



Employee Handbook

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TABLE OF CONTENTS

INTRODUCTION AND WELCOME.....	5
Vision Statement.....	6
Mission Statement.....	6
Values.....	6
SECTION 1: GENERAL POLICY INFORMATION.....	7
EQUAL EMPLOYMENT OPPORTUNITY.....	7
ETHICS POLICY.....	7
SERVICE WITH OUTSIDE ORGANIZATIONS.....	7
ANTI-HARASSMENT WORKPLACE POLICY.....	8
Work Environment.....	8
Definitions of Harassment.....	8
Individuals and Conduct Covered.....	9
Complaint Process.....	9
WHISTLEBLOWER POLICY.....	10
AMERICANS WITH DISABILITIES ACT.....	10
PREGNANCY.....	10
IMMIGRATION LAW COMPLIANCE.....	11
PROFESSIONALISM, EXPECTATIONS, AND RESPONSIBILITIES.....	11
CUSTOMER SERVICE CHARTER.....	11
STAFF MEETINGS AND COMMUNICATIONS.....	12
USE OF LIBRARY RESOURCES.....	12
Internet Usage.....	12
Telecommunication Usage.....	12
Social Media.....	13
Vehicle Usage.....	13
Credit Card Usage.....	13
UNSCHEDULED CLOSINGS.....	13
SECTION II: EMPLOYEE COMPENSATION AND BENEFIT INFORMATION	
EMPLOYEE DEFINITIONS.....	14
Full-time, Part-time, and Temporary Employees.....	14
Independent Contractor.....	14
Volunteer.....	14
FAIR LABOR STANDARDS ACT (FLSA) STATUS.....	14
Exempt.....	14
Non-exempt.....	14
LIBRARY EMPLOYEE STATUS DESIGNATIONS.....	15
Professional Staff.....	15
Other Professional Staff.....	15
Support Staff.....	15
EMPLOYMENT POLICIES AND PROCEDURES.....	15
Hiring.....	15
Orientation.....	15
Promotions, Transfers and Reclassification.....	15
Personnel Records and Amendments to Records.....	15
Progressive Disciplinary Process.....	16
Employee Grievance Procedure.....	17
DISCONTINUATION OF EMPLOYMENT.....	17

Layoff.....	17
Resignation.....	17
Payment of Final Wages.....	17
ATTENDANCE, TIME OFF AND LEAVES OF ABSENCE.....	18
Attendance and Punctuality.....	18
Work Schedules and Flextime.....	18
Sick Leave.....	18
Vacation.....	19
Paid Leave for All Workers Policy.....	20
Holidays.....	21
Observance of Religious Holidays.....	22
Jury Duty.....	22
Bereavement.....	22
Maternity Leave.....	22
Paid Lactation Breaks.....	22
Meal Break.....	22
Voting Leave.....	22
School Visitation Leave.....	22
Personnel Leave of Absence.....	23
Uniformed Services Employment and Reemployment Rights Act.....	23
Illinois Service Member Employment and Reemployment Rights Act.....	23
Victims' Economic Security and Safety Act.....	24
PAYROLL PRACTICES.....	26
Pay Periods and Pay Dates.....	26
Timesheets.....	27
Overtime/Compensatory Time.....	27
Payroll Deductions.....	27
Reimbursements.....	27
EMPLOYEE BENEFITS.....	28
Health Insurance.....	28
Health Insurance Portability and Accountability Act.....	28
Benefits Continuation.....	28
Municipal Continuation Coverage.....	28
Supplemental Insurance.....	29
Life Insurance.....	29
Retirement.....	29
Disability.....	29
Social Security and Unemployment Insurance.....	29
Workers' Compensation.....	29
Staff Professional Development and Training.....	30
Tuition Reimbursement Program.....	30
HEALTH AND SAFETY.....	31
Occupational Health and Safety.....	31
Work-Related Accidents and/or Injuries.....	31
First Aid.....	31
Safety and Emergency Procedures.....	32
Drug and Alcohol-Free Workplace.....	32
Smoking Restrictions.....	33
Bloodborne Pathogens Policy.....	33
Workplace Bullying.....	34

Violence in the Workplace.....	35
Weapons.....	36
APPENDIX A: EUREKA PUBLIC LIBRARY DISTRICT ETHICS POLICY.....	37
APPENDIX B: WHISTLEBLOWER POLICY.....	46

INSERTS:

- Absence Planning Request Form
- Employee First Report of Accident and/or Injury
- Employee Request for Reimbursement Form
- Incident Report Form
- Tuition Reimbursement Request Form

INTRODUCTION AND WELCOME

We are pleased to have you with us as a valued employee of Eureka Public Library District (EPLD). We hope that EPLD is a pleasant place for you to work and that you will find satisfaction in joining us in the constant effort to be of greater service to our patrons. A quality, dedicated work force is essential to the success of the library in the same way that the library is instrumental to the prosperity and growth of its employees. Both sides would suffer if either half of this equation was missing. It is critical that you share this understanding and commit to the mission, vision, and values as outlined in the following pages.

Employee relations are one of the most important aspects of any successful organization. EPLD recognizes its employees as its single most important asset. Wise and equitable policies administered with honesty and fairness are the factors that promote stable employment, high morale, and employee efficiency.

This document is not a contract for employment but a medium for explaining general customs and practices. It is intended to be used as a guide to the fair and equitable practice of employee-management relationships, and to clearly focus on the main objectives of teamwork in operating and managing a progressive library.

This handbook generally describes the policies and practices of EPLD which affect you and all who work in our library. Also included is general information about your benefits and your responsibilities and privileges as an employee of the EPLD. Please use this booklet as a reference for future questions pertaining to your employment at EPLD. All policies and programs at EPLD are directed toward our primary goal of providing the best possible service to our members. We ask that you remember this and that you apply this principle to your daily work responsibilities.

EPLD reserves the right to establish, change, interpret and discontinue any and all policies, practices, rules, regulations, guidelines or activities from time to time at EPLD's discretion. Nothing in this Handbook, either stated or implied, shall in any manner diminish this right. In the event changes or updates should become necessary, employees should report these to the Library Director for evaluation and consideration.

The EPLD is governed by a publicly elected seven-member Board of Trustees. The Board of Trustees is charged with the responsibility of the governance of the library. Duties and powers include to enact ordinance and adopt bylaws; to have exclusive control of expenditures and to administer the taxing scheme of the Illinois Library District Act; to construct, purchase, or lease property for the use of the library, and supervise care and custody of such property; to appoint and supervise a qualified Library Director; and to establish and review all policies. The Board meets once a month January – November. Meetings are generally held the fourth Monday at 7 p.m. at the library. Meeting dates are set in July of each year and posted in the library and on the library website. Board officer positions include President, Vice President, Treasurer, and Secretary. Board committees include Facilities, Personnel, and Finance.

Please understand that no supervisor, director, or representative of EPLD, other than its Board of Trustees, has the authority to enter into any agreements for employment for any specific period of time or to make any promises or commitments contrary to this Introduction and Welcome. Further, any such promise or commitment by the Board of Trustees will not be enforceable unless it is in writing. The Board of Trustees alone shall be vested with the authority to administer the Personnel Policies of EPLD. The Library Director shall be vested with the authority to implement the policies established by the Board of Trustees, and if necessary, the Library Director shall prepare recommendations regarding the personnel policies and present those to the Board of Trustees for approval.

