

## PERSONNEL POLICY

The purpose of this policy is to serve as a guideline regarding the personnel program of the VWPLD. Nothing in this explanatory material shall be interpreted as an offer of employment, promise of continued employment, or as a contract between the VWPLD and the employee. Changes to this policy may be made at any time.

**Definitions** : For the purpose of this policy, terms used herein are defined as follows:

*Professional*: an employee who is hired at VWPLD to fill a position requiring a college degree.

*Full-time*: an employee who is regularly scheduled to work at least 36 hours per week.

*Part-time*: an employee who is regularly scheduled to work fewer than 36 hours per week.

**Professional Responsibility** : The library is by nature in a position of unique responsibility to the community. Professional knowledge, skills, and methods are required. The library director shall be a member of the American Library Association. The library shall be a member of the appropriate regional library system and library consortium. All staff shall attend trainings, workshops, etc. whenever possible to improve their skills. Professional staff shall attend library conferences and library managers' meetings whenever possible.

**Background Checks** :

*Policy*: The VWPLD is committed to provide a safe environment for patrons, volunteers, and employees and reserves the right to investigate the information provided by applicants and new employees and volunteers in an attempt to select the best-qualified applicants for work in the library. The intention of the investigation is to complete the hiring verification process and to confirm information provided by the applicant/employee/volunteer. The required information may include, but is not limited to, education, licenses, certifications and degrees, employment history, criminal history, and driving records, if applicable. Applicants for positions with the library will be required to complete the Applicant Disclosure and Release as part of the application process if it is deemed to be in the best interests of the library that the investigation be completed before hiring. It is a condition of employment that new employees and volunteers with the VWPLD consent to background checks to determine if there is any falsification or omission of statements in the employment application or other documentation provided if an investigation has not already been performed as part of the selection process. The applicant's/employee's/volunteer's signature on the Applicant Disclosure and Release must be notarized and a copy of the form will be sent to the appropriate agency for the appropriate limited criminal history check. The library will bear the cost of an initial check. The results of any and all background checks, investigations, and reference inquiries shall be reviewed by the executive director and/or the personnel committee of the library board of trustees and compared with information provided by the applicant/employee/volunteer. If there are any discrepancies between the information gathered by the library and the information provided by the applicant/employee/volunteer, the applicant/employee/volunteer may be asked to explain the differences. Any false information or omissions may be grounds for rejection of an applicant for employment or disciplinary action may be taken with existing employees/volunteers up to and including termination. Information gathered by reference and background checks will be

confidential. Names, compensation, job title, business address, business telephone number, job description, education and training background, previous work experiences, or dates of first and last employment may be released.

*Procedure:*

1) All persons appointed to library positions, including volunteers, all of whom shall be deemed “at-will employees” covered by the term “employee” as used hereinafter shall have verified:

- a) All work experience listed on the application/resume that qualify the individual for the position sought;
- b) All employment during a period of seven (7) years immediately preceding the date of application;
- c) All academic diplomas and degrees, and
- d) Any required licensure

2) All persons accepting conditional offers of employment shall be subject to criminal history checks at the discretion of the library. Convictions and arrests with pending charges found during a background check performed when a current library employee transfers, promotes, or demotes to another position will be considered in determining whether the employee will be transferred, promoted, demoted, or whether disciplinary action, including dismissal from library employment, is appropriate.

3) Citations for infractions which occur during the employee’s off-duty hours must be reported if the citation will have an impact on the employee’s ability to perform assigned duties (e.g. loss/suspension of driving privileges). Such a report is required in writing to the Library Director or designee as soon as possible, but not more than five (5) calendar days from the date of the citation.

4) Whenever an employee is: (a) cited for an infraction while on duty or (b) arrested for any misdemeanor or felony, the employee shall report this matter, in writing, to the library director or designee as soon as possible but not more than five (5) calendar days from the date of arrest or citation. Failure to report in accordance with the above shall be considered a violation of this policy and may subject the alleged offender to discipline, up to and including dismissal.

5) It is the responsibility of any employee with pending criminal charges to provide to the library director or designee written documentation (i.e. court record) of the disposition of the charges within five (5) calendar days after receiving notification. Failure to do so will be considered a violation of this policy and may subject the employee to discipline, up to and including dismissal.

6) The following factors may be considered in determining whether pending charges or convictions have a nexus to the employee’s duties and responsibilities, including: the nature and seriousness of the offense; the number of offenses for which the individual was convicted; sentence imposed; other convictions/infractions; specific proscription in Illinois Code; effect on any license which is requisite to performance of the job; risk of recidivism, reasonable inferences about problems with self-control, propensity for violence, honesty, or dependability; erosion of confidence in or impugning the reputation of the individual or the library, objections the victim/citizen may have to the library being the perpetrator’s employer; the offender’s age at the time of conviction and age when released from incarceration; the time elapsed since the offense occurred, conviction and/or completion of the sentence; the nature of the job held or sought; the length and consistency of employment history before and after the offense; whether the offender

performed the same type of work, post-conviction, with no known misconduct; rehabilitation efforts undertaken (e.g., education and training); employment or character references; and any other information regarding fitness for a particular job.

7) At the discretion of the library director or designee, the employee may be carried on Unauthorized Leave (UL) for time spent in jail and subject to disciplinary action. Five (5) consecutive UL days may be cause for dismissal. Personal leave may not be taken to cover periods of incarceration. Vacation leave may not be taken to cover periods of incarceration, unless the vacation was scheduled for a purpose unrelated to incarceration prior to the employee being incarcerated.

