



**LEWIS &  
CLARK**  
Library System

# Employee Handbook

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Edwardsville, IL 62025

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[www.lcls.org](http://www.lcls.org)

Dear Employee,

Welcome to the Lewis & Clark Library System. We are delighted that you have made the decision to join our staff. It is our sincere hope that you find this to be a challenging and yet rewarding place to work.

At the Lewis & Clark Library System we value:

- People
- Equity
- Access
- Collaboration
- Excellence
- Intellectual Freedom
- Diversity

All staff members are considered ambassadors of the System and as such are expected to adhere to the highest standards of professionalism, respect, and excellence in providing member services. Loyalty and faithfulness are also highly valued traits. Above all else, the staff is devoted to the development of libraries and, in that regard, supports the best interests of member communities.

The contents of this Handbook do not constitute an expression of or an implied employment contract between the Lewis & Clark Library System and any of its employees. Also, it is not a guarantee of any fixed terms and conditions of employment. We have written it to help you understand our employment practices and to help ensure equity in the treatment and expectations of our employees. Regular changes, modifications, additions and/or deletions will periodically be made to meet the changing needs and demands of our organization.

Once again, welcome. If you have any questions or need clarification on any issues, feel free to contact your supervisor or me.

Sincerely,



Tina Hubert  
Executive Director

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## **MISSION STATEMENT**

*The Lewis & Clark Library System  
advances libraries in successfully serving  
the evolving needs of their communities.*

## **VISION**

*As a catalyst,  
the Lewis & Clark Library System  
enables Illinois residents to benefit from  
seamless, quality library service.*

## **VALUES**

*We value people,  
equity, access, collaboration, excellence,  
intellectual freedom, and diversity.*

# Guiding Principles

## **Leadership**

*Participating in strategic and collaborative partnerships*

## **Focus on Stakeholders**

*Understanding the needs of stakeholders and assisting in the realization of those needs*

## **Customer Service**

*Providing service that is timely, accurate, and courteous*

## **Commitment to Quality**

*Finding innovative ways to meet and exceed stakeholder expectations*

## **Agility**

*Responding quickly and flexibly to new opportunities and transforming for the future; highlighting options and possibilities for library services*

## **Effective Communication**

*Helping stakeholders understand how LCLS can meet their needs and what value they receive from this relationship*

## **Cultivation**

*Supporting the best interests of member communities*

## **Advocacy/Marketing**

*Amplifying System and stakeholder messages*

## **Fiscal Responsibility**

*Building a sustainable and secure financial base through varied sources of income to support these principles*

## 1.0 INTRODUCTION

### 1.1 SYSTEM GOVERNANCE

The Lewis & Clark Library System is a regional, multi-type Library System consisting of library members in the full and partial counties of Bond, Calhoun, Clinton, Greene, Jersey, Macoupin, Madison, Monroe, Montgomery, Sangamon, and St. Clair. The governing body of the Lewis & Clark Library System is a Board of Directors. The Board is composed of 9 directors – 5 public library trustees, 1 academic representative, 1 public library representative, 1 school library representative, and 1 special library representative.

### 1.2 FOUNDING PURPOSE

“To encourage the improvement of free public libraries and to encourage cooperation among all types of libraries in promoting the sharing of library resources.” (75 ILCS 10/1 Sec. 1). While the language in the Illinois Compiled Statute refers to *free public libraries*, public libraries are actually tax supported and therefore are not free.

### 1.2 SYSTEM ORGANIZATION

The Lewis & Clark Library System has five main departments:

Administration is charged with maintaining the efficient and effective operation of the System; addressing personnel and human resource issues; and ensuring fiscal effectiveness.

Consulting is primarily focused on member training and professional development to encourage the legal and effective provision of library services; providing advice to member library boards and administrators; and identifying innovative possibilities for future library services.

Courier ensures the timely and efficient delivery of materials between libraries.

GateNet is primarily focused on the healthy sustainability of the integrated library system providing training, cataloging assistance, bibliographic integrity, and software support. It is funded by GateNet consortium membership fees.

Technology staff maintains the integrity of the technological capabilities of LCLS.

LCLS staff is generally composed of the following types of full and part-time positions:

- Executive Director
- Managers
- Consultants
- Support Staff
- Courier Drivers
- Pages

All positions in the library are classified based on the:

- Type, complexity, and difficulty of duties;
- Level of responsibilities; and
- Bona fide qualifications required including education, technical training, experience, and ability.

The responsibility for the organization of LCLS and the administration and classification of positions is vested with the Executive Director. The Executive Director is also responsible for the Lewis & Clark Library System workplace. The term *workplace* includes any Lewis & Clark Library System premises, any Lewis & Clark Library System owned vehicle, or any Lewis & Clark Library System sponsored activity where Library System members, vendors, visitors, or employees are engaged in activities under the jurisdiction of the Lewis & Clark Library System.

## **2.0 EMPLOYEE RELATIONS**

### **2.1 EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION**

It is the policy of the Lewis & Clark Library System to maintain a respectful workplace including the provision of equal employment and advancement opportunities for all employees and applicants for employment without regard to race, color, religion, national origin, ancestry, sex, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation. Sexual orientation means actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth. Sexual orientation does not include a physical or sexual attraction to a minor by an adult.

While not covered by law, the Lewis & Clark Library System also provides equal employment and advancement opportunities without regard to gender identification. All personnel actions and employee programs are administered on a nondiscriminatory basis and are subject to this equal employment policy. Discrimination will neither be tolerated nor will it be condoned.

Discrimination is a policy, practice, or procedure which causes an individual or group to be treated less favorably in the terms and conditions of their employment compared to other individuals or groups because of such factors as race, color, religion, national origin, ancestry, sex, age, disability, marital status, status as a veteran, or sexual orientation. Discrimination includes limiting, segregating, or classifying an employee or applicant for employment in any way which would deprive or tend to deprive the individual of any employment opportunity or otherwise adversely affect the status of the individual because of that individual's race, color, religion, sex, national origin, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation.

## **A. Prohibited Harassment, including Sexual Harassment**

The Lewis & Clark Library System reaffirms the principle that its workplace will be free from harassment based on any status or characteristic that is protected by law. Such harassment, including sexual harassment, violates the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and/or the Illinois Human Rights Act as defined in 775 Illinois Compiled Statutes, Chapter 5. Illegal harassment will not be tolerated or condoned.

When the authority and power inherent in supervisor/subordinate relationships, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual employees involved and to the employment climate of the Lewis & Clark Library System. It is the responsibility of each individual employee to refrain from harassment, including sexual harassment, and it is the right of each individual employee to work in an environment free from harassment.

Sexual Harassment is defined as any unwelcomed sexual advances, requests for sexual favors, or any conduct of a sexual nature when:

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

One such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors.

Other conduct commonly considered to be sexual harassment includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy, 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, cartoons, signs, pin-ups, or slogans of a sexual nature.

- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.
- Written: Letters, notes, e-mails of a sexual nature.

Sexual harassment may involve a man harassing a woman, a woman harassing a man, or harassment between members of the same sex or gender.