While we have attempted to include as much information as possible about EPLD employee policies, it is not possible for policies to cover every circumstance or to answer all questions, nor is it possible to update this handbook continuously to reflect every change as soon as it occurs. When concerns or questions come up, the Library Director and the Personnel Committee (consisting of the Library Director and designated representatives from the Board of Trustees) are available to help you. Please feel free to ask for their assistance.

Vision Statement

The Eureka Public Library District is committed to supporting excellent library service and promoting a world of information and training within reach of every staff member. The Eureka Public Library District provides effective community-based library services that facilitate resource sharing.

Mission Statement

The Eureka Public Library District will create an environment where life-long habits of learning and self-expression are encouraged and where all members of the community can meet their educational, informational, and recreational needs.

Values

The Eureka Public Library District Board of Trustees and staff collectively value:

- Excellence in customer service
- Accountability
- Leadership and integrity
- Collaboration
- Diversity
- Knowledge and learning
- Accessibility
- Innovation
- Listening

SECTION I

GENERAL POLICY INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY

The Eureka Public Library District (EPLD) is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender, genetic information, arrest record, pregnancy, political affiliation or any other characteristic protected by applicable federal, state, or local laws. EPLD complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

ETHICS POLICY

As per the Eureka Public Library District Ethics Policy (Index, Ethics Ordinance No. 2003-5) (see Appendix A of this handbook), employees are not to seek or accept any personal gifts or benefit which might reasonably be interpreted as an attempt to influence them in the conduct of their duties nor participate in any “prohibited political activities” as that term is defined in Illinois Law. Such personal benefits include, but are not limited to gifts, personal loans, advances, discounts, or accommodations – financial or otherwise – not readily available to other persons on similar terms. Situations should be avoided in which personal interests might be gained at the expense of EPLD or its employees. Any potential conflict of interest should be reported to the Library Director, as the appointed Ethics Officer by the EPLD Board of Trustees.

SERVICE WITH OUTSIDE ORGANIZATIONS

In general, EPLD has no interest in what employees lawfully do on their own time. Employees may choose to: have a second job, do consulting, or present workshops and seminars if that activity does not interfere with EPLD responsibilities. The following would be considered as interference with EPLD:

- Causing unscheduled or excessive absences
- Poor or unsatisfactory work performance
- Using excessive sick leave
- Creating a conflict of interest with EPLD (i.e. working for a vendor)
- Bringing EPLD into public dispute or legal jeopardy

In the above cases EPLD has cause for intervention. Employees are expected to schedule leave (i.e. vacation) when accepting honoraria or fees for consulting, external presentations, and/or workshops.

ANTI-HARASSMENT WORKPLACE POLICY

Work Environment

It is the policy of the Board of Trustees that all employees have a right to work in an environment where individuals are treated with dignity and respect. Every individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices including harassment. Therefore, the EPLD expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

EPLD expressly prohibits any form of unlawful employee harassment based on disability, color, religion, gender, sexual orientation, national origin, age, genetic information, veteran status, or any other protected class by law. Improper interference with the ability of any employee to perform their expected job duties is not tolerated.

EPLD encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of EPLD to promptly and thoroughly investigate such reports. EPLD prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example, a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; "sexting" or other forms of cyber stalking/threats via any form of electronic communication; and other physical, verbal, non-verbal, visual, or textual/electronic conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, citizen status, ancestry, status as a covered veteran or other characteristics protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, or outside of the workplace on company time, or using company equipment via e-mail, phone, text messages, tweets, blogs, social networking sites, or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees or those not directly employed by EPLD such as an outside vendor, consultant, or patron. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during conferences, workshops, business meetings, and business-related social events.

Complaint Process

When possible, EPLD encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. EPLD recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the Library Director, or if not immediately available, a member of the Board of Trustees.

EPLD encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established apart from complying with the Illinois Human Rights Act, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. False and malicious complaints of harassment, discrimination, or retaliation may be the subject of appropriate disciplinary action, legal action, fines, and/or penalties in accordance to state law.

WHISTLEBLOWER POLICY

The Eureka Public Library is committed to upholding the highest standards of ethical, moral, and legal business conduct, and transparency through open communication. The Whistleblower Policy provides an avenue for all trustees, officers, employees, and volunteers to report any known or suspected conduct contrary to these standards without fear of intimidation, harassment, discrimination or retaliation. This policy can be found in Appendix B of this handbook.

AMERICANS WITH DISABILITIES ACT

It is the policy of EPLD to comply with the Americans with Disabilities Act and the Americans with Disabilities Amendments Act and all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

EPLD will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the library. Contact the Library Director with any questions or requests for accommodation.

PREGNANCY

EPLD prohibits and does not tolerate discrimination against anyone on the basis of pregnancy and is committed to making reasonable accommodation related to pregnancy, childbirth, and medical or common conditions related to pregnancy or childbirth. EPLD will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee regarding job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, and apparent or implied, to discriminate against a pregnant employee or applicant.

EPLD encourages employees to come forward and request reasonable accommodation of the Library Director. On receipt of an accommodation request, your supervisor, and/or the Library Director will discuss and identify the precise limitations resulting from the pregnancy and the potential accommodation EPLD might make to help overcome those limitations to allow you to perform the essential job functions of your position.

If an accommodation request is denied, or an employee feels they have been treated unfairly, they may contact the Illinois Department of Human Rights (IDHR) at www.dhr.illinois.gov.

IMMIGRATION LAW COMPLIANCE

EPLD is committed to employing only individuals who are authorized to work in the United States; it does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form. Employees may raise questions or complaints about immigration law compliance without fear of reprisal by contacting the Library Director.

PROFESSIONALISM, EXPECTATIONS AND RESPONSIBILITIES

The service provided by employees must be consistent with the library's mission, vision, values, and policies. It is EPLD's goal to foster positive employee relations. EPLD expects that employees, by their performance and behavior, will be a credit to the library and will carry out assigned duties and responsibilities in a conscientious, timely, and professional manner. An employee's responsibilities include professional competence and a positive attitude. Courtesy, cooperation and kindness are an absolute necessity when interacting with patrons, vendors and fellow employees. Discourteous behavior will not be tolerated and will subject the employee to disciplinary action up to and including termination.

Employees are also expected to dress appropriately. Questions and concerns about attire may be addressed with the Library Director.

CUSTOMER SERVICE CHARTER

The EPLD Board of Trustees and staff are dedicated to providing excellent library service.

We are committed to leading our patrons into the future with innovative programs and technologies that continuously improve service and facilitate economies of scale.

The EPLD Board of Trustees listens to its patrons and staff and pledges to provide:

- Timely, reliable, and cost-effective services
- Collaborative and seamless resource sharing
- Practical and intellectually challenging continuing education
- Knowledgeable, relevant, and effective services
- Accessible, equitable, and diverse programs
- Responsive, flexible, and leading-edge information technologies
- Current, concise, and targeted communications

STAFF MEETINGS AND COMMUNICATIONS

EPLD Staff Meetings are conducted semi-monthly. Special meetings may be called if necessary, to discuss any current or upcoming issues and events. Staff will be provided a staff email account and additional written communications will be distributed via email and/or print.