8) An employee who has been arrested and charged with a crime may be suspended pending an administrative investigation and/or the disposition of any charges filed against the employee. The determination as to whether an employee is suspended shall be based upon the nature and circumstances of the alleged offense and other factors relating to nexus.

9) If the employee is on suspension pending administrative investigation and/or the disposition of any charges and the outcome is favorable to the employee, she/he shall be returned from suspension and made whole (less any wages that the person earned during the period of suspension).

*Attorney reviewed, March 2018 ; Adopted March 14, 2018*

#### [Drug-Free Work Place Statement :](#)

All employees of the library are notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the workplace.

Any employee who violates this prohibition will be subject to discipline which may be a reprimand, suspension or termination.

As a condition of employment, employees will abide by the terms of this statement and will notify the VWPL of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

This notice is in compliance with Illinois Compiled Statutes Chapter 30; paragraph 580/1.

#### [Hiring, Probationary Period, Work Schedules, and Breaks :](#)

*Selection of Staff:* Employees are selected solely on the basis of merit and in compliance with all local, state, and federal laws prohibiting discrimination. The VWPLD is an equal-opportunity employer.

*Initial Employment Period:* During the three months (90 days) of employment, training and evaluation of the employee's performance will be conducted. IMRF and FICA are earned during this initial employment period by those eligible. After successful completion of this three-month period, the employee is entitled to all of the rights and benefits described in this policy. Health insurance goes in to effect immediately for any employee who is regularly scheduled to work 36 hours or more per week.

*Customer Service:* Because the provision of friendly, timely, and professional customer service is extremely important, during the initial employment period employees will be evaluated as to

their ability to interact with library patrons in a constructive and positive manner; proven skills in the area of customer service are required for successful completion of the initial employment period. A copy of the library's service credo will be provided to each new library employee upon hiring.

*Nametags:* All employees are required to wear nametags identifying them as VWPLD employees while they are at work.

*Work Schedules:* Full-time employees' hours are arranged by the library director. Changes in scheduling must be approved by the circulation supervisor and noted on the office calendar. Full-time employees may expect their schedules to include evenings and Saturdays.

Part-time employees' hours are arranged by the circulation supervisor. Changes in scheduling must be approved by the circulation supervisor and noted on the office calendar. Part-time employees may expect their schedules to include evenings and Saturdays.

*Meals:* Lunch and dinner breaks are normally one hour. Employees are not paid for time during which meal breaks are taken. By law every employer shall permit employees who are to work for 7 continuous hours or longer, at least 20 minutes for a meal period beginning no later than five hours after the start of the work period. (820 ILCS 140/3)(from Ch. 48, par. 8c).

*Rest Periods:* Employees are normally permitted to have a 15 minute rest period for each four hour period of duty. Employees may be asked to forego their rest periods if, because of personnel shortages or other unusual conditions, service to the public will be affected.

Time owed to the library by an employee may not be made up by skipping meals, breaks, or rest periods. Time allowed for meal breaks or rest breaks may not be accumulated for future use.

## Job Descriptions, Salaries, and Salary Adjustments

*Job Descriptions:* All staff must attend monthly staff meetings. All staff must watch *The 10 Commandments of SHARE Circulation* before receiving a Polaris login.

### **Job Title: Library Director**

#### **Classification: Exempt**

**Job Objective:** Performs professional and administrative duties in planning, developing, implementing and directing public library services for the Vespasian Warner Public Library District. Establishes goals and measures accomplishments against the Library's mission statement and strategic plan.

Supervised by: The Board of Trustees

Supervises: All employees

Interacts With: Library board, staff, and community

#### **Qualifications**

- a) A master's degree in Library and Information science from an American Library Association accredited university is required
- b) Thorough knowledge of the theories, principles, and objectives of library science.
- c) Thorough knowledge of library organization theories.
- d) Thorough knowledge of current trends and developments in the library field.
- e) Knowledge of management principles and practices.
- f) Thorough knowledge of library reference sources, print and online.
- g) Knowledge of current cataloging practices and programs
- h) Knowledge of current literary trends and adult literature
- i) Ability to work well with the public
- j) Administrative and organizational ability
- k) Willingness to cooperate and work well with library employees
- l) Good oral and written communication skills
- m) Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities.
- n) Computer skills

### **Duties**

#### *Collection Development*

- a) Selection and acquisition of materials
- b) Original and copy cataloging and barcoding
- c) Management of inventory and weeding of library materials
- d) Fulfill training required by library consortium
- e) Evaluate collection use annually to remove low-use items and increase in collection areas as needed
- f) Management of database and cleanup
- g) Management of archive and special collections
- h) Management of digital items

#### *Personnel*

- a) Hiring and discharge of staff
- b) Staff assessment/performance management
- c) Arbitration of staff disputes
- d) Conducting of annual staff evaluations
- e) Approve staff time off
- f) Conduct monthly staff meetings, which include library updates and reviews of emergency procedures
- g) Review job descriptions bi-annually
- h) Facilitate continuing education for staff and provide staff training on a variety of topics

#### *Financial*

- a) Work with business manager to create annual budget
- b) Work with business manager to propose staff pay increases to board
- c) Supervise sources and spending of funds

- d) Review bills and sign checks

### *Legal*

- a) Making certain the library meets all legal requirements set by the state
- b) Keeping the library's policies up to date by conducting bi-annual policy reviews and making policy recommendations to the board.
- c) Review the Risk Management Plan annually
- d) Ensures board and staff members comply with all relevant state and federal laws
- e) Ensures the library is OMA and FOIA compliant

### *Reports*

- a) Compiling of monthly statistics for the board
- b) Preparing of monthly activities report for the board
- c) Completion and submission of annual reports to the Illinois State Library
- d) Reviews and investigates all staff incident reports