Other forms of illegal harassment can include:

- Offensive or derogatory epithets, slurs, negative stereotyping, jokes;
- Threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, ancestry, sex, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation;
- Unwelcomed comments about a person's religion or religious garments; or
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, religion, national origin, ancestry, sex, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation and that is circulated in the workplace, or placed anywhere on the workplace premises such as on an employee's desk or workspace or on workplace equipment (including a computer) or bulletin boards.

Any employee who feels that he/she has been harassed, or who knows of or suspects the occurrence of discrimination or prohibited harassment, or who desires counseling regarding potential discrimination or illegal harassment, is strongly urged and encouraged to contact his/her supervisor or the Business Manager. If the employee feels comfortable, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating to the harasser that the behavior is unwelcomed and unacceptable.

Each case will be thoroughly investigated to determine whether discrimination or prohibited harassment has occurred. All investigations will be conducted in a manner that protects the privacy of and minimizes suspicion toward all individuals involved. An employee may make a complaint even if the discrimination or illegal harassment is not directed at the person making the complaint.

Supervisors must ensure that no retaliation will result against an employee making a discrimination or illegal harassment complaint.

Any employee found to have violated these policies of discrimination or illegal harassment, or who is found to have retaliated against another employee who in good faith has complained of discrimination or illegal harassment, will be subject to disciplinary action up to and including termination of employment. An employee

who has been discriminated against or illegally harassed while on the job may also have grounds to file a civil or criminal lawsuit.

Because of the seriousness of the consequences for the accused, a false and frivolous charge of discrimination or unlawful harassment is a severe offense that can itself result in disciplinary action. False and frivolous charges refer to cases where the complainant has filed a complaint based on false accusations for some gain other than to stop discrimination or illegal harassment.

## **B. Complaint Procedure for Filing Charges of Discrimination or Unlawful Harassment**

Employees who observe acts of discrimination or are the subject of discrimination or unlawful harassment should take the following steps:

1. Documentation:  
The employee should record any incident (what was said or done, the date, the time, and the place). Documentation such as written records (letters, notes, memos, and telephone messages) should be included and will facilitate the investigation.
2. Direct Communication:  
If there is unlawful harassing behavior in the workplace, and if the harassed employee feels comfortable, the harassed employee should directly and clearly express his/her objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are required, such messages should be in writing.
3. 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. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision, or the Business Manager.
4. Formal Written Complaint:  
An employee may also submit a formal written complaint regarding incidents of unlawful harassment within 30 days of such conduct. Such complaints should be forwarded to the complainant's immediate supervisor. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the Business Manager. When appropriate, the supervisor or Business Manager will counsel the reporting employee and be available to assist with filing a formal complaint.
5. Formal Investigation:  
The supervisor or Business Manager, as appropriate, will fully investigate the complaint and submit a report to the Executive Director within 30 days. The report must contain information on the allegation, the date(s) and

time(s) of the occurrences, a summary of the investigation (including any documentation), the recommended results of the investigation, and a recommended course of action. The Executive Director must review and approve any final recommendation and course of action. After the approval, the supervisor or the Business Manager will advise the complainant and the alleged harasser of the results of the investigation. Results of the investigation and any recommended course of action must be conveyed within 90 days of notification of the formal written complaint.

6. If resolution is not satisfactory to the complaining employee, the employee may file a written complaint with the Lewis & Clark Library System Board President within fifteen (15) working days of the date of the Executive Director's written response. The Executive Committee of the Lewis & Clark Library System Board shall meet with the employee within a reasonable time and shall thereafter issue a final decision.

7. Resolution Outside Department:

It is hoped that most discrimination or complaints of illegal harassment or incidents can be resolved within LCLS. However, employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint.

An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. Complaints are filed in person or in writing by contacting:

Illinois Department of Human Rights  
222 S. College Street  
Springfield, IL 62704  
217-785-5125  
800-662-3942  
[www.state.il.us/dhr](http://www.state.il.us/dhr)

The complaint must be filed with the EEOC within 300 days from the date the employee first finds out about the decision. If an employee is unsure as to whether it is appropriate to file a charge with the EEOC, the EEOC can be contacted electronically. The online assessment can be completed at <https://apps.eeoc.gov/eas/>. An employee can also contact the local EEOC office by telephone, in writing, or in person. The contact information is:

Equal Employment Opportunity Commission  
500 West Madison Street, Suite 200,  
Chicago, Illinois 60661  
Telephone #: 1-800-669-4000; Fax: 312-886-1168  
TTY: 1 800 669-6820

Employees who are suddenly transferred to lower paying jobs or passed over for promotions, or feel they have been retaliated against after filing a

complaint with IDHR or EEOC, may file a retaliation charge. A retaliation charge is also due within 180 days of the alleged retaliation if it is filed with the Illinois Department of Human Rights, or 300 days of the alleged retaliation if it is filed with the Equal Employment Opportunity Commission.

## **2.2 RETIREMENT AGE**

The Lewis & Clark Library System respects the right of any employee to work as long as they can perform the essential functions of the position. We fully support the Age Discrimination in Employment Act of 1967 and therefore do not recognize any mandatory retirement age.

## **2.3 SAFETY AND HEALTH**

The Lewis & Clark Library System is committed to providing a safe and healthy working environment and to complying with applicable federal and state occupational health and safety laws. To accomplish this, all employees must support and participate in this effort. To reduce contagious illnesses such as influenza, employees are encouraged to stay at home if they suspect they are contagious. Also, when necessary and appropriate, employees may be asked to provide medical proof of their capability to perform the essential functions of their job and/or to prove that they are no longer contagious.

It is incumbent upon every employee to keep their work area and the general workplace clean and obstacle-free. Employees should also periodically disinfect their work area, desktop printers, keyboards, telephones, etc. Employees are also encouraged to wash their hands frequently and/or use hand sanitizers.

Any accidents, illnesses, incidents, or other unsafe conditions must be immediately reported to a supervisor (or designee). Employees are expected to adhere to the policies as outlined in this section of the Employee Handbook as well as other LCLS safety policies and procedures.

### **A. Communicable/Terminal Illness**

The Lewis & Clark Library System recognizes that employees (or persons desiring to become employees of the System) with life-threatening illnesses or an infectious illness or disease may wish to still be gainfully employed by the System. Employment may even be therapeutically important to an employee's recovery process. At the same time, the Lewis & Clark Library System also recognizes that it must provide a safe work environment for all employees and visitors and satisfy its legal obligations. As long as employees are able to maintain acceptable performance standards in accordance with established Lewis & Clark Library System's policies and procedures, and medical evidence continues to indicate that such illness will not be transmitted by casual workplace contact, employees with life-threatening illnesses or infectious illnesses or diseases will be permitted to continue to work.

In determining such an employee's ability to continue in employment, the Lewis & Clark Library System will consider making reasonable accommodations for the employee's condition, consistent with applicable federal, state, and local laws.

As part of its overall health and safety program, the Lewis & Clark Library System may conduct training sessions for employees.

