

# **DIXON**

## **Public Library**

---

**Dixon Public Library  
Employee handbook**

**Adopted by the Dixon Public Library Board of Trustees  
Effective 05/01/2017**

**Amended by the Board 01/08/2018, 05/13/2019, 02/10/2020**

## Table of Contents

	Page Number
I. Introduction:	4
II. At Will Employment:	4
III. Equal Employment Opportunity:	5
IV. Employee Definitions:	5
V. Employment:	5
Probation	5
Job Openings	6
Official Personnel Files	6
VI. Hours of Work:	6
The Workday	6
Overtime and Compensatory Time	6
Lunch Periods	6
Recordkeeping of Hours	7
Accruals and Voluntary Deductions	7
Vacation	7
Holidays and Holiday Pay	7
Staffing in Inclement Weather and other Unplanned Closures	8
VII. Benefit Plans and Statutory Benefits:	8
VIII. Leave of Absence:	9
Personal	10
Jury Duty	10
Bereavement Leave	10
Military Leave	11
Sick Leave	11
Family Medical Leave	12
Victim Leave	13
IX. Harassment & Sexual Harassment:	13
Harassment	13
Sexual Harassment	15
X. Discipline:	16
Disciplinary Action	16
Grounds for Disciplinary Action	17
XI. Health and Safety:	18
On the Job Injuries	18
Restricted Duty Work Status	19
Drug-Free Workplace	19
ADA Compliance Policy	19
Pregnancy Discrimination Law	19
Nursing Mothers in the Workplace Act	20
XII. Retirement and Resignation:	21
Resignation	21

Extension of Health Insurance to Employees	21
XIII. Miscellaneous:	21
Outside Employment and Business Interests	21
Payroll Periods	22
Employment of Relatives	22
Political Activity	22
Accepting of Gifts or Loans	22
Reimbursement for Loss of Personal Items	23
Reimbursement for Attendance at Conferences and Meetings	23
Use of City Telecommunications and Computer Equipment	23
Religious Garb Act	23
XIV. Privacy Policy:	24
 Employee Acknowledgment Form	 28

## **I. Introduction**

Welcome to the Dixon Public Library. We are excited to have you join our team. Our team is founded in the values of service, respect, honesty, compassion, teamwork, and a commitment to excellent. We strive to create a positive work environment where our team members can achieve their full potential. Our mission is to provide the highest quality of library services to our patrons.

The primary purpose of this handbook is to introduce new employees to the work rules, policies, procedure and benefit plans covering the Dixon Public Library. In addition, it is intended to serve as a reference for employees currently employed.

Whenever the provisions of this handbook are in conflict with state law or federal law, the provisions of the state law or federal law will prevail.

### **Mission Statement**

The Dixon Public Library is the place people turn to for the discovery of ideas, the joy of reading, and the power of information. Community needs drive our services. We take a personal interest in ensuring that they are delivered in a welcoming, convenient and responsive manner.

### **Administration**

The Dixon Public Library is governed by a nine-member Board of Trustees appointed by the Mayor of Dixon and approved by the City Council. Appointments are for three years, and members may be reappointed.

The Library Director is the chief administrative officer of the Library and is responsible for its operation and maintenance. The Library Director implements policies of the Board and is responsible for establishing service standards for the Library in keeping with the Library's Mission Statement. In the absence of the Library Director, a designated senior staff member (the Assistant Director if available) will assume temporary responsibility for the operation of the library.

## **II. At Will Employment**

This handbook is presented as a matter of information only; it is not intended to form a contract between Dixon Public Library and the employee. Dixon Public Library reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

Just as the employee retains the right to terminate the employee's employment at any time for any reason, the Dixon Public Library retains a similar right. No policy or practice of the Dixon Public Library should be construed to change this relationship. Only the Library Board has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

### **III. Equal Employment Opportunity**

It is the objective of the Dixon Public Library to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

The Dixon Public Library has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, ancestry, disability (except where physical or mental abilities are a bona fide occupational qualification), domestic violence victim status, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment.

### **IV. Employee Definitions**

#### **Full-time Employee**

An employee who is normally scheduled to work no less than 35 hours per week and is eligible for all benefits.

#### **Part-time Employee**

An employee who is normally scheduled to work less than 30 hours per week and is eligible for some benefits. Regular part-time employees must work their designated hours per week on a 12-month basis. Regular part-time employees are eligible for City contributions toward IMRF retirement benefits if they meet the 1000-hour per year requirement. They may also request leaves of absence. Part-time employees are only eligible for health insurance coverage if they meet the eligibility requirement.

#### **Short Term or Seasonal Employee**

An employee who has been hired to work for an established period of time of 999 hours or less in duration, on either a full-time or part-time basis, and is not eligible for benefits.

### **V. Employment**

#### **Probation**

The probationary period is the first six months of an individual's employment. If the Dixon Public Library determines that the probationary period does not allow sufficient time to thoroughly

evaluate the employee's performance, the probationary period may be extended for a specified period.