### **Miscellaneous**

- a) Supervise daily library operations
- b) Closely supervise building and visitors to ensure all patrons and staff are protected from undue exposure to risk situations
- c) Receive regular reports from the maintenance supervisor on the state of the building and grounds
- d) Work most directly with board; attend all board meetings, create meeting agendas, etc.
- e) Serve on policy and personnel board committees
- f) Liaison to library system and consortium
- g) Promote the library and library events to the community
- h) Attend workshops and conferences
- i) Create and update disaster plans and emergency response planning
- j) Provide clerical services as needed (readers' advisory, reference services, etc.)
- k) Acknowledge all gifts received
- l) Other duties as requested by the board
- m) Perform Risk Care Management Duties as outlined in the Risk Management Plan
- n) Develops and implements risk management solutions with board support, such as insurance, safety and security policies, business continuity plans, and/or recovery measures.

### **Business Manager**

Classification: Exempt

Job objective: Manages facilities, budget planning, special projects, administrative duties, marketing, and other responsibilities as assigned.

Supervised by: The executive director

Supervises: Directly supervises the assistant business manager, maintenance supervisor, and all other employees in the absence of the director.

Interacts With: Library board, staff, and community.

## **Qualifications**

- a) A bachelor's degree in business management
- b) Experience with:
  - a. Budgeting and financial reporting
  - b. Vendor and contractor management
  - c. Managing one or more direct reports
- c) Knowledge of marketing and advertising principles
- d) Ability to work well with the public
- e) Good oral and written communication skills
- f) Five to fifteen years' experience

## **Duties**

### *Financial*

- a) Develop annual budget and appropriations ordinance, tax levy ordinance, and other board resolutions as needed.
- b) Negotiate with vendors/contractors
- c) Supervise the work of the assistant business manager
- d) Supervise spending of funds
- e) Approve bills
- f) Manage cash drawer
- g) Ensures the security of the library's financial holdings/position through regular review and by carefully following all policies and procedures.
- h) Responsible for bidding contractual services in such a manner that meet all legal and safety requirements

### *Personnel*

- a) Assist the executive director in conducting annual staff evaluations
- b) Serve as the library's Illinois Municipal Retirement Fund (IMRF) officer

### *Legal*

- a) Assist the executive director in making certain library meets all legal requirements set by the state
- b) Serve as the library's Freedom of Information Act (FOIA) officer
- c) Arrange audit each year
- d) File paperwork with the county as needed
- e) Publish items in newspaper as needed

### *Reports*

- a) Preparing of monthly activities report for the board
- b) Preparing of monthly board informational packet
- c) Tracking data related to staff services, social media, programs, and room reservations
- d) Run other reports as needed

*Marketing & Promotion*

- a) Design, plan, and schedule all social media content
- b) Design graphics and flyers for adult programming, special events, and other items as needed
- c) Maintain clear and consistent library signage in physical and digital forms
- d) Serve as the contact point and news writer for local media outlets
- e) Create and distribute regular physical and digital newsletters
- f) Evaluate all programming and projects to determine outcome and impact

*Miscellaneous*

- a) Supervision of library in absence of library director
- b) While supervising the library, closely supervise building and visitors to ensure all patrons and staff are protected from undue exposure to risk situations
- c) Act as library liaison to other taxing bodies (TIF District, Exelon negotiations, etc.)
- d) Attend all board meetings
- e) Serve on finance and property board committees
- f) Supervise maintenance of library building
- g) Seek out, write, and facilitate grants
- h) Coordinate the annual vendor show during the Apple ‘n Pork
- i) Provide clerical services as needed
- j) Attend workshops and conferences
- k) Perform Risk Care Management Duties as outlined in the Risk Management Plan
- l) Other duties as requested by the director

**Assistant Business Manager**

Classification: Non-exempt

Job objective: Maintains library financial records and ensures all bills are paid.

Supervised by: The business manager and the executive director.

Supervises: NA

Interacts With: Library board, staff, and community.

**Qualifications**

- a) High school diploma or equivalent
- b) Computer skills



- c) Good oral and written communication skills
- d) Ability to work with numbers
- e) Office management experience preferred

### **Duties**

- a) Maintain library's financial records
- b) Sort and open mail
- c) Prepare payroll
- d) Review invoices for payment with business manager
- e) Prepares checks for executive director and a board member to sign
- f) Send invoices and payroll to library accountant
- g) Make bank deposits
- h) Process monthly E-Pay report
- i) Invoice other libraries for lost or damaged items
- j) Order supplies
- k) Prepare board packets
- l) Record minutes of board meetings
- m) Proctor patron exams
- n) Prepare and process paperwork for new employees
- o) Administrator for Tax Form Outlet Program (TFOP)
- p) Liaison with the DeWitt County Genealogical Society and the Friends of the Warner Library
- q) Fill in at public desks as needed
- r) Supervise library in the absence of director, business manager, and circulation supervisor
- s) While supervising the library, closely supervise building and visitors to ensure all patrons and staff are protected from undue exposure to risk situations
- t) Perform Risk Care Management Duties as outlined in the Risk Management Plan
- u) Perform other duties as requested by the director or business manager

### **Youth Services Manager**

Classification: Exempt

Job objective: Manages all aspects of the Youth Services Department, including programs, collections, services, and staff. Primarily serves ages birth through age 18 and their caregivers. Plans, implements, and evaluates all library services to youth and provides outreach services to community agencies serving youth.

Supervised by: The executive director and business manager.

Supervises: The youth services assistant and children's desk clerk.