Any employee who has a communicable disease or any other life-threatening illness and who can no longer perform the essential functions of his/her job, or who feels he/she needs reasonable accommodations or additional support, is encouraged to contact their supervisor or the Business Manager. The Lewis & Clark Library System will take reasonable precautions, to the maximum extent possible, to ensure that the information about an employee's condition remains confidential.

Normal Lewis & Clark Library System operations are not likely to involve circumstances exposing employees or members to blood borne pathogens. However, whenever contact with blood, bodily fluids, or other potentially infectious materials may result, employees should treat these fluids as though they are known to be infectious. If such an incident occurs, immediately cordon off the area to assure that others are not exposed and ensure that the area is properly cleaned. Employees who may be assisting in such instances should wear protective clothing, such as disposable gloves. Such protective clothing should then be carefully and properly disposed. A supervisor should then be notified of the incident. A confidential medical post exposure follow-up will be offered to an employee who has had a specific exposure incident.

The Lewis & Clark Library System will also determine what information should be obtained from an employee's physician or whether or not the Lewis & Clark Library System should refer an employee to a physician of the System's choice. Based on the recommendations made, the Lewis & Clark Library System will explore the options for providing possible reasonable accommodations which are consistent with the business needs of the department, established Lewis & Clark Library System policy, and applicable federal, state, and local laws. All decisions regarding the employment status of individuals with any life-threatening or infectious illnesses or disease shall be made consistent with current medical information and applicable federal, state, and local laws.

## **B. Drug Free Workplace**

The Board of Directors of the Lewis & Clark Library System, in compliance with applicable federal and state statutes and laws, has established a Drug Free Workplace Policy. It has been well documented in literature that the use of illegal, controlled substances is hazardous to the health of employees and can destroy the professional atmosphere that is required for the effective administration of the Lewis & Clark Library System. Drug and alcohol abuse may also be a violation of criminal law. Employees are hereby notified that the unlawful manufacture, distribution, sale, possession, or use of a controlled substance, including cannabis,

is prohibited in the Lewis & Clark Library System workplace. The manufacture, distribution, sale, possession, or use of illegal look-alike drugs and drug paraphernalia, and the consumption of alcoholic beverages is also not permitted in the Lewis & Clark Library System workplace.

The Executive Director has established a drug and alcohol free awareness program to inform the employees about the dangers of drug abuse and alcohol use in the workplace, the drug free workplace policy, available resources for counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed upon employees for drug or alcohol violations. Each employee will be given a copy of the drug free workplace policy. A copy of the policy is also posted in a prominent place.

As a condition of employment, employees must abide by the terms of this policy and they shall notify the Executive Director of any criminal drug statute conviction for a drug violation. Such notification shall occur no later than five (5) days after such conviction.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment, and notification of the applicable law enforcement agencies. Depending on the circumstances, the Executive Director may impose other sanctions and require the satisfactory participation in a drug abuse assistance or rehabilitation program. The Executive Director may refer the employee to EAP for assistance in selecting a course of action in the event drug counseling, treatment, and rehabilitation are chosen.

Any employee who suspects that another employee is violating the Drug Free Workplace Policy, or who desires counseling on coping with potential alcohol or drug abuse, is strongly urged to contact the Executive Director. Such consultation will be held in confidence, except as necessary to direct the employee to a proper source for further assistance.

### **C. Civility**

The Lewis & Clark Library System is also committed to having a work environment where employees are expected to deal with others courteously and respectfully, recognizing that disagreements and informed debates are valuable tools to use in making informed decisions. Every attempt will be made to provide information to everyone at the same time, regardless of his or her position. Diverse opinions are valued and ideas and creativity are encouraged by staff at all levels. Everyone will have the opportunity to give input and receive feedback on their ideas.

Other acts of civility include being respectful of others by lowering voices when talking in work areas and keeping cellular telephones on vibrate.

The Lewis & Clark Library System is committed to maintaining a work environment free from rudeness, violence, threats, intimidation, and other disruptive behavior. Violence, threats, coercion, harassment or intimidation of

others, interference with an individual's legal rights of movement or expression, or disruptions to the workplace will not be tolerated and all reports of incidents will be taken seriously and will be dealt with appropriately. Firearms and other dangerous weapons or materials are not allowed on Lewis & Clark Library System property. Behavior that is considered to be violent, threatening or disruptive includes:

- Disruptive behavior intended to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
- Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interpret such behavior as constituting evidence of intent to cause harm to individuals or property.
- Possessing firearms, imitation firearms, or other dangerous weapons, instruments or materials on Lewis & Clark Library System property.

Every employee's cooperation is needed to maintain a safe working environment. Do not ignore violent, threatening, intimidating, or other disruptive behavior. Any employee experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately and then notify a supervisor as soon as possible.

Any employee observing or experiencing other violent behavior by anyone on Lewis & Clark Library System premises, whether he or she is a Lewis & Clark Library System employee or not, should report it immediately to a supervisor. Supervisors who receive such reports should immediately begin an investigation, take appropriate action and notify the Executive Director.

Any employee who commits a serious violent act will be removed from the premises, be subject to immediate dismissal, and may be subject to criminal charges. Anyone who commits other less serious violent acts may still be removed from the premises and may be subject to disciplinary action.

#### **D. Smoke-Free Illinois**

Medical research has documented that tobacco smoke is a harmful and dangerous carcinogen to human beings and a hazard to public health. Even second hand smoke is harmful.

The Lewis & Clark Library System will provide an environment for its employees and members that is smoke free. In accordance with State law, smoking is not

permitted in the Lewis & Clark Library System building or within 15 feet of any building entrances, exits, windows that open, or ventilation intakes. Smoking is also not permitted in LCLS vehicles.

Employees with complaints about smoking shall direct such complaints to their immediate supervisor for resolution. All complaints will be promptly and thoroughly investigated. Complaints can also be filed with the Illinois Department of Public Health, a local State certified public health department, or the Edwardsville Police Department. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination. Additionally, under State law, a person who smokes in an area where smoking is prohibited can be fined in an amount that is not less than \$100 and not more than \$250.

No individual may be discriminated against in any manner because of the exercise of any rights afforded by the Smoke Free Illinois Act.

#### **E. Roadway Safety**

Some employees are required to drive in the course of conducting Lewis & Clark Library System business. Such employees must be in possession of an appropriate valid driver's license, are required to obey all traffic laws, and must use a seat belt. Employees who use their own vehicles to conduct Lewis & Clark Library System business must maintain proof of valid vehicle insurance in their vehicle. Proof of such insurance must also be presented periodically to the Lewis & Clark Library System.

The consumption of alcohol or the use of an illegal, controlled substance is prohibited. Any employee who is convicted of driving while under the influence of alcohol or drugs or who receives a driving violation (even if received while driving a personal vehicle) which may affect the Lewis & Clark Library System insurance rates must notify the Executive Director within 5 days of such conviction or receipt of the violation.

It is also expected that employees will display courteous driving habits. Failure to exercise roadway safety and courteous driving habits can result in disciplinary action, up to and including termination. Payment for tickets or summons issued to employees as a result of violating the law while on Lewis & Clark Library System business will be the responsibility of the employee.

