for periods away from the computer to prevent unauthorized use. Individual users can be held accountable for the use of their computers by others.
- Every person using a Niles Public Library District staff computer must be an employee or volunteer of the

### **Section IV — Personnel Policies**

Library District who has been authorized by the Library Director to use the computer in the Library and to access specific data bases and data files. All unauthorized users are strictly prohibited. Using a computer terminal, accessing a data base or file without prior authorization from the Library 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. Employees and volunteers are not permitted to conduct personal circulation transactions from the computer terminals at their workstations.

- No hardware or software (including portable equipment) shall be loaned to non- Library District personnel or removed from the Library District property. Hardware may not be relocated, connected or disconnected at any Library District facility without the prior knowledge and approval of the Library Director.

### **Email Use**

Every Library District employee is responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Any questions about this policy should be addressed to the Library Director.

The E-mail system is the property of the Niles Public Library District. It has been provided by the Library District for use in conducting Library business. All E-mail messages must be businesslike, professional, courteous, civil and written with the expectation that they could be made public at some point in the future. Each user is responsible to process received E-mail appropriately. All communications and information transmitted by, received from, or stored in this system are Library District records and property of the Niles Public Library District. Users should take note that the information generated on E-mail, unless otherwise exempt, will be subject to release in response to a Freedom of Information Act request or court order. Avoid mixing extensive social discussion with work communication. Using the Internet to access personal E-mail accounts with personal E-mail providers is not permitted. This includes using the Internet to retrieve any type of E-mail account not provided by the District.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Library District E-mail system. The Library, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for *any* reason and without the permission of any employee.

Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the Library District from the Library District E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the Library's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Employees are prohibited from encrypting or password-protecting computer files and E-mail without the knowledge and consent of the Library Director. Any password used by employees must be revealed to the Library District as E-mail files may need to be accessed by the Library District in an employee's absence. At least two users shall have access to any protected or encrypted file.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Even though the Library District has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Users may not intentionally intercept, eavesdrop, record, read, alter or receive another person's E-mail messages without authorization from the employee's department head or Library Director. Unauthorized attempts to access another's E-mail are prohibited. Any exception to this policy must receive the prior approval of the department head or Library Director.

The Library's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. All E-mail messages are subject to state and federal legislation.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Library Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the employee's department head or Library Director.

Users should delete outdated or otherwise unnecessary E-mails and computer files consistent with the E-mail Retention Policy set forth below. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Library District letterhead.

Any employee who discovers misuse of the E-mail system should immediately contact his or her department head or the Library Director.

Violations of the Library's E-mail Policy will result in disciplinary action, up to and including termination.

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

Employees are required to sign an E-mail and Internet Policy Acknowledgment Form as a condition of employment.

## **E-MAIL RETENTION POLICY**

### **Scope**

This Policy applies to all E-mail and E-mail attachments circulated within the Library District.

### **Definitions**

- A. E-mail messages: Text documents which are created, stored, and delivered in an electronic format. As such, E-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters.
- B. Record E-mail messages: E-mail messages that set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Record E-mail messages have historical significance or public importance and must be retained. Examples and factors for determining whether an E-mail message should be retained are provided in the section titled "Determining Whether an E-mail Message Constitutes a Record E-Mail Message."
- C. Non-record E-mail messages: E-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Rather, they are informal communications that are similar to communications during telephone conversations or conversations in an office hallway. Generally, non-

record E-mail messages are short-lived, with no historical significance or public importance, and need not be retained after they have fulfilled their purpose.

- D. Records retention schedules: Listings of agency records and how long they must be retained.

### **Determining Whether an E-Mail Message Constitutes a Record E-Mail Message**

Factors to consider in deciding whether an E-mail message is a record are:

- A. Is it in connection with a transaction of public business (this eliminates all E-mails which do not relate to public business, i.e. personal notes, E-mails scheduling lunch, etc.)?
- B. Is it official documentary material (a draft of a letter vs. the letter itself)?
- C. Is it “FOIA-able”? For example, “preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated” need not be produced under FOIA, “except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.” However, such still would be a public record that needs to be retained. Therefore, whether a document is “FOIA-able” is not in and of itself, conclusive as to whether it is a public record and must be retained – you still must review the document further to determine whether it is a public record that must be retained.
- D. Is the material “appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein”?
- E. Does the document have any historical significance? Is the document evidence of the function, policies, decisions, procedures or other activities of the Library District or just of an individual?
- F. Even if a document is a record it need not be kept forever. The Local Records Act sets up timetables within which records may be destroyed. Library District staff should refer to the Library’s records retention schedule to determine how long a particular record must be retained.
- G. Are the records duplicative? Only one copy need be retained.

NOTE: A public record that is stored and accessible after this time is still a public record and must be produced upon request, if it does not fall within one of FOIA’s exemptions.