Interacts With: Library board, staff, and community.

### **Qualifications**

- a) A master's or bachelor's degree in library and information science preferred
- b) Ability to work well with the public
- c) Creativity and enthusiasm
- d) Willingness to cooperate and work well with library staff
- e) Good oral and written communication skills
- f) Computer skills
- g) Barcoding ability required, copy cataloging ability preferred

## **Duties**

- a) Plan and execute programs for children from birth to high-school age
- b) Direct the children's summer reading program
- c) Be responsible for the acquisition, cataloging, and weeding of children's materials
- d) Maintain 15 hours continuing cataloging education as required by the library consortium
- e) Create a colorful, inviting atmosphere in the children's room through displays and decorations
- f) Closely supervise their department and visitors to ensure that all children are protected from undue exposure to risk situations
- g) Perform clerical duties as needed, including reference work and readers' advisory services
- h) Work with Clinton schools, including providing school visits
- i) Foster relationships and cooperate with other community groups for shared programs
- j) Promote the library through media and community events
- k) Give tours of the library and programs for special groups
- l) Attend workshops and conferences
- m) Prepare a monthly activities report for the board
- n) Attend at least four board meetings a year and serve on committees as requested by the board
- o) Supervise the library in the absence of the director, business manager, circulation supervisor, and assistant business manager.
- p) Perform Risk Care Management Duties as outlined in the Risk Management Plan
- q) Perform other duties as requested by the executive director and board of trustees

## **Circulation Supervisor**

Classification: Non-exempt

Job objective: Supports all circulation and ILL-related activities, including materials circulation, resolving patron concerns, and implementing and monitoring policies and procedures in order to comply with the library's service standards. Supervises circulation staff.

Supervised by: The executive director and business manager.

Supervises: Circulation staff and all staff in the absence of executive director and business manager.

Interacts With: Staff and community.

## **Qualifications**

- a) Have a high school diploma or equivalent
- b) Ability to work well with the public
- c) Good interpersonal skills
- d) Good organizational skills
- e) Good computer skills
- f) Familiarity with e-content (including eBooks, eAudio, and eMagazines)
- g) Familiarity with different types of e-content devices

## **Duties**

- a) Supervise circulation operations
- b) Train new circulation staff
- c) Create staff schedules and approve time off
- d) Track vacation and sick time for all library employees
- e) Answer references and readers' advisory questions
- f) Teach patrons how to download and access library e-content on their devices
- g) Provide patron computer tutoring
- h) Create new patron cards
- i) Lead library book discussion groups
- j) Attend meetings for the eBook consortium
- k) Attend workshops and conferences
- l) Supervise the library in the absence of the director and business manager,
- m) While supervising the library, closely supervise building and visitors to ensure all patrons and staff are protected from undue exposure to risk situations
- n) Perform Risk Care Management Duties as outlined in the Risk Management Plan
- o) Perform other duties as requested by the executive director or business manager

## **Clerks**

Classification: Non-exempt

Job objective: Provides superior library service to patrons, the community, and outside agencies and performs various circulation and clerical functions

Supervised by: The executive director, business manager, circulation supervisor.

Supervises: NA

Interacts With: Staff and the community.

## **Qualifications**

- a) High school diploma or equivalent
- b) Ability to follow directions well
- c) Good customer service skills

- d) Computer/typing skills

**Duties** (applies to all types of clerks)

- a) Answer reference and readers' advisory questions
- b) Assist patrons in locating materials
- c) Handle interlibrary loan requests
- d) Assist patrons with library equipment
- e) Perform other duties as directed by supervisors
- f) Repair video discs
- g) Shelve materials
- h) Read shelves
- i) Shift books as needed
- j) Alert a member of the administrative team if there is an unsafe condition in the library.
- k) Submit incident reports to the executive director as needed.
- l) Perform Risk Care Management Duties as outlined in the Risk Management Plan

Circulation Clerk

**Additional Duties**

- a) Check materials in and out
- b) Process new materials
- c) Repair materials
- d) Process interlibrary loan materials
- e) Notify patrons of materials on hold
- f) Shelve items
- g) Create item displays
- h) Maintain event bulletin boards
- i) Send overdue notices and bills for lost items
- j) Conduct annual inventory

*Barcoder*

Additional Duties

**Qualifications**

- a) Must take three classes from the library consortium:
  - 1. *Basic Understanding of MARC*
  - 2. *Barcoding I: Searching and Matching*
  - 3. *Barcoding II: Item Records*
- b) Knowledge of RDA cataloging standard
- c) Knowledge of local item-record practices
- d) Computer and keyboarding skills

**Duties**

- a) Barcode and process new, replacement, and donated items

- b) Fix errors in existing item records
- c) Update call numbers as needed
- d) Delete item records under the direction of the director
- e) Pass items on to a cataloger if there is no matching bibliographic record or the bibliographic record contains errors
- f) Attend training sessions as needed

### *Cataloger*

#### **Qualifications**

- a) Must take required cataloging classes from SHARE or have taken college-level cataloging classes
- b) Knowledge of MARC and RDA cataloging standard
- c) Knowledge of OCLC Connexion
- d) Knowledge of local item-record practices
- e) Computer and keyboarding skills

#### **Duties**

- a) Find needed bibliographic records in OCLC and import into the SHARE catalog
- b) Create bibliographic records in OCLC and import into the SHARE catalog
- c) Fix errors in existing OCLC bibliographic records
- d) Fix errors in existing SHARE bibliographic records
- e) Delete SHARE bibliographic records that are no longer needed
- f) Attended 15 hours of continuing cataloging education annually