### **2.4 BUSINESS ETHICS**

The actions of any Lewis & Clark Library System employee affect the image and reputation of the Lewis & Clark Library System as a whole. We ask that all employees strive to conduct themselves in a responsible, professional manner.

#### **A. Outside Employment**

In general, the Lewis & Clark Library System has no interest in what employees lawfully do on their own time. Employees may choose to have a second job, do

consulting work, present workshops and seminars, or do voluntary work as long as that job does not interfere with their Lewis & Clark Library System responsibilities. Employees of Lewis & Clark Library System shall not engage in any business or transactions (such as buying, selling or providing services for compensation other than the wages paid by Lewis & Clark Library System) or have a financial or personal interest (directly or indirectly) that is a conflict of interest or is incompatible with their responsibilities and duties as employees of Lewis & Clark Library System. The following examples could be considered incompatible or an interference with the Lewis & Clark Library System:

- Causing unscheduled absences (vacation days are scheduled in advance, and are subject to the needs of the System)
- Resulting in the employee failing to perform effectively when on duty
- Using excessive sick leave
- Working for a vendor or a member library
- Bringing the Lewis & Clark Library System into public dispute or legal jeopardy

Any employee, who has or contemplates work in addition to the work required as part of their position with Lewis & Clark Library System, must notify their supervisor. Additionally, when such work occurs during a regular workday, employees are expected to schedule vacation leave, personal time off, or earned compensatory time off when accepting honorariums or fees for doing consulting, external presentations, or workshops.

## **B. Gifts, Loans, and Entertainment**

Lewis & Clark Library System employees are to deal with suppliers, contractors, members, and others on the sole basis of what is in Lewis & Clark Library System's best interest, accomplishes the Mission of Lewis & Clark Library System, and is in the best interest of its members. In compliance with the Illinois State Gift Ban Act (5 Illinois Compiled Statutes 425), employees may not accept any gifts, payments, loan, or excessive entertainment from any source or person doing or seeking to do business with Lewis & Clark Library System except as outlined in the above-described State Statute. This ban applies to and includes the spouse of and any immediate family member living with the employee. Exceptions to the gift ban are as follows:

- Opportunities, benefits, and services that are available under the same conditions as for the general public.
- Anything for which the employee pays the market value.

- Educational materials and missions.
- Travel expenses for a meeting to discuss Lewis & Clark Library System or State business.
- A gift from a relative, meaning those people related to the employee such as father, mother, son, uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, in-laws, step father, step parents or children, half brothers or sisters, parents and grandparents of the employee's spouse or fiancée.
- Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the position or employment of the employee and not because of the personal friendship.
- Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are consumed on the premises from which they were purchased or prepared, or catered for the purpose of this section.
- Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee) of the employee and the employee's spouse if the benefits have not been offered or enhanced because of the position or employment of the employee and are customarily provided to others in similar circumstances.
- Gifts from other Lewis & Clark Library System employees or employees from other municipal, State, or Federal agencies and entities.
- Bequests, inheritances, and other transfers at death.
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

An employee does not violate this section if the employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

### **C. Political Activities**

While we encourage employees to be involved in their communities and to take advantage of their legal rights to vote, Lewis & Clark Library System employees cannot participate in prohibited political activities during working hours. Employees

can be involved in political activities during vacation, personal time, or compensatory time off. Also, Lewis & Clark Library System employees cannot use the facilities, equipment or supplies in connection with any election or candidate for an elective or appointed public office (see 5 Illinois Compiled Statutes 430).

Examples of prohibited activities during work time include:

- Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
- Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- Soliciting, planning for the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- Soliciting votes on behalf of a candidate for elective office or a political organization for or against any referendum question or helping in an effort to get voters to the polls;
- Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes;
- Distributing, preparing for distribution, or mailing campaign literature, campaign signed, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;

- Campaigning for any elective office or for or against any referendum question;
- Managing or working on a campaign for elective office or for or against any referendum question;
- Serving as a delegate, alternate, or proxy to a political party convention; or
- Participating in any recount or challenge to the outcome of any election.

## **2.5 PERSONAL APPEARANCE**

Individual personal appearance affects the perception of the professionalism at Lewis & Clark Library System. All employees must dress appropriately and maintain a high standard of personal hygiene. Consistent with other policies, clothing should not contain any advertisements of alcohol or cigarettes and should not have any offensive language or images.

“Business casual” dress is appropriate for employees who work in the headquarters building. Business casual attire includes sports coats, blazers, jackets, sweaters, shirts, slacks, dresses, skirts, culottes, etc. Clothes such as sweatpants, sweatshirts, jeans, shorts, and tee shirts may be worn if staff is involved in a project that warrants such dress or on days designated by the Executive Director. Employees are encouraged to wear shoes other than tennis shoes or shoes made of a canvas material.

Because of the nature of work performed, delivery staff can wear sweatshirts and jeans. Although hard toed shoes are preferred, tennis shoes or shoes made of canvas-type material are acceptable. During warm weather, drivers can wear appropriate length shorts.

The Executive Director must approve any exceptions to the parameters established in this policy.

## **2.6 USE OF LEWIS & CLARK LIBRARY SYSTEM MATERIAL**

The use of Lewis & Clark Library System facilities, equipment and materials such as vehicles, the electronic mail system, supplies, cellular telephones, and credit cards are the property of Lewis & Clark Library System and are for use to conduct Lewis & Clark Library System business. The facilities and all equipment and supplies may not be used for a commercial venture, religious or political causes, or other solicitations that are not job related. It is understood that some Lewis & Clark Library System equipment may occasionally be used for personal business.

To help balance professional and personal needs, personal telephone calls are allowed. Personal toll and long distance calls should be placed using the employee’s personal telephone credit card or on the employee’s personal cellular telephone. In consideration

of other Lewis & Clark Library System employees, cellular telephones should be placed on vibrate during the workday at the office. Personal correspondence received electronically must be sent to each employee's personal e-mail account. Such correspondence may be viewed on Lewis & Clark Library System equipment. It is understood that any personal business conducted during working hours should be kept to a minimum.

The electronic mail system cannot be used to create any offensive or disruptive messages. For purposes of this policy, offensive or disruptive messages are any messages that contain sexual implications, racial slurs, inappropriate gender-specific comments, or any other comments that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Employees should not assume the confidentiality of any message. Even when a message is erased, it is still possible to monitor that message. If asked, employees must disclose any passwords. Messages sent electronically to an employee should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail message that is not sent to them, unless authorized by the intended recipient or the Executive Director. The Lewis & Clark Library System reserves the right to review, audit, intercept, access, and to disclose all messages created, received, or sent over the electronic mail system.

The workstation/desk assigned to an employee should be recognized as containing his/her personal property, as well as Lewis & Clark Library System materials. Common courtesy should be shown towards another employee and his/her workstation. Employees may choose to designate a drawer or drawers to contain personal items that will be respected as such by other employees.

