



Sandwich Public Library District Personnel Policy

EQUAL OPPORTUNITY POLICY

The Sandwich Public Library District is an equal opportunity employer. The Library consider an individual's qualifications, including their ability to perform, and their actual performance in a given job. The Library does not unlawfully consider personal factors such as race, creed, color, national origin, ancestry, citizenship, veteran status, sex, sexual orientation, age, marital status, arrest record, conviction record, physical or mental disability, or any other protected classification in making hiring, promotion or other employment decisions.

DISABILITY ACCOMODATION:

The Library is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

AFFIRMATIVE ACTION POLICY:

The Library will act affirmatively to ensure full implementation of its policy of equal opportunity. Job descriptions are written to ensure that duties are job-related and that they do not discriminate against minorities. All personnel actions will be made without discrimination.

EMPLOYMENT AT WILL

It is the policy of the Sandwich Public Library that all employment is on an 'at will' basis which allows the employment to be terminated at any time by either the employee or the Library 'at will' with or without cause. Nothing in this policy shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Board of Library Trustees.

IMMIGRATION COMPLIANCE POLICY

The Sandwich Public Library complies with the requirements of federal immigration law, and for all employees hired after 1988; the Library shall have a properly completed Form I-9, which shall be kept as a part of its permanent personnel records. All employees will be verified through the U.S. Department of Homeland Security's E-Verify program.

CONDUCT OF EMPLOYEES

The Director is appointed by the Board of Trustees and is responsible to the Board for the administration of the entire library. The Director is to carry out the policies and decisions of the Board as they affect both patrons and employees. All employees of the Library are under the authority of the Library Director.

Each staff member should be aware of the place of the Library in the life of the community. Each will direct all of his/her activities towards the attainment of the library's maximum influence as an active cultural agent in the community. To this end, each will strive to achieve the same high standards and quality of service expected of members of other professions. Professionalism will lead them to refrain from publicly criticizing its policies and personnel, while seeking to correct those conditions likely to invite unfavorable comment.

Quiet should be maintained in the Library so both patrons and staff members can concentrate on their work. This includes all areas with the exception of the public meeting room, where increased volume is acceptable unless it infringes on others ability to concentrate. Cell phones, radios, etc., are not to be heard except with the approval of the Director.

The public receives its first and lasting impression of the Library at the circulation desk. An alert, businesslike manner by staff is essential. A patron's presence is to be acknowledged pleasantly and promptly. In dealing with the public, there is no substitute for kindness and good manners. A staff member must never be so engrossed with his/her work that a patron is given only superficial attention. No request is to be regarded as trivial, no matter how unimportant it may seem. The circulation desk should always be monitored to ensure prompt service. Prolonged conversations with patrons should be discouraged.

Work accomplished promptly, correctly, quietly, and cheerfully ensures the smooth functioning of the Library. Complete cooperation is essential for efficient service to the public. Businesslike and courteous conduct is required at all times. Differences should never be discussed while patrons are present. Personal antagonism must not be shown.

Employees should at all times be courteous to and tolerant of fellow staff members and should maintain an impersonal but friendly attitude and avoid criticizing or meriting criticism. Reprimands should not be made in public or before other staff members. Every employee is free to consult with the Director at any time.

Personal interests have no legitimate claim to attention while on duty. Calls, visitors, emails, and discussions of personal matters which are not of an emergency nature should be kept to a minimum.

No fee may be accepted by an employee for services performed in conjunction with his/her assigned job description.

By permission of the Director, library personnel may use library time to visit other libraries for specific purposes.

DISCIPLINARY POLICY

Behavior which will result in disciplinary action includes, but is not limited to:

- Unsatisfactory work performance
- Violation of the library's ethics policy
- Improper treatment of a Board member, fellow employee, patron, or any other non-employee
- Theft or inappropriate removal of library property
- Falsification of timekeeping or any other library records
- Misrepresentation on any library document, including resumes and employment applications
- Immoral or indecent conduct
- Acting in conflict with the interests of the library
- Working under the influence of alcohol or illegal drugs or controlled substances
- Possession, distribution, purchase, or sale of alcoholic beverages, illegal drugs, or controlled substances while on duty
- Working on personal matters while on duty
- Disruptive activity in the workplace