USE OF LIBRARY RESOURCES

Internet Usage

EPLD employees are to use the Internet to its fullest potential to accomplish job responsibilities, make professional contacts, and further career development. The EPLD employees using the Internet are expected to abide by generally accepted rules of network etiquette. It is not intended for employee's personal use and computer usage may be monitored. The library is not responsible for any damages suffered from Internet use including inaccurate information, loss of data or files, missed delivery of messages or information, or non-delivery.

Telecommunication Usage

Library telephones, fax machines, scanners, and computers, including email, are to be used for business purposes in serving the interests of our patrons and in the course of normal system operations for system business. All calls should be answered promptly and courteously. Personal use of this equipment should not interfere with the daily work of the library. Minimal personal use of equipment is permitted for emergencies or essential personal business.

Use of cell phones while working must be kept to a minimum. Customer service and the library work assigned should take priority over personal conversation, texting, or cell phone usage unless the call/text is of an urgent nature. Should an employee need to make or answer an urgent personal call, the employee should leave the desk area and ask another staff member to assist patrons.

Social Media

Below are guidelines for social media use.

- Staff must not post financial or proprietary information about the EPLD, patrons, vendors, employees, or applicants.
- Staff must not post obscenities, slurs, or personal attacks that can be inferred as harassment, bullying, or damage the reputation of the library, patrons, vendors, employees, or applicants.
- When posting on personal social media sites, staff must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of the EPLD.”*

EPLD may monitor content on the Internet. Policy violations may result in disciplinary action and/or termination.

Vehicle Usage

Use of personal vehicles at EPLD expense is limited to those times when it is absolutely necessary and prior approval from the Library Director has been granted. Employees will be paid at a rate annually established by the IRS. Employees must complete an Employee Request for Reimbursement Form (see Inserts at back of handbook) for mileage reimbursement.

Credit Card Usage

EPLD may maintain credit accounts with local businesses for purchasing. The Library Director and other designated staff are authorized on these accounts for conducting library business. No EPLD credit accounts or credit cards may be used for personal business at any time.

UNSCHEDULED CLOSINGS

Occasionally unanticipated events, (i.e. severe weather conditions, power failures, or technological difficulties, etc.) may require that EPLD temporarily close. On occasions when the Library Director deems it necessary or advisable to temporarily close, employees may be compensated at their regular rate of pay for the number of hours that the employee normally would have been scheduled for that day. The Library Director will notify employees and Board via text message in the event of a closing. When severe weather conditions exist but EPLD has not been closed, those unable to report for work may request from the Library Director the opportunity to make up time during the same pay period or use vacation or Paid Leave for All Workers (PLFAW) time.

SECTION II

EMPLOYEE COMPENSATION AND BENEFIT INFORMATION

EMPLOYEE DEFINITIONS

Full-time, Part-time and Temporary Employees

Full-time: Permanent employees scheduled to work 40 hours or more per week.

Part-time: Permanent employees scheduled to work less than 40 hours per week.

Temporary: Employees who are hired for a pre-established period, may work a full-time or part-time schedule as determined by the Library Director.

Independent Contractor

An independent contractor is engaged in a business of his/her own and is not considered an “employee”. The independent contractor is not subject to minimum wage and/or overtime and the employer is not responsible for compliance with withholding and tax obligations.

Volunteer

A volunteer is considered an individual who donates their services, usually on a part-time basis, for public service, religious, or humanitarian objectives. Volunteers are not employees and receive no pay for their services.

FAIR LABOR STANDARDS ACT (FLSA) STATUS

Exempt

Employees who *are not* subject to the overtime provisions defined by the FLSA and regulations.

Non-exempt

Employees who *are* subject to the overtime provisions defined by the FLSA and regulations.

Specific information regarding FLSA exemption status can be located on the Department of Labor’s website.

LIBRARY EMPLOYEE STATUS DESIGNATIONS

Professional Staff

Full-time employees whose job description requires a Master of Library Science degree (MLS or MLIS).

Other Professional Staff

Full-time employees whose job description requires a Bachelor's degree and the job description includes responsibility of a department.

Support Staff

Full and part-time employees whose job descriptions do not require an advanced degree.

EMPLOYMENT POLICIES AND PROCEDURES

Hiring

The Library Director has the authority to hire staff for EPLD at the salaries and positions authorized by the Board of Trustees, as approved annually with the library budget. The fiscal year cycle runs July 1 – June 30.

Orientation

An employee orientation will be provided to each new employee within ten (10) working days of the hire date.

Promotions, Transfers and Reclassification

When a vacancy occurs, the position will be announced first within the library and then if not filled, to the general public. Employees who apply will be given consideration provided they meet the requirements of the job. Employees may be transferred to accommodate the needs of the library when necessary to aid in: proper placement, to provide in-service training and wider experience, to achieve more effective personnel utilization, or provide employment when a position or service has been discontinued, curtailed, or eliminated.

EPLD reserves the right to create or reclassify a job position. A reclassification occurs when the duties, responsibilities, qualifications or impact of a position change due to the needs of the library. Changes in job positions will be communicated to employees affected by the changes. A salary increase may or may not be warranted as the result of a promotion, transfer, or reclassification.

Personnel Records and Amendments to Records

EPLD adheres to all applicable State and Federal laws relating to access to personnel records.

All employees have a confidential personnel file, which contains documents relative to the employee's employment and performance. An employee has the right to access and review

their personnel record within 7 day of a written request, and not more than twice in a calendar year. All records requests will be coordinated by the Library Director.

Each employee is responsible for notifying the Library Director of changes in name, marital status, address, telephone number, number of dependents, beneficiary, insurance coverage, etc. All employees must provide the Library Director with a phone number where they can be reached.

EPLD respects the privacy of its employees. Employees' phone numbers, addresses, or other personal information will not be released outside the organization unless required by law.

Progressive Disciplinary Process

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job descriptions or as otherwise established.

EPLD supports the use of progressive discipline to address issues such as poor work performance or misconduct. The progressive discipline process is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. The progressive discipline process has been designed consistent with our organizational values, human resources best practices and employment laws.

Outlined below are the steps of our progressive discipline process. EPLD reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines EPLD's progressive disciplinary process:

Verbal warning: The Library Director verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's personnel file for future reference.

Written warning: Written warnings are used for behavior or violations that the Library Director considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

Performance improvement Plan: Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when they have demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning and placed on a performance improvement plan with a time period set by the Library Director. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the

organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

The Library Director and/or Personnel Committee reserve the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and discharge.