## **2.7. RECRUITMENT**

The Lewis & Clark Library System is an equal opportunity employer and encourages all qualified individuals to apply for vacant positions. Qualified current Lewis & Clark Library System employees are especially encouraged to apply for any vacant position. To ensure a competitive process, the Lewis & Clark Library System may recruit both internally and externally for vacant positions. Professional journals, local newspapers, Library System newsletters and advisories, and other appropriate media may be used to advertise for qualified applicants. Applications for employment are accepted at anytime and will be retained for six months. Any applicant applying for a position is expected to supply the information requested on the application form furnished by the Lewis & Clark Library System.

All positions will be filled with the best-qualified person. The selection process will be competitive and of such a nature as to fairly determine job related qualifications. Determinants for identifying the best qualified person may include, but not be limited to, education, technical or professional training, level of expertise, experience, interview results, and background checks. A background check may include, but is not limited to, a criminal check, proof of a valid driver's license, and proof of vehicle insurance. A drug test may also be required.

A member of the administrative staff and the supervisor in whose area the vacancy exists may interview applicants.

## **2.8 APPOINTMENT**

The decision to hire an employee rests with the Executive Director. The Executive Director will sign all letters of offer. Newly hired employees are required to have a job-related physical examination indicating fitness for employment based on job descriptions. This examination will be paid by the Lewis & Clark Library System and shall take place prior to the employee reporting to work. High school students may submit the results of a recent school physical.

## **2.9 NEW EMPLOYEE PROBATION**

The first six months of service is critical to the long-term success of an employee. Therefore, this period constitutes a probationary period during which time the individual is mentored, trained and evaluated to help him/her achieve effective job performance. Periodic conferences may be held between all probationary employees and their immediate supervisor. Upon completion of the probationary period, the employee's status will automatically be changed from probationary to permanent.

Employees who do not satisfactorily complete their probationary period can be terminated.

## **2.10 WORKWEEK AND SCHEDULES**

Regular attendance and punctuality is critical to successfully providing needed services to our members. It is vitally important that each employee begins and ends work according to his/her scheduled hours. Excessive absenteeism or tardiness can result in disciplinary action up to and including dismissal.

Occasionally, circumstances do occur which are beyond an employee's control. When an employee finds that he/she is unable to report to work as scheduled, the employee must notify his/her supervisor as far in advance as possible. On occasion, employees may be required to provide written documentation explaining the cause of their absence or tardiness.

### **A. Work Schedules**

The calendar week for Lewis & Clark Library System is Sunday through Saturday. The workweek for full-time employees is a 40-hour workweek. Employees are expected to be available during the regular business hours which are between 8:00 am and 5:00 pm. However, with approval of an employee's supervisor, an employee has the option to start work up to an hour before or after the regular business day begins and may leave up to an hour before or after the regular business day ends. Based on need, full-time employees may also work from home for portions of the 40-hour work week. The supervisor must approve such work schedules in advance.

Work schedules for part-time employees may vary and are determined by the appropriate supervisor. Any employee who is unable to report to work within one hour of the time scheduled should notify the office.

Occasionally, employees are required to work in the building during non-business hours.

## **B. Lunch Hours and Work Breaks**

Each employee will be given an hour for lunch. Full-time employees are given the opportunity to take two fifteen-minute breaks each day. Lunch periods and breaks should be coordinated within each employee's department to ensure adequate office coverage and service to our member libraries. Lunch hours and breaks may not be deferred to allow for late arrivals or early departures.

Courier drivers work a flexible schedule because of the nature of the work performed. Lunch hours and work breaks will therefore vary.

## **C. Adverse Weather Policy**

In the event of extreme adverse weather, the Executive Director (or designee) will determine whether the Lewis & Clark Library System will be open and at what time. The State Police will be consulted for road conditions. Some Lewis & Clark Library System operations may be limited during a weather emergency.

The Lewis & Clark Library System has established a telephone tree that includes the names and telephone numbers of each full-time and part-time employee. If the Lewis & Clark Library System **is to be officially closed**, the Executive Director (or designee) will notify each supervisor. Each supervisor will notify each of his or her employees by using the telephone tree. If it is necessary to have a late opening, employees will be notified by 6:30 am. Staff will be notified of the official opening time by mid-morning.

When the System closes before the workday begins (and thus before staff report for duty), part-time staff have no hours to claim on their timesheets. Full-time staff should put an E on their timesheets (for excused).

When the System closes after the workday begins (and staff has reported for duty and is at work), part-time staff should claim the hours they are scheduled to work that day. Full-time staff should put the hours worked on their timesheets with an "E" behind that time.

When the System closes after the workday begins and before staff have reported to duty, part-time staff have no hours to claim on their worksheets if they have not actually reported for duty and have been notified of the System closing. Full-time staff should put an E on their timesheets.

When the System closes and a staff member is absent on an approved leave, the time that the System is closed will not be counted as leave time. Part-time staff should not claim any hours. Full-time staff should put an E on their timesheets for the amount of time the System is closed.

When the Library System headquarters has **not** been officially closed and an employee arrives late or misses work due to weather conditions, the missed time should be made up using vacation, compensatory, or personal leave time. If an employee has scheduled time off or is on medical leave on an adverse weather day, his/her time will be credited for the amount of excused time allowed for the adverse weather.

## **2.11 STAFF ASSOCIATION**

The Staff Association is an internal organization to which all personnel belong. The purpose of this organization is to promote general welfare and mutual understanding among the staff and its relationship with the administration and the Board of Directors. Staff Association meetings are held periodically on staff time. The President will communicate as needed with the Board of Directors.

## **2.12 TRAVEL POLICY**

Employees required to travel on Lewis & Clark Library System related business will have authorized expenses paid by Lewis & Clark Library System if prior approval has been obtained from the Executive Director. An employee who has to use his/her personal vehicle to travel because there is no Lewis & Clark Library System vehicle available will be reimbursed at the standard mileage rate established by the Internal Revenue Service.

The Executive Director must approve Out-of-Town travel in advance. Employees are required to conduct their travel in the most cost-effective manner. Air travel is paid at coach fare. Taxicab fares, tips, parking fees, bridge, road, and tolls fees, and meals (excluding any alcoholic beverages) are all allowable expenses. Expenses for lodging are allowable at the average single room rate of adequate hotel or motel accommodations nearest the destination.

Upon return from travel, employees are required to submit an expense report. The appropriate receipts must accompany the expense report to justify the reimbursement. Actual travel time to get to and from meetings and conferences can be recorded on time cards. In addition to travel time, no more than eight (8) hours per day may be recorded for actual time spent in meetings, conferences, or other Lewis & Clark Library System business.

## **2.13 EVALUATION PROCEDURES**

At least annually, an oral and/or written evaluative report will be given to each employee by his/her supervisor. The original written copy will be retained in the employee's personnel file.

## **2.14 DISCIPLINE**

Employees, having completed their initial probationary period, may for cause be discharged or otherwise disciplined. Discipline may include, but is not limited to demotion, suspension, or reinstatement of probation for not more than six (6) months. An employee who is disciplined may choose to use the grievance procedures. In the event it is ultimately determined that a suspension without pay was without merit, the remedy available to the employee shall be the reimbursement of lost wages.