### *Youth Services Assistant*

#### **Additional Duties**

- a) Prepare program materials and assist at programs as needed
- b) Shelve returned items and keep collections in good order
- c) Conduct annual inventory

### *Outreach Clerk*

#### **Additional Qualifications**

- a) Have driver's license with clear driving record
- b) Have a running vehicle with automobile insurance
- c) Ability to lift at least twenty-five pounds
- d) Ability to climb stairs
- e) Excellent customer-service skills

#### **Additional Duties**

- a) Sign patrons up for outreach services
- b) Select materials for outreach patrons
- c) Maintain outreach patron records by keeping all information up-to-date

- d) Visit outreach patrons at least twice a month to distribute and retrieve library materials

## **Maintenance Supervisor**

Classification: Non-Exempt

Job objective: Responsible for the organization and administration of the Maintenance Department including the maintenance and repair of the building and grounds; inspects and anticipates needs of mechanical equipment, analyzes malfunctions, and performs appropriate repair work or contracts with outside vendors when needed.

Supervised by: The executive director and business manager

Supervises: NA

Interacts With: The board of trustees and staff.

## **Qualifications**

- a) Ability to follow oral and written directions
- b) Ability to lift at least 50 pounds
- c) Ability to climb stairs
- d) Possess basic knowledge of mechanical equipment
- e) Basic carpentry and painting skills

## **Duties**

- a) Inspect building and grounds daily to ensure a risk-free environment
- b) Perform repairs and maintenance as needed or inform director of need for professional services
- c) Evaluate building and grounds safety throughout the library and make sure all necessary building and equipment maintenance is completed to ensure a safe environment for visitors and employees.
- d) Participate in safety training
- e) Inspect, correct, and prevent all safety hazards, and control hazardous materials
- f) Work with professional service providers
- g) Inspect all equipment regularly
- h) Change filters of all units regularly
- i) Maintain overall cleanliness and neatness of the mechanical room
- j) Clear snow and ice from sidewalks and staff parking area and coordinate full snow and ice removal from grounds with local vendors
- k) Move furniture as needed
- l) Trim and mow grounds
- m) Maintain cleanliness and neatness of grounds and parking areas
- n) Set up for library programs
- o) Serve on the property committee and attend board meetings as needed

- p) Perform Risk Care Management Duties as outlined in the Risk Management Plan
- q) Perform other duties as requested by the director, business manager, or children's librarian

### **Program Coordinator**

Classification: Non-exempt

Job objective: The Program Coordinator plans and coordinates public programs and community events that support the library's mission and strategic plan.

Supervised by: The executive director and business manager

Supervises: NA

Interacts With: Staff and the community.

### **Qualifications**

- a) High school diploma or equivalent
- b) Experience in planning public programs and/or special events
- c) Good customer service skills
- d) Good written and oral communication skills
- e) Flexible schedule with the ability to host programs on evenings and weekends, as required
- f) Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- g) Have driver's license with clear driving record
- h) Have a running vehicle with automobile insurance
- i) Creativity and enthusiasm

### **Duties**

- a) Plan and execute programs for adults
- b) Direct the adult summer reading program
- c) Coordinate use of library meeting rooms
- d) Foster relationships and cooperate with other community groups for shared programs
- e) Process Online Cooperative Library Catalog (OCLC) interlibrary loan materials
- f) Answer the phone and check for phone messages
- g) Promote the library through media and community events
- h) Give tours of the library and programs for special groups
- i) Attend workshops and conferences
- j) Put out newspapers
- k) Perform clerical duties as needed, including reference work and readers' advisory services
- l) Ensure the safety of patrons and equipment during events.
- m) Carefully consider the age appropriateness of programs offered to ensure safety of all involved.
- n) Perform Risk Care Management Duties as outlined in the Risk Management Plan

o) Perform other duties as requested by the executive director and board of trustees

*Revised August 9, 2022*

**Pay Periods** : The library payroll is the responsibility of the library director and is turned into the accountant every two weeks. Library employees receive their paychecks on alternate Fridays. Part-time employees record their daily hours on the time sheets in the office; these are tabulated and turned into the accountant. Full-time employees work a set number of hours and need not record their weekly hours on the time sheets. If a payday falls on a holiday, employees will receive their paychecks on the closest previous day that falls between a Monday and a Friday.

**Salary Schedule** : The library's salary schedule is reviewed regularly by the finance committee of the library board. Pay reviews for possible increases in salary will be conducted annually at budget time. Every effort will be made to insure equitable and fair salaries to employees, considering job difficulties, responsibility, training and length of service.

**Overtime** : Employees are not paid overtime.

**Independent Contractors** : All independent contractors will meet the guidelines set forth by the Internal Revenue Service. The independent contractor is responsible for reporting this income as required by the IRS. A 1099 form will be issued by the library for compensation. The independent contractor is responsible for providing proof of liability insurance to the library.

#### **Paid Holidays and Vacation Leave**

*Holidays*: The VWPLD is closed on the following days:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Apple & Pork Saturday
- Columbus Day
- Thanksgiving Day & Friday immediately following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve – close at noon

If a holiday falls on any part-time employee's scheduled day off, the employee will be paid for their regularly scheduled hours.



If a holiday falls on a full-time employee's regularly scheduled day off, the employee is entitled to equal time off. This should be taken within 30 days of the holiday. The time off will be given at the discretion of the circulation supervisor.

If a holiday observed by the library falls within an employee's vacation leave period, an extra day is allowed.

Employees may be asked to work Apple & Pork Saturday or Sunday.