- Violating law on Library premises; including gambling
- Negligent or improper conduct leading to damage of library property
- Excessive absenteeism and tardiness
- Absence without notice or any unauthorized absence
- Unauthorized use or possession of library documents or property
- Disregard of safety rules or practices
- Creating or contributing to hazardous, unhealthy, unsafe, or unsanitary conditions
- Fighting, provoking a fight or altercation, engaging in any act or threat of violence, or any conduct that causes any individual to reasonably fear for his or her safety or the safety of his or her family, friends, or property
- Sleeping during working hours
- Insubordination or lack of cooperation
- Possessing weapons on library premises
- Unauthorized disclosure of confidential information
- Violation of the library's policies regarding use of computers, e-mail, telephone, or other electronic communications equipment
- Smoking in unauthorized areas
- Refusing to cooperate with a library investigation
- Failing to make work accident reports
- Unlawful or inappropriate harassment or discrimination

And any other behavior(s) deemed inappropriate by the employee's direct supervisor or the Director. Nothing in this policy limits your right or the library's right to terminate employment at any time, with or without cause or notice.

GRIEVANCE PROCEDURE

The policy of the Sandwich Public Library District is one of progressive discipline. However, the Library shall not be prohibited from imposing discipline that is commensurate with the severity of the offense including suspension or dismissal. Discipline may begin at any step, dependent on the severity of the incident. The progressive steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment; the Library may at any time warn, suspend, or dismiss any employee. Disciplinary action may involve any, or any combination, of the following:

- Informal written warning
- Formal written warning
- Disciplinary suspension
- Termination

Verbal warnings will take place between the Director, the employee's supervisor, and the employee in question. If the supervisor is unavailable, another full-time staff person will be requested to sit in on the meeting.

- A. In the case of employees who do not report directly to the Library Director, the employee will submit a grievance form to their supervisor detailing the nature of the grievance or complaint. If the employee feels that the station is such that meaningful conversation with

the supervisor is not feasible, the employee may submit the grievance form to the Director. The grievance form must be submitted within 30 calendar days of the incident or behavior giving rise to the complaint, or the employee's knowledge of the same, except in cases of sexual harassment or workplace bullying which must be submitted within 180 calendar days. A sample grievance form can be found in **Appendix A**. The supervisor will have 7 calendar days from the receipt of a grievance form to respond to the employee with a response, and 30 calendar days to attempt to resolve the grievance through meeting, discussion, or other means. In the event that the supervisor is unavailable due to leave or vacation, the 7-day period will begin when the supervisor returns.

- B. For employees who report directly to the Library Director, the employee will submit a grievance form to the Director detailing the nature of the grievance or complaint. If the employee feels that the station is such that meaningful conversation with the Director is not feasible, the employee may send a grievance form directly to the Board of Trustees through the Board President, or, in their absence, the Vice President. Upon receipt of a grievance regarding the Director, the grievance shall be placed on the agenda for an executive session of the Library Board of Trustees within 15 calendar days. The Library Board of Trustees shall conduct an investigation of the grievance and give the employee a written answer within 7 calendar days from the executive session to discuss the grievance. The decision of the Library Board of Trustees shall be final.

RESIGNATION AND TERMINATION

Any employee who decides to leave the library for any reason should notify the Director in writing with two weeks' notice. A brief exit interview will be held with all terminating employees.

CONFIDENTIAL INFORMATION

The Sandwich Public Library strictly forbids any employee to divulge patron records, circulation records, computer usage, or registration for library programs to any patron other than the borrower directly involved. Address, phone numbers, or any other personal information from a patron's record may not be given out without direct consent of the Library Director. A patron must present either their barcode number or their patron ID number, either in person or on the telephone, before any information will be given concerning items charged out, items overdue, fine information or hold information. When speaking to a family member and not to the patron, information about the material should be restricted as to information that does not reveal the content. The names of the Library Board of Trustees are a matter of public record and may be given to patrons if requested.

EMPLOYEE SOCIAL MEDIA PRINCIPLES

Social networking through the use of internet-based and other online social media tools are commonplace. All interactions, whether face-to-face, or via virtual realms should be done keeping in mind that employees are representatives of the Sandwich Public Library District. Employees should use caution when utilizing Facebook TM, Twitter TM, Instagram TM, Pinterest TM, LinkedIn TM, personal blogs, wikis, and/or any other online sites. Online activities, whether done while at work, or outside of work can lead to severe repercussions if an employee

posts information which negatively affects public opinion toward the Library or its staff. Violating any of these rules is grounds for discipline or dismissal:

- Disclosure of patron information, or any other confidential information
- Any posts which could embarrass the Library, including, but not limited to posts about drug or alcohol use, ethnic slurs, inappropriate conduct, extreme obscenities
- Use of the Sandwich Public Library District logos, unless authorized to do so
- Referencing other library staff without their approval
- Speculating on anything the Library has not officially announced

Posts can have a global affect; the internet is permanent.

