

Adopted and Revised August 24, 2016

Policy 8.0- PERSONNEL POLICY

**MAYWOOD PUBLIC LIBRARY DISTRICT
PERSONNEL POLICY**

I. Introduction

- A. Any person who accepts a position on the staff of the Maywood Public Library District shall receive a copy of the Personnel Policy and shall be deemed to be aware of its provisions. It is neither possible nor intended that these policies shall anticipate every matter or problem concerning employment by the Library. Those matters not covered shall be subject to the determination of the Library Director, with approval of the Board of Trustees.**
- B. The Maywood Public Library District is an equal opportunity employer and, as such, shall make all personnel decisions without regard to race, color, gender, religion, age, national origin, disability, United States citizenship, transgender or sexual orientation, in accordance with the legal requirements of the Civil Rights Act and Equal Employment Act.**
- C. Employees with complaints or concerns must notify the Director or immediate Supervisor. If unsuccessful, an employee may file a grievance as stipulated in article XVIII in the Personnel Policy Manual.**

II. Behavior Standards

- A. The first duty of the staff is service to the Library patrons. Each staff member shall deal with the public in a courteous, helpful manner—a manner that will cause the Library to be a friendly, welcoming place for all people.**
- B. Each staff member shall be aware of the unique role of the public library: the Library is the only educational institution accessible to all citizens regardless of age, religion, disability, gender, and race, country of national origin, occupation, or interest. It is an indispensable link between each person and the information which contributes to his or her intellectual, social and cultural growth, as an individual and as a participant in the community, state, nation, and world.**
- C. Each member of the staff owes loyalty to the Library and shall have an active interest in its improvement and development.**
- D. To co-workers, the staff member owes courtesy, good teamwork and a**

willingness to share disagreeable assignments. A sense of fairness and tolerance toward the point of view of others shall be maintained.

- E. All employees are required to comply with the Library District's Drug-Free Work Place Policy.**

III. Appointments

- A. The appointment of a competent Library Director shall be made by the Library Board of Trustees.**
- B. A written application shall precede employment. References will be required. Background checks are required for full-time employees.**
- C. All staff members shall be appointed by the Library Director to those positions authorized by the Board of Trustees. All appointments shall be made on the basis of merit. All employment is at will.**
- D. All staff members are encouraged to reside in the Village of Maywood. If there are two equally well-qualified applicants for a position, preference will be given to the one who resides in Maywood.**
- E. No person shall be a Board member and an employee at the same time nor shall a relative of a Board member or staff member be an employee.**

IV. Hours of Work

- A. Full-time staff members shall work a five-day 37 ½ hour week with an unpaid one-hour lunch break. Staff schedules shall be arranged to best serve the needs of the Library patrons. The Library Director shall have discretion to fix hours of work for all staff members.**
- B. When staff members find it necessary to work overtime in performance of their duties, they shall be allowed to accumulate compensatory time to be used at the convenience of the Library. The Library Director shall authorize all overtime work for which compensatory time will be claimed.**
- C. Administrative and Department Heads may find it necessary to work beyond the normal work week in order to discharge their duties and responsibilities.**
- D. Staff members are allowed relief period of 15 minutes during each half-day's schedule. Part-time staff are allowed a relief period of 15 minutes during four consecutive work hours. Such relief periods are provided to afford relaxation from work schedules. They may not be taken at the beginning or at the end of the daily schedule, to make up lost time, or**

joined together in one half-hour period. Relief periods may not be added onto lunch breaks.

- E. Part-time staff members who work seven hours or more per day are required to take one half hour unpaid lunch break. Failure to take a lunch break does not constitute overtime pay. All employees must clock out for lunch.**
- F. In the event of an emergency, such as hostile weather or other acts of God, building malfunctioning, lack of staff, or other conditions that would make the opening or continued operation of the Library unsafe for either staff or public, the Library Director, Assistant Library Director or Department Head carrying out the Library Director's duties in the absence of the Library Director, may close the Library and determine how long it shall remain closed. The Library shall resume operation at the earliest possible time. One Board Member must be contacted.**

V. Notice of Absence

Department Heads shall be responsible that the Department is covered at all times. As soon as a staff member realizes it will be impossible, because of illness or another emergency, to report for work on time, he or she shall call the Circulation Department within an hour of his/her scheduled time.