## **2.15 SEPARATION FROM EMPLOYMENT**

Separation from employment with Lewis & Clark Library System can be the result of several circumstances which includes retirement, resignation, or termination. An employee separating service from Lewis & Clark Library System must return all Lewis & Clark Library System property by the last day of employment. The employee's final paycheck may be held until all property is returned.

Separating employees will receive a final check, on the next regular payday, which will include pay for all accrued time calculated at the current salary. All employee benefits, except those benefits which are available to employees under state or federal law at the employee's own expense, are terminated on the last day of employment.

### **A. Resignation**

Resignations must be submitted by an employee to his/her immediate supervisor in writing. Professional staff members are requested to give at least four week's notice of their intent to resign. All other employees are requested to give at least two week's notice. It is the employee's responsibility to make arrangements with the Business Office concerning his/her severance package, including extended benefits and final payment for benefits and wages accrued.

Employees who are absent from work for two consecutive days without providing proper notice will also be considered to have voluntarily resigned from employment with the Lewis & Clark Library System.

### **B. Termination without Prejudice**

Termination without Prejudice usually occurs because of circumstances such as a general reduction in the workforce, reorganization, or the termination of an activity or program that results in a reduction in the needed workforce.

In the event that a reduction in workforce becomes necessary, consideration will be given to the needs of Lewis & Clark Library System and its members, the quality of each employee's current and past performance, and the seniority of employees holding positions deemed critical to Lewis & Clark Library System.

Employees who must be separated from service will be given a minimum one-month's notice in writing.

Employees who have been laid off for six months or less may be recalled for any available position for which they can perform the available work in an effective manner. Every attempt will be made to return the employee to a job comparable in salary to the position held prior to layoff. Any and all recall rights will be cancelled should an employee decline any recall to any position for which the employee is qualified and which is comparable in salary to the position held prior to layoff.

### **C. Termination for Cause**

Termination for cause (or dismissal) refers to the termination of an employee because of misconduct or unsatisfactory performance. Termination for cause requires accurate documentation indicating the specific circumstances leading to the dismissal and any corrective action that was recommended to alleviate the situation. Any recommendations for termination for cause must be reviewed and approved by the Executive Director.

## **2.16 GRIEVANCE PROCEDURE**

### **Step 1:**

An employee dissatisfied with a management decision must file a written grievance with their immediate supervisor within fifteen (15) working days of such decision or action. The supervisor and employee shall meet within a reasonable amount of time, but no later than fifteen (15) working days to attempt to resolve the dispute. The written request of the grievant shall state the management decision or action with which the employee is dissatisfied and the remedy which the employee is seeking.

### **Step 2:**

In the event the employee remains dissatisfied with management's decision or action after the meeting in Step 1, then the employee must file an appeal with the Executive Director within fifteen (15) working days of the meeting in Step 1. The Executive Director and employee shall meet within a reasonable amount of time to attempt to resolve the dispute. The Executive Director shall issue a written response to the grievance within a reasonable time, but no later than 30 days after the meeting.

### **Step 3:**

In the event the employee remains dissatisfied with management's decision or action after the meeting in Step 2, the employee shall file a written appeal with the Lewis & Clark Library System Board President within fifteen (15) working days of

the date of the Executive Director's written response. The Executive Committee of the Lewis & Clark Library System Board shall meet with the employee within a reasonable time and shall thereafter issue a final, binding decision.

## **3.0 COMPENSATION**

### **3.1 COMPENSATION PLAN**

The goals of the Compensation Plan of the Lewis & Clark Library System are to keep salaries competitive with the marketplace and to be internally equitable. The administration of compensation is designed to provide fair and equitable compensation to all employees regardless of race, color, religion, sex, national origin, ancestry, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation. No employee will be compensated at a rate below the applicable federal or state minimum wage laws.

The compensation structure may be based on such factors as the value of each position to the organization, the complexity of the responsibilities and functions of each position, the educational requirements, the previous experience required to perform successfully, the relevant job market, and performance.

Salary adjustments and/or bonuses are not automatically given. They may be periodically given based on the recommendations of the Executive Director.

### **3.2 OVERTIME**

Overtime is defined as those hours worked in excess of a forty hour week. Ideally, employees should work no more than forty hours during the regular Lewis & Clark Library System workweek. Permission to work more than forty hours a week must be given in advance by the Executive Director (or designee). In accordance with the Fair Labor Standards Act, overtime hours shall be compensated at the rate of time and one-half for non-exempt employees. While not legally required, supervisory, administrative, and professional staff that are required to work in excess of a 40-hour workweek will be given compensatory time off at the rate of one hour for each hour worked. Requested compensatory time off must be scheduled in advance with the immediate supervisor to ensure that the service provided to members remains at the highest quality. Earned time shall be used within thirty working days (three pay periods) following the time worked. The Executive Director must approve any exceptions to this policy.

For purposes of this section, supervisory staff includes employees whose primary duty is to manage a department or group, direct the work of at least two full-time employees, and have the authority to evaluate or effectively recommend hiring, releasing, promoting or transferring employees. A supervisor may not spend more than 20% of his/her time performing duties ordinarily assigned to non-exempt employees.

Administrative staff is those employees required to exercise discretion and independent judgment in evaluating and deciding on possible courses of business or operational action and policies. Duties are performed under only general supervision and work is of a

specialized technical nature requiring special training, experience, or knowledge. No more than 20% of the administrator's time should be spent performing duties ordinarily assigned to non-exempt employees.

Professional employees have primary duties to include the performance of work requiring specialized knowledge usually acquired by advanced instruction or study, or regularly engage in original or creative work in a recognized artistic field. A professional customarily and regularly exercises discretion and judgment. Work is predominantly intellectual and varied in character and the output or result cannot be standardized. No more than 20% of his/her time is spent performing duties ordinarily assigned to a non-exempt employee.

Non-exempt employees are employees whose job description does not include any one of the above requirements.

If an employee consistently has to work more than a forty hour week, his/her performance or workload will be examined by the administration. No overtime will be authorized for attending local, state, or national conventions or conferences.

### **3.3 PAY PERIODS AND PAYDAYS**

Employees will receive pay via direct deposit semi-monthly. Statements of proof verifying that the deposits were made will be received on the first day (1<sup>st</sup>) and on the sixteenth (16<sup>th</sup>) day of the month. If these days occur on Saturday, Sunday or a holiday, statements of proof will be issued on the work day prior to the first (1<sup>st</sup>) and the sixteenth (16<sup>th</sup>) day of the month. Direct deposits cannot be made early for vacations or for any other reasons.

### **3.4 GRANT FUNDED EMPLOYEES**

Occasionally the Lewis & Clark Library System has projects that require staff for a specified period of time. Such staff is generally paid using grant monies. These employees are supervised by a project director and are considered grant funded employees. Their compensation and other benefits are stipulated by the grant agreement. As such, the Lewis & Clark Library System has no responsibility to maintain these employees when the project is complete or grant funds are no longer available.