LIBRARY HOURS

The library is open to the public during the following hours:

Monday & Wednesday	9 AM – 8 PM
Tuesday & Thursday	9 AM – 9 PM
Friday & Saturday	9 AM – 5 PM
Sunday & Holidays	Closed

WORK WEEK AND PAY PERIODS

The Library work week runs from Saturday to Friday. Staff members are paid bi-weekly via direct deposit within the guidelines of federal and state statute.

HOLIDAYS

Employees shall be paid for holidays only if those holidays fall on their regularly scheduled workday.

Paid Holidays: include:

- New Years' Eve
- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Closing early on Halloween (4p.m.)
- Closing early the Wednesday before Thanksgiving (4p.m.)
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

INTRODUCTORY PERIOD

All new employees will have a introductory period of 90 days from date of hire. Following this period, a new employee will meet for an evaluation with their direct supervisor and the Director to assess performance. Sick hours and vacation hours will be granted following a positive assessment; paid vacation is not allowed to be taken until a new employee has worked six (6) months.

EMPLOYEE CLASSIFICATIONS

Salaried vs. Hourly

Hourly employees are paid for each hour worked at an assigned rate of pay. Overtime rates are paid as stipulated by state and federal law. Salaried employees are paid a flat amount for each pay period and are expected to work whatever hours are required to accomplish their duties, even if the time exceeds a normal workweek.

Exempt vs. Non-exempt

Employees who are classified “non-exempt” will be paid overtime in accordance with state and federal law. Non-exempt employees will not be compensated for checking their staff e-mail when not working at the Library, or otherwise “on the clock” for regularly scheduled hours. Employees who are classified as “exempt” are not eligible for overtime compensation. All salaried employees are “exempt” as are hourly employees whose duties fall under established state and federal guidelines for “exempt” employees.

EMPLOYEE BENEFITS

VACATION

FULL TIME EMPLOYEES (40 hours per week)

Years of Service	Number of Paid Vacation Hours
0-3 Years	80 hours (*based on 8 hr/day this is 2 weeks vacation)
4-10 Years	120 hours (*based on 8 hr/day this is 3 weeks vacation)
11+ Years	160 hours (*based on 8 hr/day this is 4 weeks vacation)

The vacation year begins and ends during the fiscal year calendar (July 1-June 30); paid vacation is not allowed to be taken until a new employee has worked six (6) months.

- A. Carry over – Full Time employees have until September 30th of the next fiscal year to use vacation hours. Staff will not be compensated for unused vacation hours after September 30th.
- B. Scheduling - Paid time off must be scheduled at a time that is mutually agreeable to both the employee and the Director.
- C. Termination of employment - An employee who terminates employment shall be entitled to payment for unused vacation days.
- D. Reemployment - Employees rehired will begin earning paid vacation days as a new employee.

PART-TIME EMPLOYEES

# Hrs worked/week	Number of Paid Vacation Hours
5-12.99 hrs worked/week	12 hours
13-20.99 hrs worked/week	40 hours
21—+hrs worked/week	80 hours

The vacation year begins and ends during the fiscal year calendar (July 1-June 30); paid vacation is not allowed to be taken until a new employee has worked six (6) months.

- A. Carry over – Part-time employees have until September 30th of the next fiscal year to use vacation hours. Staff will not be compensated for these unused hours after September 30th.
- B. Scheduling - Paid time off must be scheduled at a time that is mutually agreeable to both the employee and the Director.
- C. Termination of employment - An employee who terminates employment shall be entitled to payment for unused vacation days.
- D. Reemployment - Employees rehired will begin earning paid vacation days as a new employee.

SALARIED EMPLOYEES

Vacation time for salaried employees, i.e., the Library Director, will be set by the Board upon hiring, reviewed annually, and will be set forth, by motion, in the Minutes of the Board.

- A. Carry over – Salaried employees have until September 30th of the next fiscal year to use vacation hours of their annually earned vacation time. Staff will not be compensated for unused hours after September 30th.
- B. Termination of employment - An employee who terminates employment shall be entitled to payment for unused vacation days.