VI. Sick Leave

- A. Full-time staff members, who regularly work 37 ½ hours per week, shall earn sick leave credits at the rate of one day per month worked. They may not be accrued in excess of 120 days. Sick leave may be used for illness of the staff member or illness in the immediate family.**
- B. Sick leave may be used for reasons of maternity in accordance with the Illinois Fair Employment Practices Act.**
- C. When a major illness causes the employee to exhaust all accumulated sick leave, application may be made for disability pay (one-half salary) under the provisions of the Illinois Municipal Retirement Fund (IMRF). Provisions may be made to extend medical insurance coverage during the period the employee is classified as disabled by the IMRF in accordance with the provisions of the Library's current policy.**

VII. Vacation

- A. All full-time staff members shall earn vacation credit at the rate of ten working days per year. After five years of employment, the rate will be 15 working days per year; after ten years, the rate will be 20 days per year.**

- B. The Library Director shall earn vacation credits at the rate of 20 working days per year.**
- C. In addition to vacation days, full-time staff members hired prior to July 1, 2016 shall earn 3 days of leave per year, not cumulative, for personal business. This day cannot be taken before or after a vacation day or holiday.**
- D. Full-time staff members shall have their birthday or a day of their choosing as a paid leave day, not cumulative.**
- E. Vacation credits may not be accrued in excess of twenty-five days without prior approval of the Library Director. The Library Director shall schedule vacations to meet the needs of the Library and, insofar as possible, the staff member.**

VIII. Holidays

- A. The Library shall be closed in observance of the following holidays: New Year's Day, Presidents' Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day.**
- B. Full-time staff members shall be allowed these holidays with pay in addition to vacation time.**
- C. Part-time employees who are scheduled to work on a holiday will be paid for the number of hours regularly scheduled to be worked on that day if hired prior to July 1, 2016. If employee is not scheduled to work, no holiday benefit will be received. Employees hired after July 1, 2016 shall not receive holiday pay. If they are scheduled on a holiday they have the option of making up the time with prior approval of the department head.**

IX. Leave of Absence

- A. Leave of absence without pay may be granted for a good cause with the approval of the Library Director upon an employee's written request. Vacation and sick leave credits shall not be earned during such an absence.**
- B. Leave of absence with pay shall be granted for all employees who are serving jury duty or as witnesses in court pursuant to a duly served subpoena, provided that any net fees or compensation from such service**

be turned over to the Library, after deducting unreimbursed cost of transportation. However, such employees are expected to give as much time to their regular duties as jury service will permit. Employees shall continue to earn sick and vacation time during such service.

- C. Leave of absence with pay may be granted by the Library Director for a reasonable period of time in cases of death in the immediate family (father, mother, sister, brother, husband, child, grandchild, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, and brother-in-law) of a full-time staff member.
- D. Leave of absence without pay may be granted by the Library Director for a reasonable period of time if the employee's leave does not interfere with normal, good Library service.

X. Insurance

- A. After completing thirty days of employment, employees hired after July 1, 2016 a full-time staff member is eligible for group medical insurance on an individual basis. The Library will pay 50% of the monthly premium for each eligible employee in the Library's group plan. The additional 50% copayment will be deducted from the employee's paycheck each pay period. A provision for family coverage at the employee's expense will be available.
- B. New employees who wish to participate in the Group Plan should apply within the first month of employment. Later, participation by an employee or dependents is subject to insurance company approval, and may require a physical examination at the employee's expense.
- C. Employees hired prior to July 1, 2016 shall have insurance coverage as stated in Ordinance 16-2A
- D. Employees who have served 20 years or more of continuous full-time employment with the Maywood Public Library District, and have attained the age of 55 or older, and were enrolled in the Library's health care plan as of May 1, 2007 shall upon separation of employment from the library as a retired employee be eligible for the Continued Health Care Benefit as stated in Ordinance 16-1A

This benefit is subject to and contingent upon the availability of health care benefits via the Village of Maywood's health care plan

XI. Salaries and Payroll

Salaries shall be paid by check every two weeks.