Employee Grievance Procedure

Any employee having a complaint is to bring it to the attention of the Library Director, or if necessary, to the Personnel Committee. If the problem is not handled to the employee's satisfaction, it may be taken to the entire Board of Trustees where it will be heard and resolved within as short a period as possible according to the nature or severity of the problem and the availability of essential personnel. Most complaints or problems should be settled within 30 working days after initiation. In all matters, the decision of the Board of Trustees shall be final and non-reviewable. If the matter involved discipline by either suspension or termination and the employee is reinstated by the Board of Trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

DISCONTINUATION OF EMPLOYMENT

Layoff

If the need arises to reduce the workforce of EPLD, the Library Director will determine which employees are subject to layoff. While no single factor controls the determination, the Library Director will generally consider the importance of the position to the ongoing function and effectiveness of EPLD, seniority, and annual evaluations.

EPLD will make an individualized determination and reserves the right to address staffing levels as dictated by the needs of the library.

Resignation

Employment with the EPLD is at the mutual consent of EPLD and the employee, and either party may terminate the relationship at any time, with or without cause and with or without advance notice. Resignations shall be submitted in writing to the Library Director. The Board of Trustees would appreciate a notice of two weeks for support staff, one month for professional staff, and two months for the Library Director.

After the request for separation, either by the employee or the employer, employees may be asked to participate in an exit interview.

Payment of Final Wages

Earned, unused vacation time will be paid to the employee. The final paycheck will be issued on the next regular payday following separation from EPLD.

ATTENDANCE, TIME OFF AND LEAVES OF ABSENCE

Attendance and Punctuality

Timely attendance is an essential function of every position. EPLD understands, however, that occasionally unexpected situations do occur resulting in tardiness or absences. In these instances, employees are required to immediately notify the Library Director as soon as possible but no later than the start of the staff member's scheduled work shift.

Vacation must be scheduled in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Failure to report for two consecutively scheduled workdays without notice could be considered a voluntary resignation.

Work Schedules and Flextime

The Library Director sets the daily work schedule to ensure essential services are covered during open hours.

Flextime (temporarily shifting an employee's start and end time) may be negotiated for full-time employees if it is feasible and will not interfere with providing efficient and effective services. See the Library Director if a flextime change is desired.

Sick Leave

The purpose of sick leave is to provide a benefit to an eligible employee who, by reason of sickness or disability, is unable to perform the duties of the assigned job. Sick leave may be used when employees are incapacitated by illness or injury not covered by the EPLD's Workers' Compensation program, to attend medical, dental or optical examinations and treatments which cannot be scheduled during non-working hours, or when an employee needs to care for an immediate family member (spouse, parent, child, or grandchild).

For planned sick leave, employees should submit the Absence Planning Request Form (see Inserts at back of handbook) to the Library Director. Sick leave must be taken in increments of 30 minutes. Employees may begin to use sick leave immediately upon accrual. Vacation time may be taken with the approval of the Library Director when accumulated sick leave has been exhausted. Accumulated sick leave will not be paid upon an employee's termination.

Sick leave will be credited every pay period, up to a maximum based on the following Sick Leave Schedule to eligible employees. Employees on unpaid leave will not earn sick leave. Sick leave is accumulated to a maximum of 36 days (288 hours) for use during a long-term illness.

A doctor's certificate may be required for all sick leave absences for long-term illness, illness with employment implications, or for absence in excess of five (5) working days, including sick leave taken to help immediate family members.

All unused sick leave in excess of 36 days can be banked up to 240 days to be used for

retirement service credit through the Illinois Municipal Retirement Fund (IMRF). The Library Director will maintain records of all unused sick leave for this purpose.

Sick Leave Schedule:

Full-time Professional Staff

Annually 96 hours; 4 hours accrued per pay period up to a max of 288 hours

Full-time Support Staff working over 80 hours consistently per pay period

Annually 96 hours; 4 hours accrued per pay period up to a max of 288 hours

Part-time Support Staff working 60-80 hours consistently per pay period

Annually 72 hours; 3 hours accrued per pay period up to a max of 288 hours.

Part-time Support Staff working 40-59 hours consistently per pay period

Annually 48 hours; 2 hours accrued per pay period up to a max of 288 hours.

Support Staff working fewer than 40 hours per pay period do not accrue sick pay.

Vacation

EPLD knows that work makes up a large portion of an employee's life, but also understands there is a balance between work and nonwork activities. The Board of Trustees offers a very generous vacation schedule to assist employees in maintaining quality performance and a positive work atmosphere. To support this philosophy, eligible employees accrue vacation hours according to the following Vacation Schedule.

For purposes of this policy, the years of service credit will be calculated based on the employee's most recent hire date with the library. If an employee changes job classifications or work hours (ie. part-time to full- time) during their tenure, the employee will move accordingly on the chart as if a new hire with new vacation accrual and new year of service due to this new placement.

In general, all vacation must be preapproved and submitted on the Absence Planning Request Form (see Inserts at back of handbook) to the Library Director for scheduling. Vacation can be taken in 30-minute increments. Employees may begin to use vacation immediately upon accrual. Employees may find they need time away from work prior to accruing the hours necessary which is up to the discretion of the Library Director.

Employees are strongly encouraged to use vacation hours within the current year. A maximum of 40 hours of accrued and unused vacation time will be allowed for part-time or full-time Support Staff to be carried over from one calendar year to the next. Professional Staff will be allowed to carry over a maximum of 80 hours of accrued and unused vacation time to the next calendar year. Any unused time may be sold back to the library and a check will be issued to the employee upon request.

An employee on unpaid leave will not earn vacation credit. An employee who resigns, retires or is otherwise separated from service with the library will receive payment for all unused vacation hours accumulated up to their last date of employment on the next scheduled pay date.

Vacation Schedule:

Full-time Professional Staff

0-5 years of service	160 hours annually, 6.66 hours accrued per pay period
6-10 years of service	200 hours annually, 8.33 hours accrued per pay period
10+ years of service	240 hours annually, 10 hours accrued per pay period

Full-time Support Staff working over 80 hours per pay period

0-5 years of service	80 hours annually, 3.33 hours accrued per pay period
6-10 years of service	120 hours annually, 5 hours accrued per pay period
10+ years of service	160 hours annually, 6.66 hours accrued per pay period

Part-time Support Staff consistently working over 60 hours per pay period

0-5 years of service	60 hours annually, 2.5 hours accrued per pay period
6-10 years of service	80 hours annually, 3.33 hours accrued per pay period
10+ years of service	100 hours annually, 4.16 hours accrued per pay period

Part-time Support Staff consistently working 40-59 hours per pay period

0-5 years of service	40 hours annually, 1.66 hours accrued per pay period
6 -10 years of service	50 hours annually, 2.08 hours accrued per pay period
10+ years of service	60 hours annually, 2.5 hours accrued per pay period

Support Staff working fewer than 40 hours per pay period do not earn vacation pay. They do, however, earn one hour of paid leave for every 40 hours worked per the Paid Leave for All Workers Act (PLFAW) and policy.

Paid Leave For All Workers Policy

This Paid Leave For All Workers (PLFAW) policy applies to all employees who are not entitled to vacation time off under other EPLD policies. This PLFAW policy is provided pursuant to Illinois' Paid Leave for All Workers Act, effective 1 January 2024.

All employees affected by this policy will earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. Accrual will take place based on the calendar year, starting on January 1 or their first day of employment during that calendar year.

PLFAW leave may be used as soon as it is earned. PLFAW leave must be used in increments of 30 minutes.