### **Job Openings**

Whenever a vacancy occurs within a department, the opening may be posted on the Library bulletin boards and City Hall for 10 days. The Director reserves the right to determine if the job posting will be internal only or internal and external. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Library Director within the stated posting period. The Library Director will make the decision as to who is to fill the opening. The Dixon Public Library reserves the right to use other recruiting sources at their discretion.

### **Official Personnel Files**

The Dixon Public Library maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, I-9 Immigration form, records of training, documentation of performance appraisals, attendance records, vacation or paid time off registry form, salary history and increases, and other employment records.

Personnel files are the property of the Library, and access to the information they contain is restricted. Generally, only management personnel of the Dixon Public Library who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Office or appropriate department. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by the City to maintain the files.

## **VI. Hours of Work**

### **The Workday**

The work schedule of library employees will be at the discretion of the Library Director in order to meet the varying conditions in workload and demand of the public.

### **Overtime and Compensatory Time**

Non-exempt eligible employees will be compensated at a rate of time and one-half times for hours worked beyond a 40-hour workweek. With Library Director approval, non-exempt employees may elect to take compensatory time in lieu of overtime payment. Non-exempt employees shall be allowed to accumulate a maximum of 60 hours of compensatory time per year. The use of compensatory time shall not be unreasonably denied.

### **Lunch Periods**

Every employee who works 5 hours or more will be provided at least a 30, and no more than 60, minutes uninterrupted, unpaid lunch period, as scheduled or approved by the Library Director.

**Recordkeeping of Hours**

It shall be the responsibility of each employee to assure proper recording of hours worked. Before records of time worked are submitted to Payroll, they are to be reviewed, approved, and signed by the Library Director or designee.

**Accruals and voluntary deductions**

Vacation and sick leave are accrued only in the first two pay periods in a month. Voluntary deductions are withheld only in the first two pay periods in a month.

**Vacation**

Full-time employees and part-time employees scheduled for 20 hours and over are entitled to accrue and receive paid vacation. Eligible employees shall accrue vacation during each pay period. Annual vacation allotments shall accrue as follows:

SERVICE:	VACATION ACCRUAL: MAXIMUM LIMIT:	
Less than 5 years	10 working days	15 working days
5 years through 14 years	15 working days	20 working days
15 years through 19 years	20 working days	25 working days
Over 20 years	25 working days	30 working days

The Library Director is entitled to four weeks (20 days) vacation with pay

Vacation time may be taken at any time, upon approval of scheduling by the Library Director, or designee.

Vacations may be taken in hourly increments, as approved by the Library Director.

No vacation time may be taken until the successful completion of the probationary period.

Upon termination, employees with unused accrued vacation allowances shall receive compensation for that unused vacation at the employee's current rate of pay.

In the event of the employee's death, compensation for all unused vacation allowances shall be paid to the employee's beneficiary.

The Dixon Public Library reserves the right to negotiate vacation accruals with newly hired administrative or Library employees.

**Holidays and Holiday Pay**

Full-time employees shall receive twelve paid holidays during the course of a calendar year. The paid holidays will be designated by policy of the Library Board of Trustees.

## **Staffing in Inclement Weather and Other Unplanned Closures**

It is assumed that when the library is open and staff are scheduled to work that they do so. However, it is a fact that occasionally weather and other exigent circumstances effect library operations.

### **1. All Employees**

If the library closes early staff working at that time will be paid for the rest of their shift. It is assumed that she/he would have finished her/his scheduled time should the library have remained open.

If the library does not open due to weather or other exigent circumstances, staff scheduled to work will be paid for their scheduled time. It is assumed that they would have worked if the library had been open.

### **2. Full-Time Employees**

If the library is open and a full-time employee is scheduled to work but cannot get to work because of the weather, she/he may use vacation or personal time.

Should a full-time staff member leave work early at his/her request because of inclement weather and the library remains open, the staff member may use vacation or personal time.

Should a full-time staff member have a scheduled day off or a scheduled vacation day on a day the library does not open, she/he is not entitled to a free day. She/he would not have been working if the library had been open.

If a full-time staff member is asked by the director or her/his designate to come in on an off day to cover for someone who cannot come in, she/he is entitled to another day off within the pay period.

### **3. Part-Time Employees**

If the library is open and a part-time employee is scheduled to work but cannot get to work because of the weather, then he/she will not be paid for those hours missed.

## **VII. Benefit Plans and Statutory Benefits**

Full-time employees are eligible to participate in benefit programs according to the following schedule:

### **A. Upon the first day of employment:**

1. Federal Social Security and Medicare (required by law and paid for by both the Library and employee).
2. State Unemployment Insurance (required by law and paid by the City).
3. Worker's Compensation (required by law and paid by the City).
4. Pension Plans

Illinois Municipal Retirement Fund (governed by State Statute and paid for by the employee and the City.