#### Paid Time Off for Fulltime Employees

Vacation Leave: After completion of 90 days of service, full vacation time will be allotted based on employment category. Vacation requests will be submitted to the circulation supervisor. No two employees from the same floor should be on vacation at the same time without permission from the library director. Vacation leave must be used in a minimum of half hour increments. Vacation schedules are subject to approval by the director.

*Approval of Vacation Leave:* The scheduling of vacation leave is subject to the approval of the circulation supervisor for non-professional staff and the library director for professional staff.

#### Vacation Rates:

##### Salaried Employees:

- 1) 10 days after 90 days of service
- 2) 15 days after two years of service
- 3) 20 days after six years of service
- 4) 25 days after ten years of service

##### Full-time hourly employees

- 1) 5 days after 90 days of service
- 2) 10 days after two years of service
- 3) 15 days after six years of service
- 4) 20 days after ten years of service

*Accumulation of Vacation Leave:* Employees are granted vacation time on the anniversary of their hire date. Employees may roll over up to 80 hours of unused vacation time from one year to the next, for a maximum of 80 hours. Upon separation, pay for any time accrued, but not used, will be included in the employee's final paycheck.

##### *Sick Time*

*Rate for Full-time Employees:* All full-time employees earn sick leave at the rate of ten working days per year, which may accumulate to a maximum of 480 hours. Sick leave must be used in a minimum of one-hour increments. New sick days are allotted on the anniversary of each employee's hire date.

*Amended September 13, 2023*

*Accumulation of Sick Leave:* Employees who have accumulated the maximum sick leave accrual of 480 hours may continue to accrue, for IMRF creditable service purposes only, additional sick leave up to a maximum of 240 sick days (1,920 hours) based on the Illinois Pension Code (40 ILCS 7/5-139(a)(8)). This allows retiring members of the IMRF, including library staff, to convert unused, unpaid sick leave to service credit. Up to 240 days (1,920 hours) can be converted, and a member will receive one month's service credit for every 20 days (or fraction thereof) of unused, unpaid sick leave up to a maximum of one year's pension credit. It is understood by the employee and the library that such additional accrual over 60 days (480 hours) shall be used for IMRF creditable service purposes only and may never be used for any form of paid sick leave. If an employee who has accrued unused sick leave in excess of 60 days (480 hours) is required to use sick leave, which reduces the 60-day (480 hours) amount, the amount of sick leave available for IMRF purposes shall not be reduced, but shall not begin accruing until such point as the employee has again accrued 60 days (480 hours) of sick leave.

*Compensation for Sick Leave:* Individuals leaving the employment of the VWPLD will not be compensated for any unused sick leave. As per IMRF regulations, unused sick leave is added to the total number of days worked by the employee and accordingly increases pension benefits.

*Reviewing the Use of Sick Leave:* The library director shall review the employee's use of sick leave. If this review indicates that any employee's use of sick leave is excessive or questionable, the director may require that the employee submit written certification from a physician confirming the necessity of absences due to illness.

*Extended Sick Leave:* Eligible employees are entitled to extended sick leave under the terms and conditions of the Family Medical Leave Act (FMLA). All vacation time and accrued sick time must be used before requesting extended sick leave. When a major illness causes an employee to exhaust all accumulated sick leave, application may be made to the board for unpaid disability leave, which may be granted for a period of up to one year. During the period of disability leave, an employee's job and seniority rights will be retained at VWPLD. Provisions may be made to extend medical insurance coverage during the period that the employee is classified as disabled by the IMRF in accordance with the provisions of the employee's insurance policy then in force. While an employee is on disability leave, he/she may continue participation in the VWPLD health insurance program at his/her own cost by a monthly pre-payment of the premiums.

*Notification:* Use of sick leave is contingent upon prompt notification of the circulation supervisor or the library director. Notification of an illness or injury should be made prior to the beginning of the business day, if possible.

*Changes in Sick-Leave Policy:* The administration of sick-leave policy is under the direction of the board of trustees. Advancement of sick-leave credits and disputes concerning the interpretation of sick-leave policy should first be discussed with the library director. If the issue cannot be resolved between the employee and the director, the ultimate authority for decisions concerning sick-leave policy rests with the board.

*Pandemic Paid Sick Leave:* The Pandemic Paid Sick Leave policy goes into effect if a state disaster proclamation has been made in response to a pandemic. This policy only applies to leave related to the pandemic illness.

The employee must be unable to work or telework and present one of the following qualifying reasons to use emergency paid sick leave:

Employees are eligible from the first day of employment for emergency sick leave at regular rate of pay if:

1. Employee is subject to a federal, state, or local quarantine or isolation order
2. Employee had been advised by a health care provider to self-quarantine
3. Employee is advised by CDC, IDPH, or DeWitt-Piatt Bi-County Health Department guidelines to quarantine.

Employees are eligible from the first day of employment for emergency sick leave at 2/3 rate of regular pay if:

1. Employee is caring for a family member or other member of the employee's household who is subject to an order described in (1) or (2) above
2. Employee is caring for a child (under 18 years of age) of such employee if school or day care has been closed, or child care provider is unavailable due to the pandemic

#### **Amount of leave per fiscal year**

1. Full-time employees are eligible for up to two weeks of leave time, based on their regular schedule over a 2-week period, up to a maximum of 80 hours.
2. Part-time employees are eligible for a number of hours equal to the number of hours the employee works, on average, over a 2-week period.

*Adopted October 13, 2021*

#### **Paid Time Off for Part-Time Employees:**

*Paid time off may be used for any reason. Paid time off must be used in a minimum of half hour increments.*

Rates:

Part-time employees earn one hour of paid time off for every 40 hours worked, up to a maximum of 40 hours.