Employees may use their earned PLFAW leave for any reason in place of their regularly scheduled work hours. Employees are not required to provide the EPLD with a reason for the leave nor are they required to provide documentation or certification in support of the leave.

If the use of paid leave is foreseeable, the employee is encouraged to give the EPLD at least seven (7) days' notice of the planned leave by submitting an Absence Planning Request Form to the Library Director. Where the need for leave is not foreseeable, the employee is expected to notify the Library Director as soon as practicable and turn in an Absence Planning Request Form to the Library Director at the earliest possible date.

Employees may carryover any accrued but unused PLFAW leave into the next calendar year, but carryover amounts must be used in their entirety during the next calendar year.

Employees will not be paid any accrued but unused PLFAW leave upon termination of employment.

Holidays

Professional and full-time Support Staff will receive their regularly scheduled hourly pay for each normal working day that the library is closed because of a holiday designation. The following shall be considered legal holidays in addition to any holiday proclaimed by the EPLD's Board of Trustees, the State of Illinois and the US government:

New Year's Day	January 1 st
Martin Luther King Day	3 rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Friday following Thanksgiving	4 th Friday in November
Christmas Eve Day	December 24 th
Christmas Day	December 25 th
Day after Christmas	December 26 th
New Year's Eve Day	December 31 st

In the event a holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday as designated by the U.S. Government. When Christmas Eve or Christmas Day and New Year's Eve or New Year's Day fall on a Saturday or Sunday, the Friday preceding, and the Monday following shall be considered holidays.

Observance of Religious Holidays

Religious holidays that are not included in EPLD's holidays may be observed by utilizing the employee's vacation or PLFAW time.

Jury Duty

An employee will be granted a leave of absence with pay when called to jury duty.

Bereavement

Bereavement leave offers full-time permanent employees time off with pay to carry out responsibilities associated with the death of an immediate family member (i.e. parent, grandparent, sibling, spouse, child/grandchild [including in-laws]). The Library Director should be notified as soon as possible when bereavement leave is needed.

Bereavement leave may be granted for up to 2 working days. Should additional time be needed, vacation, PLFAW, or unpaid leave can be made available as determined by the Library Director.

Maternity Leave

The maximum amount of time off for full-time permanent employees for maternity leave will be eight (8) weeks. Employees must utilize any available paid sick, vacation, or PLFAW time prior to or during leave, with any remaining time being unpaid during the leave. If additional time off is requested, it will be considered by the Library Director, whose decision will be final and may not be protested. Paternity leave will not be permitted except as required by federal or state law at the time of the request.

Paid Lactation Breaks

In accordance with the Illinois Nursing Mothers in the Workplace Act, nursing parents who need to express milk at work will be provided a reasonable paid break time to express milk for up to one year after their child's birth. EPLD will make reasonable efforts to provide a private location. Employees will not be retaliated against for exercising their rights under this policy

Meal Break

In accordance with Illinois law (820 ILCS 140/3), all employees are entitled to a 30-minute unpaid meal break if they are scheduled for 7.5 continuous hours. The meal break should begin no later than five hours after the start of the work period.

Voting Leave

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees may receive up to one hour paid leave during the workday to vote. Time off for voting should be requested in advance and on an Absence Planning Request form.

School Visitation Leave

Parents and guardians having custody of schoolchildren from kindergarten through Grade 12 are provided up to eight hours per year of unpaid time off (not to exceed four hours in any single day) to attend school conferences or classroom activities related to the child if the conference or classroom activities cannot be scheduled during non-work hours.

Employees first must exhaust any available vacation or PLFAW time before they may take unpaid time off for this purpose. Employees wishing to utilize school visitation leave must schedule their leave with the Library Director at least 24 hours ahead of time.

Personnel Leave of Absence

EPLD may consider a leave of absence without pay on an individual case by case basis until a time that the library qualifies under the Family Medical Leave Act (FMLA). Requests for leaves of absence without pay will be considered based on business necessity and an employee's job performance, level of responsibility, length of service, and the reason for the request.

Upon review by the Library Director, or the Personnel Committee in the absence of the Library Director, leave without pay may be approved if no disruption to public service is caused. All earned sick, vacation, or PLFAW time may need to be exhausted before the unpaid leave is approved. Additional paid leave time will not accrue or be paid during this time.

Full-time permanent employees may submit a written request for an extended leave of absence to the Library Director, or the Personnel committee in the absence of the Library Director. The request should outline the reason for the leave, the date the employee wishes the leave to begin and the date the employee plans to return to active employment with the EPLD. The EPLD will make every effort to reinstate the employee to his/her previous or similar position if available. If the employee's previous or similar position is not available, the employee may not be reinstated.

While on an approved leave of absence without pay, EPLD will provide the employer portion of Health Plan premiums through the end of the calendar month in which the leave is taken. Arrangements should be made with the Library Director for payment of the employee portion of the premium.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

EPLD adheres to the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) for permanent full-time employees. EPLD does not discriminate in any way against individuals due to past, current, or future membership in the U.S. Armed Forces, and complies in all manners with the provisions of this law. In the event of active duty, permanent full-time employees entering active military service are granted leave without pay. On return from leave, the employee will be placed in the same or comparable position with no loss of seniority. Permanent full-time employees are granted leave to satisfy an annual two-week training requirement for reserve duty. During such absence, an employee will be paid their regular rate of pay. Pay for military duty will not exceed two weeks annually. Any additional pay must be taken without leave or without pay.

Illinois Service Member Employment and Reemployment Rights Act (ISERRA)

The Illinois Service Member Employment and Reemployment Rights Act (ISERRA) ensures Illinois service members' employment and benefits are protected while they are fulfilling their military requirements, like USERRA. EPLD does not discriminate in any way against individuals who serve our country while also working for our organization.

Victims' Economic Security and Safety Act (VESSA)

Statement Of Policy

Eligible employees may use unpaid victims' economic and security and safety leave for up to **[4 weeks for an employer that employs between 1 and 14 employees; 8 weeks for an employer that employs between 15 and 49 employees; 12 weeks for an employer that employs at least 50 employees]** in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, sexual, gender violence or any other crime of violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, gender violence, any other crime of violence, or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, sexual, or gender violence or any other crime of violence.

Definitions

- A. "12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or Household Member" – means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.
- C. "Domestic, Sexual, or Gender Violence" - means domestic violence, sexual assault, gender violence, or stalking.
- D. "Crime of Violence"- means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012.

Coverage and Eligibility

Both full and part-time employees are eligible to apply for this leave.

Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution Of Time Off

- A. An employee may elect to substitute accrued paid vacation, sick, or PLFAW time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

- A. An employee is required to give 48-hour notice to EPLD in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;
 - A police or court record; or
 - Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effect On Benefits

During an approved VESSA leave, EPLD will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, EPLD will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse EPLD for the cost of the premiums paid by EPLD for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, gender violence, crime of violence or other circumstances beyond your control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to

this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification forms from the Library Director. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

EPLD supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for EPLD.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, gender violence or crime of violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, gender violence or crime of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, gender violence or crime of violence or with a family or household member who is a victim of domestic, sexual, gender violence or crime of violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact the Library Director.