- a. Tier I – employed with an IMRF employer prior to January 1, 2011.
- b. Tier II – employed with an IMRF employer on or after January 1, 2011.

5. Nationwide Retirement Solutions--Deferred Compensation (voluntary employee contributions only).

6. Health Insurance

Employees shall pay a percentage of the premium cost for coverage under guidelines set by the City Council.

Employees shall have the option to enroll in the City's group health insurance program and further current details and information is available through the City's Human Resources Office.

Group Health Insurance (Health Insurance Continuing Coverage) Individuals who become eligible for major medical insurance will be given, upon being eligible, general notice outlining COBRA continuation coverage rights. If an employee has a qualifying event, as defined by law, they will receive the appropriate notice of qualifying event and election direction. Questions regarding such issues should be directed to the City's Human Resources Office.

7. Life Insurance – (currently \$25,000) and Accidental Death and Dismemberment Insurance.

The City may amend or terminate the life insurance, accidental death and dismemberment insurance and health insurance benefits at any time. In addition, the percentage of any premiums paid by the employee shall be determined by the City Council and may be modified at any time. If modified, employees will be notified. Further current details and information is available through the City's Human Resources Office.

B. After one year of continuously contributing to the IMRF:

1. Disability Benefits.

C. Part-time employees who have worked 1000 or more hours in 1 year are eligible to participate in:

1. Illinois Municipal Retirement Fund (paid for by the City and the employee).

### **VIII. Leave of Absence**

Employees shall be eligible to be considered for an unpaid leave of absence, for a maximum of 12 weeks, after 1 year of service with the Library

The Library recognizes that there may be time when extenuating circumstances make it necessary for employees to be absent from work. Employees must contact the Library Director, or designee as far in advance as possible, so that arrangements can be made. Final approval of any requested leave shall be made by the Library Board. When an employee takes an unpaid leave of absence, all fringe benefits are suspended until such time that the employee returns.

Employees may arrange to continue life insurance and health insurance coverage through the City at their own expense when permitted by the Plan documents. Vacation is not accrued during an unpaid leave of absence. At no time will employees who have been granted an unpaid absence other than FMLA, be guaranteed a position upon return.

### **Personal**

When it becomes necessary for employees to be absent from work to attend to personal business, which cannot be handled outside of working hours, employees should discuss in advance any such needs with the Library Director, or designee to obtain approval.

Requests for personal leave must be given to the Library Director with reasonable notice. Each full-time employee shall be entitled to 3 personal days of absence with full pay.

Personal leave days may not be accrued but unused days will be paid to the employee on their anniversary date.

No two personal days should be scheduled consecutively without the approval of the Library Director.

An employee will not be paid for personal leave upon retirement, resignation, discharge or other termination of employment.

Personal time may be taken in hourly increments.

### **Jury Duty**

An employee shall receive full pay for time lost when serving on a jury. Any fees received by the employee for jury service must be turned over to the Library. Employees should inform the Library Director, or designee when the initial notice of impending service is received. Employees should advise the Library Director, or designee upon their release from the courts.

### **Bereavement Leave**

Bereavement leave will be determined by the Library Director for an employee who has passed probations. Bereavement leave policies do not apply to part-time personnel.

Eligible employees shall receive bereavement leave as follows:

1. Up to 5 days bereavement leave with pay shall be allowed, if necessary, in cases of the death of a parent, sibling, spouse or child.
2. Up to 3 days bereavement leave with pay shall be allowed, if necessary, in cases of the death of a grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

3. Up to one day with pay will be allowed if necessary, in case of the death of a niece, nephew, cousin, aunt, or uncle who is a blood relative of the employee.

In addition to the above, for Eligible employees, the Library follows the Illinois Child Bereavement Act (820 ILCS 154/1 *et seq.*).

### **Military Leave**

Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

### **Sick Leave**

The Library Director and full-time employees are entitled to 12 days sick leave each year with pay after 3 months of credited service. For purposes of this policy, the anniversary date of hire shall be the determining year.

Non-exempt full-time employees will accrue sick time at a rate of 3.5 hours in each of the applicable 24 pay periods annually. Exempt employees will accrue at a rate of 4 hours in each of the applicable 24 pay periods annually. Accruals for eligible part-time employees will be prorated according to hours worked.

Sick leave may be used for illness, injury, or medical appointment of the employee, a household family member (employee's child, stepchild, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent), or an approved FMLA leave, unless the illness or injury is due to a work-related injury, self-employment, or injury at another place of employment.

The Library may request written verification of the employee's absence or certification of fitness to return to work from a health care professional for this if it is in excess of three (3) days (or repeated absences).

Employees shall be allowed to accumulate up to a maximum of 720 hours of sick time.

Days remaining in the sick leave bank upon employment termination will not be paid out. Days remaining in the sick leave bank will be applied to IMRF service credit upon retirement.

Sick leave may be used for emergency trips to the doctor or dentist when treatments or dental work cannot be arranged outside the working schedule.