SICK LEAVE

FULL TIME EMPLOYEES (40 hours per week)

Number of Paid Sick Hours: 96 hours

The sick leave “year” begins and ends during the fiscal year calendar (July 1-June 30); paid sick time is not allowed to be taken until a new employee has worked three (3) months.

- A. Carry over - Employees may not carry over any of their annually earned sick time at the end of the fiscal year. Any unused hours will not accumulate, and staff will not be compensated for these unused hours.
- B. Sick leave may be used for an employee’s own illness, injury or medical appointments or for the illness, injury or medical appointments of the employee’s child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.
- C. In the event of separation or termination, no compensation will be made for accrued sick leave, though, if appropriate, accrued sick leave will be reported to IMRF.

PART-TIME EMPLOYEES

# Hrs worked/week	Number of Paid Sick Hours
5-12.99 hrs worked/week	12 hours
13-24.99 hrs worked/week	20 hours
25+hrs/worked week	55 hours

The sick leave “year” begins and ends during the fiscal year calendar (July 1-June 30); paid sick time is not allowed to be taken until a new employee has worked three (3) months.

- A. Carry over - Employees may not carry over any of their annually earned sick time at the end of the fiscal year. Any unused hours will not accumulate, and staff will not be compensated for these unused hours.
- B. Sick leave may be used for an employee's own illness, injury or medical appointments or for the illness, injury or medical appointments of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.
- C. In the event of separation or termination, no compensation will be made for accrued sick leave, though, if appropriate, accrued sick leave will be reported to IMRF.

SALARIED EMPLOYEES

Sick Leave for salaried employees, i.e., the Library Director, will be set by the Board upon hiring, reviewed annually, and will be set forth, by motion, in the Minutes of the Board.

- A. Carry over - Employees may not carry over any of their annually earned sick time at the end of the fiscal year. Any unused hours will not accumulate, and staff will not be compensated for these unused hours.
- B. Sick leave may be used for an employee's own illness, injury or medical appointments or for the illness, injury or medical appointments of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.
- C. In the event of separation or termination, no compensation will be made for accrued sick leave, though, if appropriate, accrued sick leave will be reported to IMRF.

IMRF

Employees who work more than 1000 hours in a 12-month period are required by law to contribute to the Illinois Municipal Retirement Fund. The library contributes a proportional share to the retirement fund.

ABSENCES

All absences will be reported to the Director. Use of sick leave will be recorded on personnel records by date along with reasons for the absence. These records will be used as the basis for recommendations on leave privileges and promotions. Job attendance is very important in performance ratings. Absences of three days require a doctor's report.

FUNERAL LEAVE

Employees may take up to three days leave with pay in the case of a death in the immediate family or one day for other funerals, per fiscal year. Immediate family includes grandparents, parents, guardians, siblings, child, spouse (throughout this document, SPLD uses the term "spouse" to include those married, in civil unions and domestic partnership regardless of the "spouses" sex vis-à-vis the employee) or in-laws. SPLD reserves the right to request proof of familial connection to the deceased.

JURY DUTY, COURT LEAVE, VOTING PRIVILEGES

Employees who are called to serve on jury duty, receive a subpoena, or are ordered by a court order to attend court or pre-court proceedings will be granted leave with pay. In accordance with the state law, an employee will be allowed time to vote if prior arrangements are made with the Director. In addition to receiving pay for regularly scheduled hours, the employee may keep the

county jury service allotment. Appropriate paperwork, verifying service, must be provided to the director.

WORKER'S COMPENSATION

All employees are covered by worker's compensation. All accidents should be reported at once to the Library Director.

ACCIDENTS

All accidents involving employees during working hours or while on Library premises, and all other accidents in which the Library or its property are involved directly or indirectly, including those involving patrons of any age, are to be reported immediately to the Library Director or designee.

Any unsafe working conditions are to be reported as soon as possible to a supervisor or the Library Director. First aid kits are available at the Library if necessary.

DRUG/ALCOHOL FREE POLICY

- It is the policy of the Sandwich Public Library District that all workplaces shall be free from drugs and alcohol. All Trustees and employees shall be prohibited from the:
 1. unlawful manufacture, distribution, dispensing, possession, use of being under the influence of a controlled substance while on the library premises or while performing work for the library.
 2. distribution, consumption, possession of, or being under the influence of alcohol while on the library premises or while performing work for the library.
- For the purposes of this policy, a controlled substance is one which is:
 1. not legally obtainable
 2. being used in a manner different than prescribed or
 3. legally obtainable, but not legally obtained

BLOODBORNE PATHOGENS

While normal library operations are not likely to involve circumstances exposing employees or users to blood-borne pathogens, Sandwich Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne 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 with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids 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 blood-borne 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: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. 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, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered the hepatitis B vaccine series, in accordance with the regulations.