Confidentiality

All information provided to EPLD pursuant to this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this Section shall be retained in the strictest confidence by EPLD, except to the extent that disclosure is (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or State law.

PAYROLL PRACTICES

Pay Periods and Pay Dates

EPLD uses a semi-monthly pay period and distributes paychecks through direct deposit. Hours are recorded in pay periods between the 1st through 15th of the month and the 16th through the

end of the month. There is a two-week lag in payroll processing. Pay dates are the 15th (or the last banking day closest to the 15th) and the last working day of the month (or banking day closest to the end of the month).

Timesheets

All employees, with the exception of the Library Director, are required to report work time on the EPLD timesheet semi-monthly. Timesheets should be submitted by the close of business on the due date posted. Time sheets are reviewed by the Library Director, then forwarded to the Bookkeeper for processing.

Time sheets must be true and accurate and indicate all variations of more than fifteen (15) minutes from the normal workday and should include: vacation, sick, PLFAW, leave without pay, bereavement leave, weather days, tardiness, or any other variation from a normal work schedule. Employees are responsible for noting overtime hours between the 1st-15th day or 16th-end of month cycle, as well as noting any compensatory time off taken. Timesheets should also indicate the actual time of day and number of hours worked.

Overtime/Compensatory Time

The Fair Labor Standards Act was amended April 15, 1986, to allow public service employees to receive compensatory time for hours worked in excess of a 40-hour work week based on 26 pay periods (or equivalent to 88 hours for semi-monthly payrolls). All work in excess of the hours scheduled in each workweek must be authorized in advance by the Library Director.

Overtime

Non-exempt hourly employees are eligible for overtime. However, overtime is typically not available. In very unusual circumstances should overtime be needed, it must be approved in advance by the Library Director.

Compensatory Time

Non-exempt hourly employee, in any position, who in working the 1st – 15th day or 16th day through the end of month perform work in excess of a total of 88 hours may receive a credit for time off as follows:

Any compensatory time will be in the amount equal to the number of excess hours worked and must be authorized by the Library Director and recorded on the employee's timesheet. Compensatory time must be taken within the same pay period and cannot accumulate from pay period to pay period.

Payroll Deductions

EPLD makes all standard payroll deductions required by state and federal laws or otherwise required or authorized. Each employee is required to complete W-4 forms for federal and state income tax deductions. Should an employee's exemption status change, a new corrected W-4 form must be filed with the Library Director.

Reimbursements

EPLD utilizes company credit cards or vendor invoices for frequently used vendors. There may, however, be circumstances where individual employees will need to personally purchase

supplies/materials for EPLD's special projects. In these instances, employees should submit a request for reimbursement to the Library Director on the Employee Request for Reimbursement Form (see Inserts at back of handbook) no later than the end of the current month. A detailed receipt should accompany the form.

EMPLOYEE BENEFITS

Health Insurance

A group health insurance plan is available for all employees who consistently work a minimum of 65 hours per pay period. In general, the plan provides medical, dental, prescription drug and vision care. A new employee may enroll in the EPLD group health plan following a specified waiting period. If the employee elects to join later, he or she will be required to provide proof of a qualifying event or wait until the next open enrollment period. Further plan and coverage details are available from the Library Director.

Staff working 40 – 59 hours per pay period consistently may be eligible for limited benefits after a period of one year of employment. See Library Director for more information.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. EPLD will protect employee's health information during its collection, use, disclosure and destruction of records. Breach of this policy should be reported to the Library Director.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under EPLD's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at EPLD's group rate plus an administration fee.

Municipal Continuation Coverage

Employees who participate in the Illinois Municipal Retirement Fund (IMRF) and retire or become disabled (eligible to receive IMRF disability benefits) may continue health insurance coverage under the Municipal Employee's Continuance Privilege Law. This option allows the employee and dependents to continue receiving the same benefits until the end of the retirement or disability period at the employee's expense.

Supplemental Insurance

EPLD makes available the option of supplemental insurance to qualifying employees. All costs incidental to supplemental coverage will be borne by the employee. Further plan and coverage details are available from the Library Director.

Life Insurance

Full-time employees are automatically eligible for an employer-paid Basic Life insurance policy. Part-time employees are eligible for an employer-paid Basic Life insurance policy after one year of service. Additional employee-paid, voluntary policies are available. Employees must enroll within 30 days of hire or during the annual open enrollment period.

Retirement

Defined Benefit - Illinois Municipal Retirement Fund (IMRF)

Each employee who works a minimum of 1,000 hours annually (20+ hours per week) is automatically enrolled in the IMRF. Employer and employee contributions are designated by the IMRF annually. Employee contributions are deducted from each payroll. Employees who retire from EPLD may be eligible to continue coverage under the EPLD plan.

Defined Contribution

Employees may voluntarily participate in the EPLD's deferred compensation plan (403B) and contribute a set amount of their monthly gross income to be applied to the plan. Any withdrawals must be made in accordance with the plan's terms.

Disability

The Illinois Municipal Retirement Fund (IMRF) provides disability leave up to 50 percent for eligible employees who have been employed a minimum of one year. Employees will need to exhaust accumulated sick and vacation leave before receiving disability benefits. Disability leave, once approved, goes into effect thirty days after the disability occurs. A delay in the first payment should be expected. Verification of the disability on a continuing basis (not to exceed once every 30 days) may be necessary. Further information as to whether a disability is covered may be obtained directly from IMRF (1-800-ASK-IMRF) or under member benefits and publications at www.imrf.org.

Social Security and Unemployment Insurance

EPLD makes contributions on behalf of all employees in accordance with the U.S. Federal Insurance Contribution Act (Social Security). EPLD also makes contributions that provide eligible employees with unemployment compensation benefits.

Workers' Compensation

EPLD maintains workers' compensation insurance on all employees. If you are involved in a work-related accident or sustain any work-related injury or disease, no matter how slight, you must report the incident to the Library Director as soon as practicable by means of the Employee First Report of Accident and/or Injury form (see Inserts at back of handbook). Failure to promptly report an accident or injury could result in loss of benefits and may be regarded as misconduct warranting disciplinary action up to and including termination.

Staff Professional Development and Training

The library benefits from the collective skills of its employees. All employees are encouraged to develop skills appropriate to current or potential positions at EPLD. Suggestions in the area of staff development should be forwarded to the Library Director.

EPLD maintains several programs that aim to support a high level of staff development. These include special one-on-one training and in-house training as needed. Two staff development programs EPLD participates in are described below.

Professional Memberships

Fees for approved professional memberships for the Library Director and professional personnel may be paid by EPLD.

Attendance at Workshops and Conferences

Staff are encouraged and may be required to attend job-related workshops, meetings and conferences and to participate in professional activities. Funds for this are allocated each year in the EPLD budget according to an equitable formula. The extent of such attendance and participation may be limited by EPLD scheduling needs as well as by the annual budget allocation. Staff travel and conference attendance will be determined during the budgeting process.

Employees who wish to attend a workshop, meeting, conference, or other job-related activity that will involve the use of work time or reimbursement for travel or other expenses must receive prior approval from the Library Director.