## **4.0 BENEFITS – TIME OFF**

### **4.1 HOLIDAYS**

The Lewis & Clark Library System will be closed and all salaried employees shall receive pay for all holidays authorized by the office of the Secretary of State and the Board of Directors of Lewis & Clark Library System. Those holidays are as follows:

New Year's Day (taken on Monday when New Year's Day falls on a weekend)  
Martin Luther King's Birthday  
Lincoln's Birthday

President's Day  
 Spring Break Day (Good Friday)  
 Memorial Day  
 Independence Day  
 Labor Day  
 Columbus Day  
 General Election Day (U.S. President and State government officials)  
 Veteran's Day  
 Thanksgiving Day and the following Friday  
 Christmas Eve Day (taken the previous Friday when Christmas Eve Day falls on a weekend)  
 Christmas Day (taken on Monday when Christmas Day falls on a weekend)  
 New Year's Eve Day (taken the previous Friday when New Year's Eve Day falls on a weekend)

There are certain holidays that may be celebrated on different dates each year. In the event there is a question regarding such holidays, the State of Illinois Calendar will be followed.

## 4.2 VACATION

The purpose of vacation is to give employees time away from work, to have time for self and family, and to get re-energized. Employees are therefore encouraged to take their earned vacation throughout the year.

Earned vacation leave may be taken after an employee has successfully completed his or her six-month probationary period. Under extenuating circumstances, exceptions may be made by the Executive Director.

Employees accrue vacation based on the appropriate vacation category.

Vacation Categories:

Executive Director, Managers, and Consultants:

Years of Employment	Rates Per Pay Period (in hours)	Rate Per Year (in hours)	Rates Per Year (in days)
1	6.67	160.08	20.01
2	6.67	160.08	20.01
3	6.67	160.08	20.01
4	6.67	160.08	20.01
5	6.67	160.08	20.01
6	6.67	160.08	20.01
7	7.00	168.00	21.00
8	7.34	176.16	22.02
9	7.67	184.08	23.01
10	8.00	192.00	24.00
11 and over	8.34	200.16	25.02

All Other Employees:

Years of Employment	Rates Per Pay Period (in hours)	Rate Per Year (in hours)	Rates Per Year (in days)
1	3.34	80.16	10.02
2	3.34	80.16	10.02
3	3.34	80.16	10.02
4	3.34	80.16	10.02
5	5.00	120.00	15.00
6	5.00	120.00	15.00
7	5.00	120.00	15.00
8	5.00	120.00	15.00
9	5.00	120.00	15.00
10	6.67	160.08	20.01
11	6.67	160.08	20.01
12	7.00	168.00	21.00
13	7.34	176.16	22.02
14	7.67	184.08	23.01
15	8.00	192.00	24.00
16 and over	8.34	200.16	25.02

Part-time employees working on a regular 20-hour workweek schedule and receiving the same pay each pay period will receive the same proportionate vacation allowance as is given full-time staff members in the same vacation categories listed above.

Vacation is not accrued during any unpaid leave of absence. It does accrue while an employee is on any paid leave of absence or while an employee is absent due to an on-the-job injury. Each employee has the right to schedule his or her vacation period. However, each employee's needs must be balanced with the needs of the Lewis & Clark Library System. When several employees want to take vacation at the same time, the following criteria will be used to determine the scheduling of vacations:

- A. Lewis & Clark Library System and department needs
- B. Seniority
- C. Date of request for vacation

Vacation time accrued during a fiscal year, July 1 through June 30, must be used by June 30 of the following fiscal year unless special permission to do otherwise is obtained from the Executive Director. Employees, who resign, retire, or otherwise leave the Lewis & Clark Library System, will be paid for any accrued, but unused vacation leave, up to the maximum days permitted.

Occasionally, employees use vacation time for reasons covered under the Family Medical Leave Act (FMLA). Any employee who anticipates being absent for reasons identified under FMLA for ten workdays or more, regardless of whether the time is consecutive or not, is required to file under FMLA.

### **4.3 PERSONAL LEAVE**

A new full-time employee receives eight hours of Personal Leave when hired and can use these hours during the six-month probationary period. After successfully completing the probationary period, employees receive a prorated amount of an additional eight hours of personal leave through the end of the fiscal year. This prorated amount of personal leave must be used by June 30.

On July 1, full-time employees are granted sixteen hours of Personal Leave per year. Part-time employees working a regular 20-hour workweek schedule and receiving the same pay each pay period will receive personal leave on a proportionate basis. These hours must be used by June 30 of the same fiscal year or they will be lost. Personal Leave may not be accrued. Employees who leave the service of the Lewis & Clark Library System will be paid for unused personal leave time.

### **4.4 MEDICAL LEAVE**

Medical leave with pay is given to all full-time employees and salaried part-time employees working on a regular schedule. Medical leave is earned at the rate of eight hours per month for full-time employees. Part-time employees who work a regular 20-hour workweek schedule and receiving the same pay each pay period will earn medical leave at a proportionate rate. Medical leave may be used for the following reasons:

1. Illness or injury of the employee
2. Quarantine of the employee's immediate household
3. Illness and/or injury of a member of the employee's immediate family or household
4. Medical appointments for the employee or an immediate member of the family

For purposes of the medical leave policy, immediate family is defined as a parent, child, grandparent, grandchild, spouse, parent of spouse, brother, sister, and all parallel step relationships.

Any employee who anticipates being absent for ten workdays or more, regardless of whether the time is consecutive or not, is required to file under the Family Medical Leave Act. After ten consecutive days of medical leave, a doctor's statement may be required to return to work or verify the need for the absence. A doctor's statement may also be required to ensure that an employee is fit for duty or when an employee is suspected of abusing his/her medical leave privileges. The doctor's statement must include brief information on the nature of the illness/injury, verification that the employee was off due to medical reasons, and the date the employee is fit to perform his/her duties and return to work.

Up to 1,920 hours of sick leave may be accrued by full-time employees and a proportionate amount of sick leave may be accrued by salaried part-time employees.

Upon retirement accumulated unused sick leave will be credited toward IMRF benefits. If an employee leaves for any reason other than retirement, no accumulated unused sick leave benefits will be paid.

## **4.5 BEREAVEMENT LEAVE**

Up to five days of bereavement leave with pay is available for use under the following circumstances:

1. Death of an immediate family member
2. Death of a relative living under the same roof
3. Death of any bona fide household member

For purposes of the bereavement leave policy, immediate family member is defined as parent, child, grandparent, grandchild, spouse, parent of spouse, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, all parallel step relationships, and former family relationships by a previous marriage.

## **4.6 UNPAID LEAVE**

Ill or injured full-time and part-time employees who have less than one year of service and/or who have not worked a minimum of 1,250 hours during the twelve-month period prior to their leave are not eligible for leave under FMLA but may, at the discretion of the Executive Director, be granted Unpaid Leave. An Unpaid Leave of Absence may also be granted for other reasons at the discretion of the Executive Director.

Requests for Unpaid Leave must be submitted at least thirty days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using System headquarters' official Leave-of-Absence request form. (Normally, this should be within two business days of when the need for the leave becomes known to the employee.) The employee must have used all accrued time off before requesting unpaid leave. Documentation to substantiate the need for the absence may be required. Continuation of group health insurance provisions, as outlined under FMLA, applies to Unpaid Leaves.