*Accumulation of Vacation Leave:* Employees begin earning paid time off on the anniversary of their hire date. Employees may roll over up to five days of unused vacation time from one year to the next, for a maximum of five days. Upon separation, pay for any time accrued, but not used, will be included in the employee's final paycheck.

*Approval of Vacation Leave:* The scheduling of vacation leave is subject to the approval of the circulation supervisor. No two employees from the same floor should be on vacation at the same time without permission from the library director.

*Amended September 13, 2023*

### Special Leaves- of-Absence

*Leave(s):* The following types of leave are recognized by the VWPLD:

- Maternity Leave
- Adoption Leave
- Bereavement Leave
- Jury Duty
- Military Duty
- Compensatory Leave

*Maternity Leave:* All full-time employees and part-time employees who are regularly scheduled to work a minimum of 21 hours per week are eligible for six weeks of paid maternity leave, regardless of the length of employment at the VWPLD. Part-time employees who work 20 and under hours per week are eligible for two weeks of paid maternity leave. Paid maternity leave is available based on medical conditions due to pregnancy and childbirth.

Full-time and part-time employees are entitled to maternity leave under the terms and conditions of FMLA.

Maternity leave can only be combined with sick leave and vacation leave if the situation qualifies under the terms and conditions of FMLA. If an employee uses all of her vacation and sick time in addition to maternity leave, she will not be granted additional paid time-off later in the fiscal year. During this period, employees who are normally covered will retain all health, hospitalization, and IMRF benefits.

The employee returning from maternity leave will be reinstated to the same or similar position that she held prior to taking the leave.

*Attorney reviewed April 16, 2021, Amended May 12, 2021*

*Parental or Adoption Leave-of-Absence:* Upon the birth or adoption of a child, an employee who wishes to take a leave-of-absence for child-care purposes (not for conditions related to medical disability) may apply for a two-week parental leave-of-absence with pay. Requests for a parental leave-of-absence must be submitted to the library director six weeks prior to the expected date of delivery, except in cases of adoption. Employees are entitled to a parental leave-of-absence under the terms and conditions of the FMLA.

*Attorney reviewed April 16, 2021, Amended May 12, 2021*

***Bereavement Leave:*** An absence of up to ten scheduled work days (the first three with pay) will be allowed for death in the immediate family (father, mother, grandfather, grandmother, father-in-law, mother-in-law, brother, sister, husband, wife, domestic partner, children, step-children, step-parents) or another relative or friend living in the household.

***Pregnancy Loss:*** An absence of up to ten scheduled work days (the first three with pay) per calendar year will be allowed for a pregnancy loss; an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; a failed adoption match or an adoption that is not finalized because it is contested by another party; a failed surrogacy arrangement; or a diagnosis or event that impacts pregnancy or fertility; or (ii) an absence to care for a spouse or domestic partner who experiences a circumstance described in this policy.

Bereavement/Pregnancy Loss leave applies to all employees. Staff may make up any unpaid bereavement leave with vacation time. Unused paid leave time granted shall not carry over from one calendar year to the next. The library may not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under the Family Bereavement Leave Act.

*Attorney reviewed June 24, 2022 ; Amended July 13, 2022*

***Jury Duty:*** All employees shall be granted a leave-of-absence with pay for jury duty. Any jury-duty pay will be signed over to the library.

***Military Duty:*** Leave will be granted for military service in accordance with current Illinois and federal laws.

***Compensatory Leave (Comp. Time):*** Full-time employees required by their supervisors or the executive director to work more than 40 hours in a week shall earn compensatory time (paid time off) at the rate of one and a half hours for each overtime hour worked. Any overtime work must be approved by the executive director. Employees must comply with the policies that follow:

- a) The date and hours of the overtime work and the amount of compensatory time earned must be recorded by the circulation supervisor for that purpose, together with the name of the person who approved the overtime work.
- b) Whenever possible, an employee's work schedule will be modified by the circulation supervisor so that compensatory time is taken the same month that it is earned. For example, if an employee is required to attend an evening meeting at the library, the circulation supervisor shall schedule that employee to come in later than normal, work a split day, or leave early on a workday of the same week.
- c) If, due to unusual circumstances, the library director is unable to provide compensatory time off through scheduling within the same week as the compensatory time is earned, the director and the employee shall work together to schedule use of the compensatory time as soon as possible and not more than 30 days from the date of its accrual.
- d) Compensatory time shall not accumulate.

### *Worker's Compensation*

The Vespasian Warner Public Library District provides benefits under the Illinois Workers' Compensation Act and the Illinois Occupational Disease Act for employees who suffer an accidental injury or a disabling occupational disease arising out of, and in the course of, the employee's employment at the library.

An employee who fails to give the employer notice of an on-the-job injury or disablement may be denied benefits otherwise available to the employee under these two acts. Notice of an accident must be given to the employer in writing as soon as practical, but no later than 45 days following an accident. In any case, other than one in which the injury was caused by exposure to radiological materials or equipment, the statute of limitations will expire within three years after the accident where no compensation has been paid or within two years after the date of the last compensation payment, whichever is later.

While receiving income benefits under workers' compensation, an employee's years of service, vacation, and sick leave earnings are computed as if the employee were in pay status. Within 30 days of receiving notice of leave benefit earnings and service credit restoral amounts, an employee may appeal the calculations.

*Adopted 8/19/2020*

### **Emergencies**

*Employee:* In case of an on-the-job injury or an acute medical condition which causes the employee to lose consciousness, it is necessary for each employee to have on file the name and phone number of a family member to notify, the name and number of his/her physician, and hospital preference.