Sick leave may be used for scheduled medical appointments if they cannot be arranged outside the working schedule.

An employee who is injured on the job and is eligible for workmen's compensation will receive full salary for a period of up to 4 months, except that he/she shall remit to the Library whatever monies he shall receive under workmen's compensation. In no instances shall he receive a total

pay in excess of earnings which would have been paid had he not been accessing workmen's compensation.

If an employee exhausts the workmen's compensation benefits provided hereunder, he must return to the active employment of the Library for a period of not less than 4 consecutive months before being eligible for further benefits, the fiscal year provisions contained notwithstanding.

In addition to the above, the Library follows the Illinois Employee Sick Leave Act (820 ILCS 191/1 *et seq.*).

### **Family Medical Leave**

In accordance with the Family Medical Leave Act (FMLA), the Dixon Public Library will grant up to 12 weeks unpaid leave annually, based on the previous rolling 12-month period. To be eligible for this leave an employee must have worked for the Library for one year and worked 1250 hours or more in the 12 months preceding the beginning of the leave.

FMLA leave will be granted for the following circumstances:

1. Employee's serious medical condition.
2. Birth, adoption or placement of a child.
3. Caring for a spouse, child or parent, with a serious health condition.
4. Exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on covered active duty.
5. Covered service member.

Employees shall be eligible for 26 weeks of leave to care for a covered service member with a serious injury or illness in accordance with federal law.

The employee must provide a written request for leave and sufficient medical certification to the Library Director within 15 calendar days from the date of the employee's absence. The Dixon Public Library reserves the right to request re-certification at the Library's discretion in accordance with federal law.

The annual FMLA allowance will run concurrently with any Workers' Compensation leave.

The employee's insurance benefits will be maintained for up to 12 weeks during the employee's leave under the same conditions as if the employee continued to work. The employee must continue to pay the employee's portion of the insurance premiums. The employee must make arrangements for payment of these premiums in a timely manner. If the employee's leave extends for more than 12 weeks, the employee will become responsible for payment of the entire health insurance premium to maintain coverage.

When the employee return from FMLA leave the employee will be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee does not return to work following FMLA leave you will be required to reimburse the Library for the employee's share of health insurance premiums paid on the employee's behalf.

The employee will be required to present a certificate from the employee's physician releasing the employee to full duty before returning to work.

If an employee fails to return to work on the agreed upon return date, the Library shall assume that the employee has resigned.

Employees will be required to use all sources of paid leave concurrently with Family Medical Leave, with the exception of 5 days of vacation.

### **Victim Leave**

The Library shall provide leave in accordance with the Illinois Victims Economic Security and Safety Act of 2003 ("Victims Leave Act").

An eligible employee is entitled to up to twelve work weeks of leave in a consecutive twelve month period for one of the following reasons: (1) seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member; (2) obtaining services from a victim services organization for the employee or employee's family or household member arising out of domestic or sexual violence to the employee or employee's family or household member; (3) obtaining psychological or other counseling for the employee or employee's family or household member for conditions arising out of domestic or sexual violence to the employee or the employee's family or household member; (4) participating in safety planning for or against conditions arising out of domestic or sexual violence to the employee or the employee's family or household member; (5) temporarily or permanently relocating or taking other actions to increase the safety of the employee or employee's family or household member from future domestic or sexual violence or unsure economic security; or (6) seeking legal assistance or remedies to insure the health and safety of the employee or employee's family or household member including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

## **IX. Harassment and Sexual Harrassment**

### **Harassment**

It is the policy of the Dixon Public Library that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual

orientation, gender identity, ancestry, disability, domestic violence victim status, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee shall bring the matter directly to the attention of a department head, city attorney, human resources representative or a member of the Library Board of Trustees. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint. Additionally, there will be no retaliation against anyone for utilizing the charge provisions of the Illinois Department of Human Rights. The Illinois Department of Human Rights and the United States Equal Employment Opportunity Commission investigate complaints of discrimination. A charge of discrimination, to be timely filed under Illinois law, must be filed with the Illinois Department of Human Rights within 180 days of the event complained of. A charge with the Equal Employment Opportunity Commission must be filed within 300 days of the incident.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

Illinois Department of Human Rights  
222 South College, Room 101A  
Springfield, IL 62704  
(217) 785-5100  
TTY: (866) 740-3953

Illinois Department of Human Rights  
100 W. Randolph Street, Suite 5-100  
State of Illinois Building  
Chicago, IL 60601  
(312) 814-6200  
TTY: (866) 740-3953

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission  
William G. Stratton Office Bldg.  
Room 404-A  
Springfield, IL 62706  
(217) 785-5100

Illinois Human Rights Commission  
32 W. Randolph Street, Suite 5-100  
State of Illinois Building  
Chicago, IL 60601  
(312) 814-6269

The Equal Employment Opportunity Commission's Chicago District Office may be contacted at the following address and phone numbers:

EEOC Chicago District Office  
500 West Madison Street  
Suite 2000  
Chicago, IL 60661  
(800) 669-4000  
TTY: (312) 869-8001

## **Sexual Harassment**

It is the policy of the Dixon Public Library that no employee be harassed by another employee or supervisor on the basis of sex. As such, any kind of sexual harassment by City personnel is expressly prohibited.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

- A. Sexual flirtations, advances, propositions, innuendoes, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.
- B. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, suggestive or insulting sounds, leering, obscene gestures, sexually suggestive bodily gestures, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
- C. Any uninvited physical contact or touching, such as patting, pinching, unwelcome hugging or kissing, or other contact.
- D. Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature).
- E. "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/online postings, blogs, instant messages and social network websites like Facebook and Twitter).