Any staff member who attends workshops or conferences will be expected to submit a report upon their return from the conference. A brief overview of the conference and materials received should be shared at the next EPLD Staff Meeting.

Tuition Reimbursement Program

The library recognizes that the skills and knowledge of its employees are critical to the success of the organization. The tuition reimbursement program encourages personal development through formal education so that employees may maintain and improve job-related skills or enhance their ability to take on more senior roles within the library. No promotion or increase in salary is guaranteed to an employee who undertakes such study.

Eligibility

When financially feasible, tuition reimbursement is available to assist an employee who has been with the library for at least one year, regularly working 20 hours or more per week, and is considered by the Library Director to have a satisfactory performance rating.

To participate, an employee must complete a Tuition Reimbursement Request form (see Inserts at back of handbook) prior to the start of the semester detailing the planned courses he/she wants to take during the semester and how the courses relate to the employee's current position or career development with the library. The Library Director has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable future position.

Reimbursement

The maximum reimbursement that will be made to an individual employee is \$1,000 per 12-month fiscal year (July 1 – June 30). Reimbursement will be provided upon satisfactory completion of the course (a grade of “C” or better or a “pass” for a pass/fail class) and receipt of a paid tuition bill and official grade report. Requests for reimbursement must be completed within 30 days of course completion.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our tuition reimbursement program but are reimbursed only for the difference between the amount received from the other funding source and the actual tuition cost. Total aid from the library and other sources may not exceed 100 percent of the cost and fees.

Tax consequences (if any) as a result of any reimbursement under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee’s W-2.

The library expects employees utilizing the tuition reimbursement funds to remain with the organization for at least one year following the completion of a course. Employees who fail to remain with the library for that time period shall be obligated to reimburse the organization for all of the tuition benefits received during the prior 12 months. A signed agreement to that effect must be signed before reimbursement will be provided.

Employees should contact the Library Director for more information or to apply for tuition reimbursement.

HEALTH AND SAFETY

Occupational Health and Safety

The Building Committee, during the annual inspection of the library facilities will consider and address occupational health and safety issues and make recommendations to the Board of Trustees.

Work-Related Accidents and/or Injuries

It is the policy of the EPLD that all accidents involving employees, vendors or patrons during working hours or while on library premises, and all other accidents in which the library is involved directly or indirectly, are to be reported immediately to the Library Director. An Incident Report Form and/or Employee First Report of Accident and/or Injury Form (see Inserts at back of handbook) must be filled out as soon as possible and submitted to the Library Director.

Any unsafe working conditions are to be reported to the Library Director or a member of the Building Committee.

First Aid

First aid kits, flashlights, and emergency kits are available in various locations throughout the facility.

Safety and Emergency Procedures

The safety of all employees, vendors, or patrons is of utmost concern to the EPLD. Procedures regarding emergency situations will be addressed regularly during staff meetings and training. Procedures are detailed in the EPLD Disaster Plan, which all staff are required to review annually.

Drug and Alcohol- Free Workplace

Drug use and alcohol misuse may pose a serious threat to employee health and safety. It is the policy of EPLD to prevent any controlled substance use or abuse from having an adverse effect on employees. The work environment is safer and more productive without the presence of drugs or alcohol in the body while on company time or on company property. Furthermore, all employees have a right to work in a drug-free environment and to work with individuals free from the effects of drugs or alcohol. Employees who use or abuse controlled substances are a danger to themselves, their co-workers, the public, and the company.

For purposes of this policy, “company property” includes, but is not limited to, any building, real property, and parking area under the company’s control, or any location where an employee is performing his or her job duties, as well as vehicles, whether leased, rented, or owned.

EPLD prohibits the manufacture, distribution, dispensation, possession, concealment, use, sale or transfer of alcohol, controlled substances, or illegal drugs, and the possession and/or purchase of drug related paraphernalia on company property, working on company time or while operating company equipment.

All employees have an obligation to comply and support this policy. Any employee who is aware of a violation of the policy should report it to their immediate supervisor, the Library Director, or the Personnel Committee in the absence of the Library Director. Every effort will be made to preserve the confidentiality of the source of a report. All reports will be taken seriously. Persons submitting false reports are subject to disciplinary action and/or termination.

Prescribed Medication

An employee taking over the counter or prescribed medication must be aware of any effect the medication may have on the performance of their duties. The employee must consult with their doctors about the medications’ effect on their fitness for duty and ability to work safely and should promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so. EPLD will not allow any employee to perform their job duties while taking prescribed drugs that are adversely affecting the employee’s ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. Consuming or possessing a prescribed drug where the prescription has expired is not lawful. Also, consuming or possessing a prescribed drug that is not one’s own prescription, or abusing one’s own prescription, is not lawful.

Cannabis (Marijuana)

The EPLD recognizes that certain states and municipalities allow the use of cannabis and/or medicinal cannabis. Illinois’ medical cannabis law permits an individual with a qualifying debilitating medical condition to register as a medical cannabis patient and avoid civil and

criminal penalties under state law for certain medical uses of cannabis. Likewise, recreational cannabis law in Illinois permits an adult (21 years of age or older) to use cannabis and avoid civil and criminal penalties under state law. However, in accordance with Illinois and federal law and in order to maintain a safe, efficient, and effective workforce, employees may not use or possess cannabis on company property, working on company time, or while operating company equipment. The company also prohibits employees from reporting to work under the influence of, or in any way impaired by, cannabis; as determined in the company's sole discretion to the fullest extent permitted by applicable law.

Testing

EPLD is firmly committed to providing a productive, safe, and healthy work environment. If a supervisor has a good faith belief that an employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance and shows signs of impairment such as slurred speech, disorientation, decreased agility or coordination, irrational or unusual behavior, emotional outbursts, and etc.; they must contact the Library Director. If the Library Director and/or Personnel Committee determine suspicion, they will require the employee to undergo immediate drug testing on the basis of reasonable suspicion for violation of this policy. The employee must be escorted immediately to a collection site. Collection information will be kept confidential and such employees will be reasonably accommodated to the extent required by law.

Refusal to consent to testing and cooperate in testing will be considered insubordination and grounds for termination of employment. An employee who fails to adhere to these policy provisions, or tests positive to a drug screen, will be subject to disciplinary action and/or termination. If an employee has a negative test screen result, the employee will be immediately reinstated for work with applicable back pay. An employee will have a reasonable opportunity to contest the basis of any determination ruled.

Smoking Restrictions

EPLD maintains a non-smoking policy throughout the building and in areas of the library property. Smoking and vaping are strictly prohibited and subject to the Smoke Free Illinois Act, which prohibits all smoking within 15 feet of entrances, exits, windows that open or ventilation intakes.

Employees who violate the smoking policy will be subject to appropriate disciplinary action.

Bloodborne Pathogens Policy

The EPLD complies with Illinois Department of Labor regulations and the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

Exposure Determination

No particular job classification of the library has occupational exposure (meaning reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties); however, emergencies may occur where employees may be called upon to respond with assistance.