POLICY PROHIBITING SEXUAL HARASSMENTⁱ

⁽¹ This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554).

A. Prohibition of Sexual Harassment

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the **Sandwich Public Library District** to prohibit harassment of any person by any director, supervisor, employee, or trustee on the basis of sex or gender.

B. Definition of Sexual Harassment

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

C. Procedure for Reporting an Allegation of Sexual Harassment

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- *Electronic/Direct Communication.* If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.
- *Contact with Supervisory Personnel.* At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, the Library Director, or a Library Board Trustee. The employee experiencing what he or she believes to be sexual harassment must not

assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the library will not be presumed to have knowledge of the harassment.

- *Resolution Outside the Library District.* The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the Sandwich Public Library District. However, all library employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the library district. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

- D. Prohibition on Retaliation for Reporting Sexual Harassment Allegations No Library Director, Supervisor, Employee, or Board Trustee shall take any retaliatory action against any employee due to employee's:
1. Disclosure or threatened disclosure of any violation of this policy,
 2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
 3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any employee that is taken in retaliation for employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation. Similar to the prohibition against retaliation contained herein, the Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice any employee reasonably believes is in violation of a law, rule, or regulation,

2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any library employee.
3. Assists or participates in a proceeding to enforce the provisions of the Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

E. Consequences of a Violation of the Prohibition on Sexual Harassment

In addition to any and all other discipline that may be applicable pursuant to library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine established by the Board of Trustees, applicable discipline or discharge by the library and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the library shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

F. Consequences for Knowingly Making a False Report

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable library policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may

levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

THE INTERNAL COMPLAINT PROCESS

Any employee who experiences sexual harassment is encouraged to follow the grievance procedure in the Personnel Section of this Policy Manual. Should this not be feasible, the employee may follow the steps outlined below.

The Legal Recourse, Investigative and Complaint Process Available Through The Department and the Commission.

- a. A complaint must be filed within 180 days of the date you claim the harassment took place.
- b. The Department of Human Rights is responsible for making an investigation and should either dismiss the charge or file for a complaint with the Illinois Human Rights Commission.
- c. If the Department of Human Rights neither dismisses the claim nor files a complaint with the Illinois Human Rights Commission within 300 days of filing, you may seek a public hearing from the Human Rights commission. You must do so within thirty (30) days after the 300th day expires.
- d. A charge filed with the Illinois Department of Human Rights is also filed with the Federal Equal Employment Opportunity Commission.
- e. Complaints filed with the Illinois Human Rights Commission are assigned to an Administrative Law Judge.
- f. Following a hearing, the Administrative Law Judge will recommend a finding to a three-member panel of the Human Rights Commission.
- g. The Human rights Commission may order the respondent to cease and desist, pay damages, hire, reinstate, promote, pay back-pay, pay fringe benefits, and pay attorney's fees and costs in order to remedy a finding in favor of the complainant.
- h. The Human Rights Commission's order may be appealed by either party to the Illinois Appellate Court within thirty-five (35) days of the order.
- i. Orders of the Human Rights Commission are enforceable in Illinois courts.

Directions on how to contact the Department and Commission

You may contact the State or Federal government as follows:

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

Illinois Department of Human Rights
222 South College
Floor 1
Springfield, Illinois 62704
(217)785-5100

Illinois Human Rights Commission
James R. Thompson Center
100 West Randolph Street
Suite 5-100
Chicago, Illinois 60601
(312)814-6269

Illinois Human Rights Commission
Stratton Office Building
Suite 404
Springfield, Illinois 62706
(217)785-4350

APPROPRIATE DRESS & APPEARANCE POLICY

Staff members are expected to present clean, neat and tasteful appearances during business hours. Personal hygiene, including, but not limited to, bathing, shampooing and the brushing of teeth all need to be attended to on a regular basis. Fragrances should be used moderately out of consideration for our patrons and coworkers. Nails should be clean, well-groomed, and conservatively manicured. Clothing should be clean and well cared-for.