The foregoing examples are meant to be illustrative only, and are not an exhaustive list of conduct that may constitute sexual harassment. Sexual harassment, whether verbal, physical or otherwise, will not be tolerated. Appropriate disciplinary action, up to and including termination of employment, will be taken promptly against any City personnel found to have engaged in sexual harassment. Each violation of this policy constitutes a separate punishable offense, and any discipline imposed by the Library shall be separate and distinct from any penalty imposed by an ethics commission, court of law, or State or Federal agency. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment shall bring the matter directly to the attention of a department head, city attorney, human resources representative or a member of the Library Board. A complaint may be made in person, email, or by letter. An employee may, if preferred, submit a confidential report of sexual harassment to a department head, city attorney, human resources representative or a member of the Library Board. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination.

All employees also have the right to file formal charges of sexual harassment with the Illinois Department of Human Rights and/or the United States Equal Employment Opportunity Commission as outlined above. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint. Additionally, there will be no retaliation against anyone for utilizing the charge provisions of the Illinois Department of Human Rights (IDHR) and the Equal Employment Opportunity Commission (EEOC). The Whistleblower Act (740 ILCS 174/15(a)) and the Illinois Human Rights Act (775 ILCS 5/6-101) also provide protection to employees from retaliation for reporting an incident of sexual harassment.

Any employee found to have made a false report of sexual harassment shall be subject to discipline or discharge pursuant to applicable City policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements. In addition, any person making a false report to a law enforcement agency or official alleging a violation of the State Officials and Employees Ethics Act may be found guilty of a Class A misdemeanor and may be subject to a fine of up to \$5,000.

## **X. Discipline**

### **Disciplinary Action**

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or dismissal. It shall be the policy of the Dixon Public Library to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated, at the discretion of the Library, on the nature of the first offense.

In most cases, disciplinary action will be issued to the employee by his/her immediate supervisor, or by a higher-level supervisor in the department to which the employee is assigned.

All disciplinary actions may be noted as deemed appropriate to the infraction committed. A copy of any written disciplinary action will be given to the employee, and a copy maintained in the employee's personnel file.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. The Library Director and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be timely and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the Library Director, an infraction is readily correctable and is of lesser consequence.

The Director must notify the Board President immediately if he/she has issued a suspension. The Human Resources Department shall be informed.

### **Grounds for Disciplinary Action**

In determining the seriousness of an offense, the circumstances existing at the time of occurrence will be duly considered. Aggravated and mitigating factors will be considered when determining the appropriate action to take. Each of the following work-related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

1. Unreasonable and/or abusive treatment of a client, citizen, other library employee or individual in the community, including verbal or nonverbal sexual or racial harassment.
2. Violation of any lawful and reasonable city or library policy.
3. Destruction or loss of library property, including abuse of tools, equipment and/or clothing allotments.
4. Absence from duty without permission, proper notice or satisfactory reason.

5. Falsifying records, knowingly giving inaccurate information or unnecessarily withholding information. This includes falsifying time sheet records, to include putting hours on the time sheet that were not actually worked.
6. Obtaining materials or leave time based on fraudulent information; dishonesty; stealing; and other criminal acts.
7. Being under the influence of narcotics, alcohol or other physically impairing or illegal substances on the job.
8. Possession of any type of firearms, explosives or concealed weapons (without specific authority).
9. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her city job effectively. (NOTE: Dismissal or non-prosecution for criminal charges shall not, in itself, preclude the Library from taking disciplinary action.)
10. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.
11. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
12. An attendance record, which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results.
13. Engaging in gossip, rumors, excessive negative attitude that negatively impacts the work environment. This includes social media use outside of the workplace that has significant impact within the workplace environment.
14. Insubordination.

The Library Director may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

The Library Director may elect to place an employee on emergency suspension if the conduct of the employee presents a danger to themselves or others (or) if the employee is causing a disruption to the work environment. If the Library Director places an employee on emergency suspension, the Board President must be notified immediately.

## **XI. Health and Safety**

The Dixon Public Library attempts to provide the safest possible working conditions for employees, and, as a governmental unit, to provide a safe environment for the public, which benefits from those services.