### **Examples of E-mails that *generally* constitute public records:**

- E-mail created or received by Library District employees in connection with Library District business.
- E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with Library District business.
- Policies and directives and documents that establish guidelines or procedures, certify a transaction or become a receipt.
- Correspondence or memoranda related to official business.
- Work schedules and assignments.

- Drafts of documents that are circulated for comment or approval.
- Any document that initiates, authorizes, or completes a business transaction.
- Final reports or recommendations.
- Contract-related documents and other agreements or official action.

**Examples of E-mails that *may* constitute public records:**

- E-mail that provides substantive comments on an action taken by the Library District (i.e., comments add to the proper understanding of the execution of the final Library District action.)
- E-mail providing documentation of significant official decisions and commitments reached orally and not otherwise documented in the Library’s files.

**Examples of E-mails that *generally do not* constitute public records:**

- Personal E-mail messages and announcements not related to Library District business.
- Duplicate copies or extracts of correspondence or documents E-mailed for convenience or reference and reproduction of non-original source material.
- Internal E-mails created by employees on work-related topics which do not facilitate action or an understanding of the work-related topic (i.e., letters of transmittal that do not add any information to that contained in the transmittal notes, etc.)
- Quasi-official notices and records that do not serve as the basis of official actions (i.e., holiday notices, meeting confirmations, announcements of social events, etc.)
- Spam.

**Retention**

Generally, E-mail messages are temporary communications. However, depending on the content of the E-mail, it may be considered a public record. Accordingly, employees have the same responsibilities for E-mail messages as they do for any other public record and must distinguish between record E-mails and non-record E-mails.

Non-record E-mail messages should be deleted from files as soon as they have fulfilled their purpose. These are records that are not required to be kept under law or whose preservation is not necessary or convenient to conduct Library District business. On the other hand, messages determined by users to be records must be properly preserved and disposed of as specified in the Library’s approved records retention schedule.

**Copy of Record**

Where E-mail communication is between a sender and a recipient, the sender’s copy is designated as the copy of record provided the sender is an officer or employee of the Library District, and if not, then the recipient’s copy is the copy of record. All other copies are merely “duplicates” and can be disposed of at will. If an E-mail is determined to be a record, it should be printed fully (including time, date, sender, and receiver) and retained in proper format, then deleted from the electronic system or it should be transferred to the appropriately identified electronic file. Message review and printing or transfer should take place on a regular basis and no less frequently than every 30 days.

### **Responding to FOIA Requests**

If an E-mail does fall within the definition of a public record it may not be deleted, except as provided in the Library's record retention schedule. Further, these E-mails should be reviewed prior to release under FOIA so that any exempt information contained in them may be deleted or redacted. Finally, if the E-mail falls within one of the exemptions (i.e., protected by attorney-client privilege), it need not be produced.

If in doubt as to whether an E-mail message is a public record or contains exempt information, contact the Niles Public Library District Freedom of Information Officer.

### **Internet Use**

Although the Library District recognizes that the Internet may have useful applications to the Library's business, employees may not engage in Internet use without prior written approval from the Library Director, and unless a specific business purpose requires such use. Absent such approval, employees may not access the Internet using the Library's computer systems, at any time or for any reason. "Surfing the Net" is not a legitimate business activity.

Library Director approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Library District to act as an official representative of the Library, employees posting information must include a disclaimer in that information stating:

*"Views expressed by the author do not necessarily represent those of the Niles Public Library District."*

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, E-mail can provide excellent means of communicating with other employees, our patrons, outside vendors, and other business. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the E-mail Policy.

### **Disclaimer of Liability for Use of Internet**

The Library District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an E-mail address on the Internet may lead to receipt of unsolicited E-mail containing offensive conduct. Users accessing the Internet do so at their own risk. Individual users should be aware that the Library District has no control over and, therefore, cannot be responsible for the content of information available on the Internet or received in E-mail.

## **Duty Not to Waste Computer Resources**

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. Library District computers may not be used for the creation and storing of personal documents and/or personal data files.

## **Monitoring Computer Usage**

The Library District has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users.

## **Blocking of Inappropriate Content**

The Library District may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Library District networks. The failure of the Library District to block a particular site does not render the site necessarily appropriate for access. In the event you encounter racially or ethically offensive material or other inappropriate or sexually explicit material while browsing on the Internet, you must immediately disconnect from the site, regardless of whether the site was subject to Library District blocking software.

## **Prohibited Activities**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of the Library's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the Library's computers. Employees encountering or receiving this kind of material should immediately report the incident to their immediate supervisors or the Library Director. The Library's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including termination.

## **Games and Entertainment Software and Subscription Services**

Employees may not use the Library's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet. There shall be no use of subscription services without approval from the department head and Library Director. Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without approval. Resources of any kind, where fees are assessed may not be accessed without prior approval from the Library Director.