*Family:* When a family emergency arises which requires that an employee leave the building during his/her normal workday, the employee will be excused from his/her duties with no loss of pay. If the emergency requires that the employee be absent for more than that day, he/she will notify the library director of the expected length of time of the absence. The director will then determine under which section of this policy, if any, that the leave will fall.

*Library:* When it is necessary due to unforeseen events, such as inclement weather, building problems, etc., to close the library, the library director will notify all employees scheduled to work that day as soon as the situation becomes apparent. Decisions to close the library must be made with the approval of the library director, his or her designee, or the library board president. If the library is closed, all employees scheduled to work that day will be paid.

### **Professional Activities and Travel Allowances**

Staff members and members of the library board are encouraged to attend professional meetings and to participate in professional activities. The library's annual budget provides funds for certain professional activities and travel expenses. Participation may be limited by budget allocations.

*Membership Fees:* Membership dues in professional organizations will be reimbursed by the library. Staff wishing to join organizations with the cost thereof to be paid by the library should first check with the library director to have such funding approved.

*Approval:* No travel/activity involving reimbursement of expenses or use of regular work time will be undertaken by any employee without prior approval of the library director.

*Allowed Expenses:* Subject to the availability of funds budgeted each fiscal year, the following expenses related to professional activities and travel on library business will be allowed.

*Reimbursement:* Staff are expected to use a library-issued credit card to pay for expenses as incurred. Receipts must be obtained for all purchases and submitted to the assistant business manager. If a library-issued credit card is not available, staff must submit a request for reimbursement with original receipts within 30 days of the expense being incurred. Payment for reimbursable expenses will be by check in the bill cycle run closest to the time when receipts for expenses incurred were turned in to the library director. Minor reimbursements (under \$20) may be made from petty cash. In order to avoid personal hardship, major expenses involving long-distance travel, etc. may be calculated and paid in advance with the understanding that if the advance exceeds the actual authorized expenses, the employee will refund the excess amount within 30 days of the scheduled return date.

**Transportation :** Library employees will be reimbursed at the current IRS rate when using a private automobile to attend meetings, conferences, or engage in other library business. Costs for air travel and ground transportation will be paid by the library.

**Parking and Tolls :** All parking and toll charges incurred while traveling on authorized library business or attending professional meetings will be reimbursed. Employees are asked to obtain receipts when possible.

**Registration Fees :** Fees required for attendance at library conferences and workshops or other related meetings will be paid in full by the library.

**Meals/Rooms :** When a conference, meeting, or workshop includes a meal as part of the program, the library will pay for that expense. When engaged in other authorized library activities which do not include a meal as part of the program but, which because of the scheduling of the program or conference, require that an employee eat out, the library will pay for that expense based on rates for the area provided by the General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Conferences and travel which require meals/overnight lodging will be paid by the library. Alcohol purchases are not permitted.

*Revised July 12, 2023*

*Work Schedules:* When an employee attends a meeting on his/her day off, compensation will be as follows:

Full-time employees will receive compensatory time equal to that spent by the employee in traveling and attending the meeting.

Part-time employees will be paid their regular hourly rates for the time (including travel time) that was expended.

## Personal Benefits

*FICA:* The library participates in the Federal Insurance Contributions Act (FICA), also known as Social Security Insurance. Participation is required of all employees, and payroll deductions are automatically made in accordance with current FICA provisions.

*IMRF:* The library also participates in IMRF. Coverage is compulsory for employees who are under 70 years of age at the time of employment and who are hired for a position normally requiring performance of duty for 1,000 or more hours per year. Contributions are withheld from each paycheck. Booklets describing the IMRF program are available from the library. IMRF employers that offer health insurance to their active employees must also offer the same insurance to disabled members, retirees, and surviving spouses (215 ILCS 5/367j) at the employee's own expense.

*Health Insurance:* The library makes available to full-time employees (regularly scheduled to work 36 hours or more per week) a plan which provides health insurance coverage. Premiums for the employee are paid for by the library, and coverage for additional family members is available at the employee's expense. At the time of enrollment, employees will be provided with information about the policy, as well as costs.

*COBRA:* An employee who leaves the employment of the VWPLD and wishes to continue his/her health insurance coverage may do so upon request at his or her own expense, in accordance with current COBRA legislation. Individual circumstances concerning the termination of employment under the COBRA law determine the length of time that the former employee will be allowed to continue this coverage.

## Retirement

*Retirement:* In accordance with the Age Discrimination in Employment Act as amended on January 1, 1987, the VWPLD has no mandatory retirement age.

### *IMRF Retirement*

#### Tier 1 Regular Plan:

- a) must have at least eight years of service credit (can include reciprocal retirement system credit)
  - b) cannot be working in any position which qualifies for IMRF participation
  - c) must be at least 55
- \*\*Although you can retire as early as age 55, age 60 is full retirement age.

#### Tier 2 Regular Plan:

- a) must have at least ten years of service credit (can include reciprocal retirement system credit)
  - b) cannot be working in any position which qualifies for IMRF participation
  - c) must be at least 62
- \*\*Although you can retire as early as age 62, age 67 is full retirement age.

## Complaints, Resignations and Dismissals

*Employee Complaints and Grievances:* All staff members are assured a fair hearing of their individual work-related grievances and concerns. When a problem arises, the employee should state his/her concerns in writing and submit them to his/her supervisor who will attempt to



resolve the concern and respond in writing. If this should fail, or if the employee still feels that the problem has not been thoroughly and/or fairly considered, the employee may appeal in writing directly to the library director. If the grievance still remains unresolved after it has been brought to the attention of the library director, the employee may appeal in writing to the library board.