### **On the Job Injuries**

Employees injured on-the-job must immediately report the injury to the Library Director, or designee unless the injury is an emergency and the employee is not able to do so immediately; then it should be reported as soon as possible. Necessary first aid, medical and surgical services

reasonably required to cure or relieve the effects of an accidental injury are covered by worker's compensation.

### **Restricted Duty Work Status**

It is in the best interest of the Library and its employees to have injured or ill employees to return to work as soon as they are physically capable. Therefore, following the occurrence of a job-related injury/illness an employee who is medically determined to be capable of working at some level and capacity other than normal capacity may be assigned such work and conditions as may be beneficial to the Library if such work exists in the department and if the employee is qualified to perform such work.

### **Drug-free Workplace**

The Dixon Public Library is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or any controlled substance by any employee in the workplace is prohibited. A controlled substance within the meaning of this policy means any controlled substance as defined by state or federal law. Any violation of this prohibition will result in discipline up to and including discharge.

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of employees, subjects all employees and the public to unacceptable safety risks and undermines the Library's ability to operate effectively and efficiently.

The Drug-Free Workplace Act of 1988 requires the employee to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official business. A report of a conviction must be made to the Library Director within five working days after the conviction. Failure to do so will result in immediate dismissal from the employee's position.

### **ADA Compliance**

The Library stands committed to fulfilling the Americans with Disabilities Act and the Americans with Disabilities Act Amendment Act. It is the policy of the Library to hire, train, promote, compensate, and administer all employment practices without regard to disability unrelated to the ability to perform a job with or without reasonable accommodation. Discrimination against job applicants or employees, who are qualified individuals, on the basis of disability is prohibited and will not be tolerated.

The Library is committed to making reasonable accommodations in job duties, the work environment, and the application process to enable a qualified person with a disability to enjoy equal employment opportunities, so long as such accommodations do not constitute an undue hardship.

### **Pregnancy Discrimination Law**

The Library will provide reasonable accommodation to women who are pregnant, have recently given birth, or have a medical or common condition related to their pregnancy or childbirth. If an

accommodation is needed the Library encourages employees to submit requests. In assessing reasonable accommodation the Library will consider reasonable modification or adjustments to the job application process or work environment, or to the manner or circumstances under which the position desired or held is customarily performed, that enable an applicant or employee affected by pregnancy or recent childbirth to be considered for the position or to perform the essential functions of that position. Examples include:

1. More frequent or longer bathroom breaks
2. Breaks for increased water intake
3. Breaks for periodic rests
4. Private non-bathroom space for expressing breast milk and breastfeeding
5. Seating
6. Assistance with manual labor
7. Light duty
8. Temporary transfer to a less strenuous or hazardous position
9. The provision of an accessible worksite
10. Acquisition or modification of equipment
11. Job restructuring
12. A part-time or modified work schedule
13. Appropriate adjustment or modifications of examinations, training materials, or policies
14. Reassignment to a vacant position
15. Time off to recover from pregnancy
16. Leave necessitated by pregnancy

The Library reserves the right to deny a request for reasonable accommodation where an undue hardship to the Library exists.

Upon receipt of a request the Library may ask for documentation from your healthcare provider, including but not limited to information concerning the need or medical justification for the requested accommodation; a description of the reasonable accommodation medically advisable; the date the reasonable accommodation became medically advisable; and the probable duration of the reasonable accommodation. If information is requested, a final decision on accommodation will be made upon receipt thereof—even if an interim accommodation is provided while waiting for the documentation.

It is a violation of Library policy to retaliate against an employee because the employee requested or was provided a reasonable accommodation. Any employee who believes that such action has occurred should report it to Human Resources.

### **Nursing Mothers in the Workplace Act**

The Library stands committed to fulfilling the Nursing Mothers in the Workplace Act. It is the policy of the Library to provide reasonable break time to an employee who needs to express breast milk for her nursing infant child each time the employee has the need to express milk for one year after the child's birth. The break time may run concurrently with any breaktime already

provided to the employee. The Library will make reasonable effort to provide a room or other location, in close proximity to the work area, where an employee can express her milk in privacy.

## **XII. Retirement and Resignation**

### **Resignation**

Employees shall present a written resignation at least 2 weeks prior to the effective date of the resignation. The 2-week period shall exclude vacation and holidays and any other paid time off.

### **Extension of Health Insurance to Employees**

In accordance with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer eligible employees the opportunity to continue their group medical coverage under the City's current plan if coverage terminates.

Retiring employees may be eligible to continue, at their own expense, single or family health insurance coverage, when they meet the qualifying conditions under 215 ILCS 5/367j (as may be amended from time to time).