## **Illegal Copying**

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. Files are not to be copied from another user without that user's consent. Files or programs are not to be copied from one

computer to another without permission of your department head or Library Director. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written

permission of the Library Director. The Library District prohibits any users from illegally duplicating or using illegally duplicated software on Library District computers. This includes but is not limited to bringing outside software to the District's computers, copying Library District software to portable media and taking it elsewhere, or downloading or installing on Library District computer's software from the Internet.

### **Accessing the Internet**

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the Library's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Library's network.

### **Virus Detection**

Files obtained from sources outside the Library District, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to E-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Library's computer network. Employees should never download files from the Internet, accept E-mail attachments from outsiders, or use disks from non-Library District sources, without first scanning the material with Library-approved virus checking software. If you suspect that a virus has been introduced into the Library's network, notify the Library Director immediately. Users shall not store files on the local hard drive. There are files stored on the local hard drive that are crucial for the operation of the computer and if altered, could cause the computer to stop functioning. The files on the local drive shall not be altered. No settings or programs should ever be modified on the local computers. In case of any problems or questions with programs or files, contact the department head or Library Director.

### **Sending Unsolicited E-Mail (Spamming)**

Without the express permission of their immediate supervisors, employees may not send unsolicited E-mail to persons with whom they do not have a prior relationship.

### **Amendment and Revisions**

This policy may be amended or revised as the need arises. Users will be provided with copies of all policy changes.

Violations of this policy will be taken seriously and may result in disciplinary action, up to and including termination, and civil and criminal liability.

Use of the Internet via the Library's computer system constitutes consent by the user to all of the terms and conditions of this policy.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92; 4.19.06; 1.20.2011*

## **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, 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*

**Section IV — Personnel Policies**

## **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.

## 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.

## 4.20 Social Media Policy Interacting as an Individual

### INTRODUCTION

The Niles Public Library District (“Library”) understands and respects the fact that employees may participate in a variety of online activities as individuals. Social media such as Twitter, Facebook, Linked In, Flickr, You Tube and MySpace have become commonly used for communications. It is important for everyone to remember that privacy does not exist in the world of social media and that as employees of the Library our actions and conduct may reflect upon the Library. Although the Library has no interest in monitoring or censoring what employees do on their own time, inappropriate online activities that affect the Library are not permitted.

### GENERAL PROVISIONS

In accord with Library’s Electronic Communications Use Policy, the Library reserves the right to monitor all computers, internet and e-mail usage utilizing Library hardware or software. Employees who have personal social networking sites should remain mindful that material on such sites may be viewed by members of the community. Care should be taken to control who has access to your site, to use available privacy settings and to monitor the site for any inappropriate content.

### POLICY

- Individual (personal) use of any social media is not permitted during working time.
- Do not post any confidential information. Never post information about a patron. Remember that library confidentiality laws apply.
- Do not use the name of the Library on any personal social media site.
- Identify your views as your own. If you identify yourself as an employee of the Library, make it clear that any views you express are not necessarily the view of the Library.
- Do not post any material that could reasonably cause a disruption in Library operations, undermine your status as a role model, or defames a co-worker.

### VIOLATION

Any disregard of the policy listed above may be grounds for appropriate discipline up to termination.

*Adopted by the Niles Public Library District Board of Trustees 1.20.2011*

## 4.21 Victims' Economic Security and Safety Act Policy

### Victims' Economic Security and Safety Act

Also known as VESSA, this policy allows for unpaid time off for an employee when the employee or a member of the employee's family or household is a victim of domestic or sexual violence.

Time off may be taken up to twelve weeks in a twelve month period. This time may be taken intermittently (a few days or a few hours at a time) or on a reduced work schedule. VESSA is in addition to Family Medical Leave but does not allow an employee to take leave in excess of the unpaid leave time allowed under the Family and Medical leave Act.

An employee is required to give 48 hour notice when possible. You may be required to submit certification demonstrating the need for leave. All information provided will be held in confidence.

Qualifying for this leave may be for any one or more of the following reasons:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; or
2. Obtaining services from a victim service organization; or
3. Obtaining psychological or other counseling for the employee or employees family or household member; or
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to address safety issues (including economic issues); or
5. Seeking legal assistance or remedies, including preparing for and participating in any civil or criminal legal proceeding related to the abuse or violence

For purposes of this policy "family or household member" means a spouse, parent, son, daughter other person related by blood or present or prior marriage, other person that shares a relationship through a son or daughter, and persons jointly residing in the same household. A perpetrator of acts of violence is not covered by this policy.

An employee may elect to substitute accrued paid vacation, sick or personal time for any part of the VESSA leave. If paid leave is substituted for unpaid VESSA leave, the Library will deduct your portion of the health plan premium as a regular payroll deduction. If leave is unpaid, you must pay your portion of the premium during the leave. Your healthcare coverage may cease if your premium payment is more than thirty days late.