Acceptable attire includes:

- Jeans—**allowed on Fridays and Saturdays**
- Slacks, Capri pants
- Skirts or dresses of an appropriate length (not more than 3 inches above the knee)
- Shirts must be business appropriate: button-down shirts, polo shirts, blouses
- Comfortable close-toed shoes
- Leggings when appropriately worn under a dress or tunic
- Library branded polo shirts

Examples of unacceptable attire include:

- T-shirts, except pre-approved Library event, or “branded” clothing
- Jean shorts
- Clothing that advertises events other than approved Library event, or “branded” clothing
- Any clothing that exposes undergarments
- Torn, holey, or patched/faded clothing
- Sleeveless blouses
- Halter tops/tank tops or muscle shirts
- Tube tops or spaghetti strap tops
- Clothing that reveals excessive cleavage
- Excessively tight clothing
- Strapless clothing of any type
- Drooping pants that require constant repositioning
- Clothing with political slogans/language, foul language, obscene images or anything that might be offensive to our patrons
- Sunglasses or other non-prescriptive fashion eyewear
- Clothing that bares the shoulders or midriff
- Chains designed to be worn on wallets, pants or as dog collars, including collars with spikes

- Wrist, neck or waistbands which have raised spikes or studs
- Sweat suits or warm up suits; sweat pants, no matter the fabric
- Sandals, flip-flops, or excessively high or spiked heels
- Jewelry restricting work, or that may be construed as dangerous to job performance
- Except for religious, health reasons, or when necessary for a Library program: caps, hats, hoods, do-rags, bandanas, headbands, sweatbands, hair nets, or beanies
- Underwear may not be worn as outerwear, nor should it be showing at any time

Mustaches and beards must be clean, trimmed and neat. Hairstyles should present an appropriate professional appearance, be clean and neatly groomed, and must not interfere with the completion of job duties.

Reasonable accommodation will be made for religious attire.

Nametags will be worn by staff members during work hours. If a replacement nametag is needed, please contact the Director or Administrative Assistant. The employee may be charged for the replacement cost.

STAFF DEVELOPMENT

At the Director's discretion, attendance at workshops, library association conferences, and other professional meetings is allowed. Although the Board and Director encourage attendance at professional meetings and conferences, the needs of the Library shall have priority. The library will pay conference and workshop fees as approved by the Director. Mileage and hourly wages will be paid for travel and attendance. Employees are encouraged to belong to professional organizations.

The library will pay the basic annual dues for professional staff in the American Library Association (ALA) or the Illinois Library Association (ILA). Attendance at staff meetings is required. If the staff meeting is held outside an employee's regularly scheduled workday employees will be paid for the time of the meeting.

BORROWING PRIVILEGES

Staff members who are not residents of a library district are entitled to a courtesy library card. All materials must be properly checked out before removing them from the library. Staff members and trustees are not charged overdue fines but they are expected to be responsible borrowers. Staff and trustees will be billed for non-returned materials.