Individuals who meet all of the statutory eligibility requirements will receive a credit against the cost of the elected coverage, in an amount not to exceed ½ of the cost of single coverage, if they also meet all of the following criteria:

1. Are not eligible for other group health insurance by reason of their own employment.
2. Are not eligible for Medicare.
3. Had a period of continuous employment with the City of not less than 30 years of service if hired prior to 1/1/15, not less than 25 years if hired prior to 1/1/2009, or not less than 20 years if hired prior to 1/1/1999. Employees hired after 1/1/15 will not be eligible for city contributions toward their retiree health insurance costs.
4. Was last employed by the City not more than thirty (30) days prior to electing to continue health insurance coverage.
5. Has maintained continuous health insurance coverage with the City since retirement date.
6. Retired from the City after reaching full eligibility for IMRF.

At no time will the City or Library contribute to a retiree's Health Savings Account.

## **XIII. Miscellaneous**

### **Outside Employment and Business Interests**

The primary work duty and responsibility of Library employees is to the Dixon Public Library. No full-time employee shall engage in other employment for salary, wages or commissions or outside business interests unless prior written approval is given by the Library Director. The Library Director needs written approval from the Library Board.

The Library shall have the right to restrict an employee from engaging in outside employment or business interests for any reason.

The Library will not allow outside employment or business interests if such employment or business interest are determined by the Library to cause any of the following circumstances:

1. Interference with the employee's work with the Library,
2. Creation of a conflict of interest or the appearance of a conflict of interest for the employee between the employee's position with the Library and the outside employment or business interest,
3. The creation of any extraordinary risk of injury in outside employment or business interests or any reduction in the employee's physical and mental ability to perform his duties as a City employee to the fullest of his capabilities; or
4. Creation of a reasonable expectation of loss or injury to the Library or public.

Employees who suffer an occupational sickness, injury or disability compensable under the worker's compensation as a direct result of other employment or outside business interests shall not be eligible for paid sick leave.

Employees shall not engage in any outside employment during or after the use of sick leave with the Library until they complete a normal work day in their City employment or until 24 hours have elapsed since their last use of sick time, whichever is less.

#### **Payroll Periods**

Employees shall be paid bi-weekly on the Friday of the pay period. Paychecks or remittance advice can be obtained from the Library Director.

#### **Employment of Relatives**

The Dixon Public Library, unless determined that it is in the best interest of the Library, shall not consider an applicant for full time employment if the applicant bears any apparent relationship to an appointed officer, or the Library Director. At no time shall the Library allow a direct reporting relationship between family members.

#### **Political Activity**

Employees may not engage in political activity which involves the use of their uniform, equipment or vehicles or the use of their official position to coerce or influence others and may not engage in political activities while at work or on duty.

#### **Accepting of Gifts or Loans**

City or Library services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. Employees of the Library may not accept loans or monetary gifts from other City employees, or from any elected or appointed official of the City. (Not including de-minimus, voluntary gifts for recognition or celebrating a

special event) or from any prohibited sources in contravention of the Illinois State Officials and Employees Ethics Act (5 ILCS 430/10-10 *et seq.*).

### **Reimbursement for Loss of Personal Items**

The Dixon Public Library will not reimburse in any manner or form, for any personal objects, possessions or clothing, which are lost or damaged, either while on duty or off duty. Personal objects, possessions and clothes are items purchased and maintained by the employee and not purchased or maintained by the Dixon Public Library.

In situations of extraordinary or unusual circumstances, special requests for reimbursement for loss or damage can be made.

### **Reimbursement for Attendance at Conferences and Meetings**

Reimbursement for attendance at conferences and meetings will be pursuant to current board policy.

### **Use of City Telecommunications and Computer Equipment**

The use of Library telephones for personal reasons is a privilege. Each employee should discourage other persons from attempting to contact them for personal reasons during work hours, including by use of cellular telephone or text message. Any personal long-distance call made on Library phones shall be reimbursed by employee. City issued cell phones can be used for work and personal use so long as it does not incur additional fees. As city issued cell phones are municipal property, please understand that there is accordingly no expectation of privacy in the content, personal or city related, of any such cell phone.

Computers are owned and placed by the Library for the purpose of assisting employees in performance of functions and responsibilities of the Library. Minimal, appropriate personal use may be acceptable as determined by the Library Director. The Library reserves the right to monitor employee email and computer use, and employees are placed on notice that personal email sent or received by use of City computers or any other type of personal use is subject to review and reading. Employees have no expectation of privacy in use of a City computer or internet access.

### **Religious Garb Act**

The Library will not discriminate based on religion as outlined in the Illinois Human Rights Act. The Library will reasonably accommodate an employee who's sincerely held religious belief conflicts with a work requirement. The Library will not impose, as a condition of obtaining or retaining employment, any term or condition that requires an employee to violate or forgo a sincerely held religious practice, including the wearing of attire, clothing or facial hair unless the religious requirement unreasonably interferes with performance of the essential functions of the job, becomes an undue hardship, or is otherwise limited by State or Federal law.

## **XIV. Privacy Policy**

If you have any questions about this notice, please contact the Human Resources Office at City Hall.

### **Who Will Follow This Notice**

This notice describes the information privacy practices followed by our employees.

### **Your Health Information**

This notice applies to the information and records we have about your health, health status, and the health care services you received through our health insurance plan as processed by the City.