XII. Termination of Employment

- A. Notice of resignation from the staff members shall be given in writing. Professional staff members must give at least one month's written notice. All other staff members must give at least two weeks' written notice. The Library Director must give equal notice to discharged employees. Department Heads must give thirty (30) days written notice.**
- B. If a staff member is entitled to vacation credits at the time of his or her resignation, terminal vacation shall be granted, not to exceed 25 days and payment shall be made providing notice of resignation meets minimum time in the "A" above.**
- C. If a staff member has exhausted his or her sick leave and vacation credits and is absent from work for reason of illness for an additional month, they may then apply for a leave of absence. If they fail to apply for a leave of absence, they may then be terminated by the Library.**
- D. No payment shall be made of unused sick time at the time of resignation.**
- E. All Employees of Maywood Public Library District are at will employees.**

XIII Retirement

Retirement shall not be compulsory at any age, however, as with all staff members, retention of a position depends upon continued satisfactory work performance as determined by the Library Director.

XIV Accidents

All accidents involving staff members during working hours or while on Library premises, Library patrons while on Library premises, or any other accident in which the Library is involved directly or indirectly shall be reported immediately to the Library Director. In the absence of the Library Director, the Assistant Director or Dept Head shall be notified. An incident report shall be filled out by the Department Head.

XV. Travel and Meeting Allowances

- A. Board members and staff members traveling on Library business will be reimbursed by the library after submitting a statement of expenses (e.g. gas, transportation, food, hotel, resignation and other related**

expenses.) If an individual's own car is used, he or she will be reimbursed at the rate per mile used in the current Tax form 1040.

- B. Any travel or meeting expense incurred by a staff member must first be authorized by the Library Director. All funds for travel to out-of-state conferences shall be approved by the Library Board of Trustees.

XVI Professional Membership Dues

The Board members, the Library Director, the Head of the Children's Department, and the Head of Information Services and other full-time department heads shall be members of the American Library Association and the Illinois Library Association after a period of two years. Basic dues are to be paid out of Library funds.

XVII. Political Activity

Since the Library is a public, tax-supported institution, Library employees have the responsibility of serving the entire community equally. Thus, the following regulations shall be the policy for all Library employees:

- A. No partisan political activity shall be carried on during working hours.
- B. No partisan political literature, posters or other materials may be distributed or posted on library premises.
- C. No petitions or surveys may be circulated on library premises.
- D. Employees must not circulate, solicit, or conduct surveys on library premises.
- E. In no way shall these regulations curtail an employee's right of suffrage or right to express his or her personal opinion as a citizen. If an employee is uncertain about how these regulations will affect his or her political activities, he or she should seek clarification from the Library Director.

XVIII. Grievance Procedure

- A. An employee with a grievance (complaint) shall first review the problem with his or her immediate supervisor within five working days of the incident.
- B. If the grievance is unresolved, the employee may request an appeal to the Library Director within five working days of the conference with the

immediate supervisor. This request must be in writing. The immediate supervisor has five days to respond.

- C. If the grievance remains unresolved, the employee may present the problem in writing to the Maywood Public Library Board of Directors with copy to the Library Director. Within 30 days the Maywood Public Library Board of Directors and the Library Director will meet to discuss the problem. A written reply will be sent to the employee.**
- D. If the grievance is still unresolved, the employee can then request, within five working days of receiving the letter from the Maywood Public Library Board of Directors for consideration at the next regularly scheduled Board meeting. Actions will be in compliance with existing by-laws and current policy.**

XIX. Volunteers

Individuals wishing to donate their time to library work, or individuals doing court-appointed community service may, with the approval of the Library Director, work in certain supervised positions when the need arises. All applicants must fill out an application form and will be screened by the Library staff under the direction of the Library Director. Termination of the volunteer's services can be made immediately by the Library Director if for any reason he/she is deemed to be an unacceptable addition to the Library by giving notice to the supervisor. No credits will accrue for volunteer positions.

XX Performance Evaluations

Performance evaluations are conducted for all library staff in order to provide feedback to staff members about their job effectiveness and to offer career guidance. The performance review is intended to be a fair and balanced assessment of an employee's performance. Employees are given the opportunity to do their own self evaluation at the time of review.

XXI Performance Evaluations are designed to:

- A. Maintain or improve each employee's job satisfaction and morale.**
- B. Serve as a systemic guide for supervisors in planning each employee's further training.**
- C. Assure considered opinion of an employee's performance and focus maximum attention on achievement of assigned duties.**
- D. Assist in determining and recording special talents, skills, and capabilities that might otherwise be noticed or recognized.**
- E. Assist in planning personnel moves and placements that will best utilize each employee's capabilities.**
- F. Provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.**

G. Assemble substantiating data for use as a guide, although not necessarily the sole governing factor, for such purposes as wage adjustments, promotions, disciplinary action, and termination.