PERSONAL ORDERS

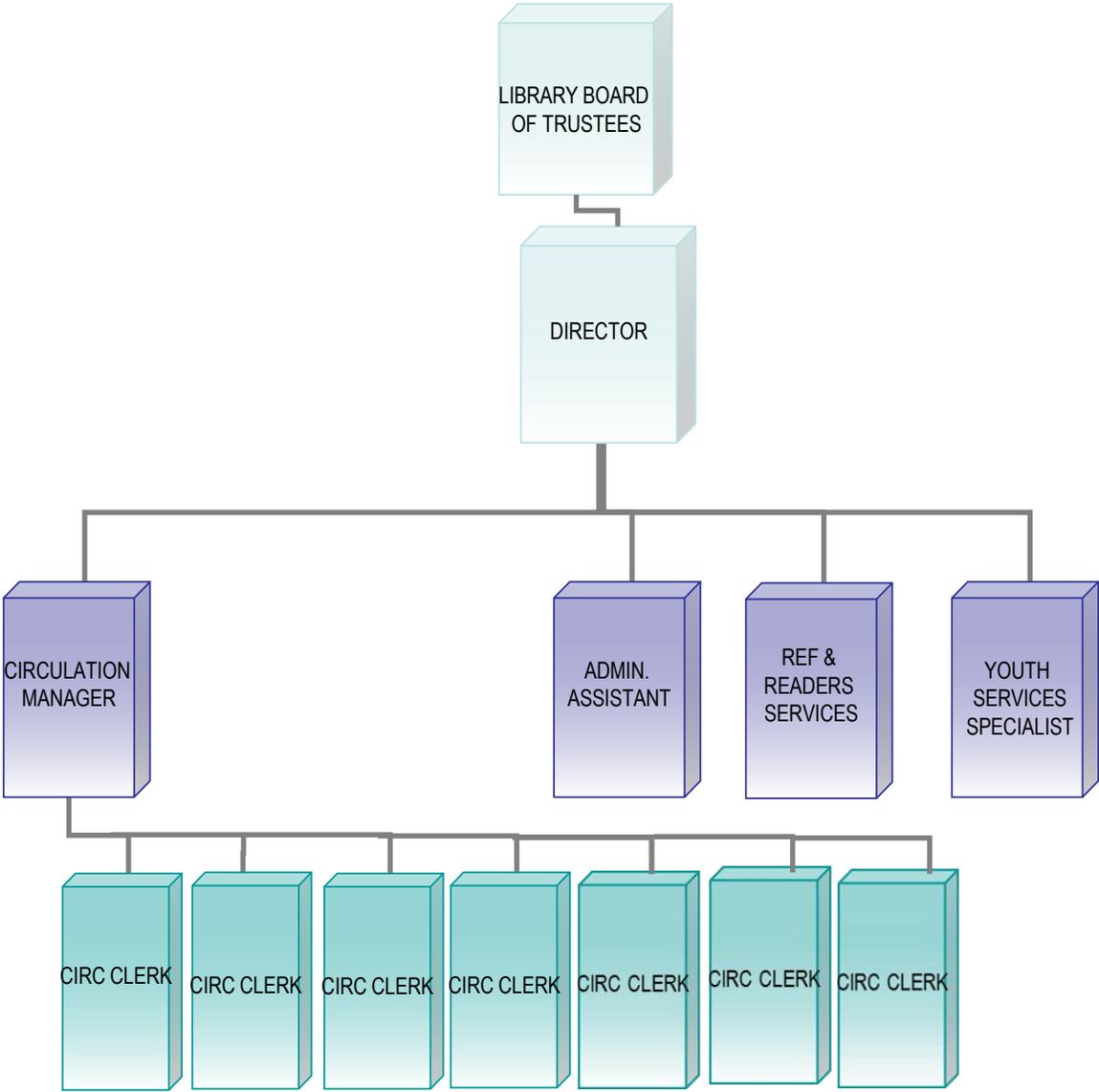
Staff members may purchase books and other materials through the library accounts at reduced prices. Please see the library director to order materials.

PERFORMANCE REVIEWS

Performance reviews are part of the permanent record of the employee in the Library's personnel records and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action, and dismissal. The Director conducts performance evaluations. The Director may consider information from fellow employees,

trustees, and patrons. Evaluations are conducted for all new employees within their initial ninety days of employment. Hereafter, performance reviews are to be conducted annually.

Sandwich Public Library District Organizational Chart



**Appendix A
GRIEVANCE FORM**

Name: _____ Supervisor: _____

Department: _____ Position: _____

Dates on or during which problem occurred: _____

The reason for my complaint is as follows: (attach additional notes if necessary)

I have discussed this problem with my supervisor: Yes: _____ No: _____

If "yes," please list dates discussed: _____

If "no," please list the reason the issue(s) was/were not discussed:

Efforts I've made to resolve this issue:

The following individuals are involved or may have additional information:

Desired resolution:

Employee's Signature _____ Date: _____



**PERSONNEL POLICY ACKNOWLEDGMENT AND
DISCLAIMER**

I have received a copy of the Sandwich Public Library District’s Personnel Manual on the date listed below. I understand that I am expected to read the entire manual and comply with the policies therein, as well as any revisions made at later dates, and that a copy of this acknowledgement will be retained in my personnel file.

The Personnel Policy describes important information about the Sandwich Public Library District. 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. Accordingly, either the Library or I 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.

Finally, I understand that this manual is not a comprehensive guide to any and all questions that may arise as part of my employment at the Sandwich Public Library District. Should I have a question that is not answered in this manual, I understand that I should consult my supervisor or the Director for clarification.

Signature

Date

ⁱ This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

BEFORE ADOPTING ORDINANCE, LIBRARY OFFICIALS SHOULD CONSULT WITH RETAINED LEGAL COUNSEL OR OTHER QUALIFIED ATTORNEY.