We are required by law to give you this notice. It will tell you about the ways in which we may use and disclose health information about you and describes your rights and our obligations regarding the use and disclosure of that information.

### **How We May Use and Disclose Health Information About You**

**For Payment** We may use and disclose health information about you so that the treatment and services as necessary to process the benefits of the Health Plan.

### **Special Situations**

We may use or disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

**Required by Law** We will disclose health information about you when required to do so by federal, state or local law.

**Research** We may use and disclose health information about you for research projects that are subject to a special approval process. We will ask for your permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the office.

**Organ and Tissue Donation** If you are an organ donor, we may release health information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate such donation and transplantation.

**Military, Veterans, National Security and Intelligence** If you are or were a member of the armed forces, or part of the national security or intelligence communities, we may be required by military command or other government authorities to release health information about you. We

may also release information about foreign military personnel to the appropriate military authority.

Worker's Compensation We may release health information about you for worker's compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Health Oversight Activities We may disclose health information to a health oversight agency for audits, investigations, inspections, or licensing purposes. These disclosures may be necessary for certain state and federal agencies to monitor the health care system, government programs, and compliance with the civil rights laws.

Lawsuits and Disputes If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. Subject to all applicable legal requirements, we may also disclose health information about you in response to a subpoena.

Law Enforcement We may release health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process, subject to all applicable legal requirements.

Coroners, Medical Examiners and Funeral Directors We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death.

Information not Personally Identifiable We may use or disclose health information about you in a way that does not personally identify you or reveal who you are.

### **Other Uses and Disclosures of Health Information**

We will not use or disclose your health information for any purpose other than those identified in the previous sections without your specific, written authorization. We must obtain your authorization separate from any consent we may have obtained from you. If you give us authorization to use or disclose health information about you, you may revoke that information in writing, at any time. If you revoke your authorization, we will no longer use or disclose information about you for the reasons covered by your written authorization, but we can not take back any uses or disclosures already made with your permission.

If we have HIV or substance abuse information about you, we cannot release that information without a special signed, written authorization from you. In order to disclose these types of records for purposes of treatment, payment or health care operations, we will have to have both your signed consent and a special written authorization that complies with the law governing HIV or substance abuse records.

### **Your Rights Regarding Health Information About You**

You have the following rights regarding health information we maintain about you:

Right to Inspect and Copy You have the right to inspect and copy your health information, such as medical and billing records, that we may use to process the insurance deductible. You must submit a written request to the Clerk's Office in order to inspect and/or copy your health information. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other associated supplies. We may deny your request to inspect and/or copy in certain limited circumstances. If you are denied access to your health information, you may ask that the denial be reviewed. If such a review is required by law, we will select a licensed health care professional to review your request and our denial. The person conducting the review may not be the same person who denied your request, and we will comply with the outcome of the review.

Right to Amend If you believe health information we have about you is incorrect or incomplete, you may ask to amend the information.

To request an amendment, complete and submit a Medical Record Amendment/Correction Form to the Clerk's Office. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask to amend information that:

- a) We did not create, unless the person or the entity that created the information is no longer available to make the amendment.
- b) Is not part of the health information that we keep.
- c) You would not be permitted to inspect or copy.
- d) Is accurate and complete.

Right to an Accounting of Disclosure You have the right to request an "Accounting of Disclosures." This is the list of disclosures we made of medical information about you for purposes other than treatment, payment and health care operations. To obtain this list, you must submit your request in writing to the Clerk's Office, it must state a time period, which may not be longer than six years and may not include dates before April 14, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). We may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions You have the right to request restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for it, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery that you had.

We are not Required to Agree to your Request If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you may complete and submit the request for Restriction on Use/Disclosure of Medical Information to the Clerk's Office.

Right to Request Confidential Communications You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you by mail.

To request confidential communications, you may complete and submit the Request for Restriction on Use/Disclosure of Medical Information and/or Confidential Communications to the Clerk's Office. We will not ask the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

### **Changes to This Notice**

We reserve the right to change this notice, and to make the revised or changed notice effective for medical information we already have about you, as well as any information we receive in the future. We will post a summary of the current notice in the office with its effective date in the top right-hand corner. You are entitled to a copy of the notice currently in effect.

## **Employee Acknowledgment**

My signature below acknowledges that I have received a copy of the Dixon Public Library Employment Handbook. I agree to read the handbook and agree to comply with the policies of the Library. I understand that neither receipt of this handbook nor the policies contained therein are to be construed as creating any contractual obligations or constitute a guarantee or contract of employment.

Policies and programs presented here in summary form are subject to management interpretation and Library practices. I further understand that the Library retains the unilateral right to change, revoke, or modify the handbook or its policies at any time without prior notice to me.

I understand that this handbook is intended to supersede and replace all previous employee handbooks, manuals, and policy statements, whether oral or written, issued by the Dixon Public Library.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date