Universal Precautions

All potential circumstances of exposure must be considered by the library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids may cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan

When human blood, human body fluids, or other potentially infectious materials are present, the area shall be immediately secured and quarantined. Personal protection clothing such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers and blood-tinged materials (i.e. Band-Aids, gauze, cotton, clothing, etc.). A professional hazardous/contaminated cleanup firm may be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup, decontamination and disposal is obtained. Hand-washing facilities are provided by the library and must be used by employees as soon as possible, following the removal of personal and protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the library will make immediately available to the exposed employee, or employees, a confidential medical evaluation and follow-up as provided in the regulations.

Workplace Bullying

EPLD defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the company Professionalism, Expectations, and Responsibilities Policy, which clearly states that all employees will be treated with courtesy, cooperation, and kindness.

The purpose of this policy is to communicate to all employees that the library will not tolerate bullying behavior. Employees found in violation of this policy will be subject to appropriate disciplinary action and/or termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. EPLD considers the following types of behavior examples of bullying:

Verbal bullying

Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Physical bullying

Pushing, shoving, kicking, poking, tripping; assault or threat of physical assault; damage to a person's work area or property.

Gesture bullying

Nonverbal threatening gestures or glances that convey threatening messages.

Exclusion

Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, patrons, vendors and business associates must always be treated with courtesy and respect. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, patron, vendor or business associate will not be tolerated. EPLD resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. EPLD treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, Library Director or Personnel Committee in the absence of the Library Director. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the Library Director of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns regarding intimate partner violence. EPLD is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence.

EPLD will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. EPLD will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, EPLD may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action and/or termination.

EPLD encourages employees to bring their disputes to the attention of the Library Director before the situation escalates. EPLD will not discipline employees for raising such concerns.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by most of society. A “weapon” can also be any object which would do harm to another when used as such. EPLD shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or on company premises in possession of a weapon will be subject to appropriate disciplinary action and/or termination. Report any weapon possession to the Library Director.

Approved by the Board of Trustees, April 22, 2024

Donald Whitman

Cynthia O’Neill

President

Library Director

APPENDIX A

EUREKA PUBLIC LIBRARY DISTRICT ETHICS POLICY

ORDINANCE NO. 2003-5

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities, and the solicitation and acceptance of gifts by the State officials and employees; and **WHEREAS**, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and **WHEREAS**, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE EPLD AS FOLLOWS:

SECTION 1: The Code of Ordinances of EPLD is hereby amended by the addition of the following provisions:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions: "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy

in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

“Collective bargaining” has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer is on the premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by the EPLD, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

“Employer” means the EPLD.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Leave of absence” means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with or campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election

“Prohibited source” means any person or entity who:

- (1) Is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) Does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (3) Conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) Has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the EPLD in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation, or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, no shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable in the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstance under which the gift was offered, such as:
 - (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
 - (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
 - (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties on an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental" gift means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (11) Bequests, inheritances, and other transfers at death.
- (12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section (c)(3) of the Internal Revenue Code of 1986, as now as hereafter amended, renumbered, or succeeded.

ARTICLE 15

ETHICS ADVISOR

Section 15-1. The President of the Board, with the advice and consent of the Board of Trustees shall designate an Ethics Advisor for the EPLD. The duties of the Ethics Advisor may be delegated to an officer or employee of the EPLD unless the position has been created as an office by the EPLD.

Section 15-2. The Ethic Advisor shall provide guidance to the officers and employees of the EPLD concerning the interpretation of and compliance with the provisions of this

Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Trustees.

ARTICLE 20

ETHICS COMMISSION

Section 20-1. There is hereby created a commission to be known as the Ethics Commission of the EPLD. The Commission shall be comprised of three members appointed by the President of the Board with the advice and consent of the board of Trustees. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of EPLD.

Section 20-2. At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 20-3. The president of the Board, with the advice and consent of the Board of Trustees, may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 20-4. The Commission shall have the following powers and duties:

- (1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
- (2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.
- (3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.
- (4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the EPLD to cooperate with the commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
- (5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

Section 20-5. (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.

(b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(c) Unless not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint. If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public. If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(e) Within 30 days after the date of the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the President of the Board or his/her representative with the authority to discipline the officer or employee, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation, for discipline, and any fine imposed shall be a matter of public information.

(f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the

complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the President of the Board or his/her representative having authority to discipline the officer or employee or impose a fine upon the violator, or both.

(g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.

(h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

ARTICLE 25 PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institute other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the EPLD by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the EPLD, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval, and publication as provided by law.

Adopted at the regular meeting, April 19, 2004
Reviewed July 2016
Reviewed August 2020
Reviewed August 2023

Board of Trustees of
EPLD

By: _____
President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

APPENDIX B

WHISTLEBLOWER POLICY

The Eureka Public Library District (EPLD) is committed to upholding the highest standards of ethical, moral, and legal business conduct, and transparency through open communication. Accordingly, all trustees, officers, employees, and volunteers are required to comply with applicable federal, state, and local laws, including those concerning accounting and auditing, and must faithfully implement and adhere to EPLD's own policies in conducting their duties and responsibilities.

This policy provides an avenue for all trustees, officers, employees, and volunteers to report any known or suspected conduct contrary to these standards without fear of intimidation, harassment, discrimination or retaliation. This policy applies to any matter which is related to library operations and does not relate to private acts of an individual not connected to the business of the library.

If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer, or EPLD as a whole, has engaged in any action that: (1) violates any applicable law or regulation, including those concerning accounting and auditing, or (2) constitutes a fraudulent practice, that person is required and expected to immediately report such information to the designated Auditing Official.

For the EPLD, the Auditing Official is the President of the Board of Trustees. If the President is implicated in the complaint or is unable to conduct the investigation, the Vice President of the Board of Trustees is the alternate Auditing Official. The complainant may, in addition, report the matter to a federal, state, or local agency.

The Auditing Official will promptly conduct an investigation. The Auditing Official will keep the identity of the complaining individual as confidential to the greatest extent possible, while conducting an adequate review and investigation. The Auditing Official will deliver his/her findings to the Board of Trustees, which will take action upon the report as necessary.

No retaliatory action will be taken against a whistleblower because that person: (a) reports, in good faith, to a supervisor, the Library Director, the Board of Trustees, or to a federal, state, or local agency what the employee believes, in good faith, to be a violation of the law; or (b) participates, in good faith, in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law or regulation to pursue a claim or take legal action to protect their rights.

The EPLD may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer, who, in the Board of Trustee's assessment, has engaged in retaliatory conduct in violation of this policy, or has violated the provisions of this policy.

Copies of this policy will be provided to every EPLD employee upon adoption of this policy and upon hire. The policy will be reviewed by the Board of Trustees every three years.

Approved by EPLD Board of Trustees October 23, 2023

ACKNOWLEDGMENT AND DISCLAIMER

The Policies and Procedures manual describes important information about EPLD, and I understand that I shall consult the Library Director regarding any questions not answered therein. I have entered my employment relationship with EPLD voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the EPLD can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this policy is neither a contract of employment nor intended to create contractual obligations. I have received a copy of this policy and understand that it is my responsibility to read and comply with this policy and any revisions made to it.

Date: _____

Employee Signature: _____

****Please return this acknowledgement page to the Library Director***