Reinstatement cannot be guaranteed to any employee requesting an Unpaid Leave. However, Lewis & Clark Library System will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and Lewis & Clark Library System's need to fill vacancies and its ability to find qualified temporary replacements.

An employee on Unpaid Leave must submit a written notice of his/her intent to return to work. If this procedure is not followed or if an employee does not return to work as scheduled, he/she will be considered to have voluntarily resigned.

All questions regarding leaves of absence should be directed to your supervisor. Leave of Absence request forms are available from the Business Manager or other members of the Business Office.

## 4.7 FAMILY and MEDICAL LEAVE

An employee must have completed at least one full year of service with Lewis & Clark Library System and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible to apply for leave under the Family and Medical Leave Act of 1993 (FMLA). Eligible employees may take up to a total of 12 weeks of leave during any 12-month period for any of the following reasons:

1. To care for the employee's child after birth or adoption or placement with the employee for foster care,
2. To care for the employee's spouse, child, or parent who has a serious health condition, or
3. For a serious health condition that makes the employee unable to perform the employee's job.

If the leave is planned in advance, the employee must provide Lewis & Clark Library System with at least thirty days' notice prior to the anticipated leave date, using Lewis & Clark Library System's official Leave-of-Absence request form. If the leave is unexpected, the employee should notify his or her supervisor by filing the Leave-of-Absence request form as far in advance of the anticipated leave date as is practicable. Normally, this should be within two business days of when the need for the leave becomes known to the employee.

Employees must file for FMLA when they are going to be off work on Workers' Compensation. Except for employees on Workers' Compensation, employees on FMLA must use all accrued medical leave, vacation, and personal days simultaneously with FMLA. If the leave is due to the employee's own serious illness, the employee may be eligible for short-term disability benefits in accordance with applicable state law or IMRF. Once such benefits are exhausted, the balance of the leave will be without pay and all Lewis & Clark Library System benefits that operate on an accrual basis (e.g., vacation, and medical) will cease to accrue for the remainder of the leave period.

All group health benefits (e.g., major medical, hospitalization, and dental insurance) will continue during the leave provided the employee pays the employee contributions toward these plans. The employee must pay the total cost of the continued health insurance coverage. Such premiums must be received by the 5<sup>th</sup> of each month to pay for insurance coverage for the next month. If an employee's premium payment is more than 30 days late, coverage may be dropped 15 days after written notice to the employee. Other benefits, such as pension and long-term disability, will be governed in accordance with the terms of each benefit's plan.

Employees may be required to provide medical certification to support a request for FMLA leave due to a serious health condition. The medical certification should attest to the seriousness of the health condition, the date the health condition began, and the probable length of time treatment will be required. Lewis & Clark Library System may also require a second or third opinion at the Lewis & Clark Library System's expense,

medical certifications at regular intervals, and a fitness for duty report indicating that the employee can return to work.

Leave taken to care for a child after birth, adoption, or placement in your home for foster care must be taken in consecutive workweeks unless the mother or the child has a serious health condition. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. Employees needing intermittent leave or leave on a reduced work/leave schedule must attempt to schedule the leave so as not to disrupt the operations of the Lewis & Clark Library System. In such instances, Lewis & Clark Library System will follow applicable federal and state laws in reviewing and approving such leave requests. Before an employee will be permitted to return from medical leave, he/she will be required to present Lewis & Clark Library System with a note from his/her physician indicating that the employee is capable of returning to work and performing the essential functions of the employee's position, with or without reasonable accommodation. Where required, the Lewis & Clark Library System will make reasonable accommodation for any disability an employee may have in accordance with applicable laws.

Eligible employees returning from FMLA leave are entitled to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination) or the employee is medically required to perform light duty. Exceptions may also apply for certain highly compensated employees under certain conditions.

#### **4.8 LEAVE for VICTIMS of DOMESTIC or SEXUAL VIOLENCE**

In accordance with Illinois Victims' Economic Security and Safety Act, an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 workweeks of leave from work during any 12-month period to address the domestic or sexual violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- Obtaining the services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporary or permanent relocation, or taking other actions to increase the safety of the employee or the employee's family

or household member from future domestic or sexual violence or ensure economic security; or

- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic or sexual violence.

The employee shall provide his/her supervisor with at least 48 hours advance notice of his/her intention to take the leave, unless providing such notice is not practical.

Employees must provide certification to the Lewis & Clark Library System. Any and all information received will be retained in the strictest confidence unless written consent is received from the employee, is otherwise required by applicable federal or state law, or is necessary for employment and benefits.

The Lewis & Clark Library System will not discharge or otherwise discriminate against an employee who is a victim of domestic or sexual violence, nor will the Lewis & Clark Library System discharge, discriminate, or retaliate against an employee taking leave from work as a result of domestic or sexual violence to seek medical attention, counseling for injuries or psychological trauma, obtaining victim services, relocating, seeking legal assistance, or participating in a related court proceeding.

Employees may take such leave without pay or may use available sick leave, vacation leave, or personal leave, as appropriate. Group health insurance benefits shall be maintained at the same level and under the same conditions of coverage that would have been provided if the employee had continued in employment continuously during the duration of such leave.

#### **4.9 JURY DUTY**

An employee who is called for jury duty or is a witness for the federal or state government (or a subdivision thereof), shall receive his/her regular pay during the time they are serving.

Employees must submit a request for jury leave with a copy of the jury summons before the leave is taken. Once called, employees are required to work whenever they are excused from appearing for jury duty for more than ½ of the day. Upon returning from jury duty, employees must submit a copy of their verification of jury service to their supervisor. Employees can retain any pay they receive for serving jury duty.

#### **4.10 MILITARY LEAVE**

Employees in the Military Reserve will continue to receive their salary, less the amount of their base pay for military service, during leave for basic training, and up to 60 days of special or advanced training. Any employee who is called to active military duty in the Armed Forces of the United States as a result of an order of the President of the United States will continue to receive their regular compensation and benefits, less the amount of their base pay for such military service.

Employees who are required to serve in the Armed Forces must give advance written or verbal notice for military duty, unless giving notice is impossible, unreasonable, or is precluded by military necessity.

Employees who perform and return from service in the Armed Forces, the Military Reserves, or the National Guard shall have and retain such rights with respect to reinstatement, seniority, vacation, layoffs, and compensation as provided by applicable federal and state laws. Such employees must apply for reinstatement or report back to work after military service beginning the next regularly scheduled work period on the first full day after release from service if the service was for less than 31 days. Application for reinstatement must be made within 14 days of release if the service was for 30 to 181 days. Employees have 90 days to request reinstatement if the service was for more than 180 days. A copy of the official orders must be submitted when requesting reinstatement.

## **5.0 BENEFITS – OTHER**

### **5.1 INSURANCE**

#### **A. Social Security and Medicare**

All employees are covered under Social Security and Medicare. Contributions toward Social Security and Medicare are made by Lewis & Clark Library System and each employee according to the guidelines established by the federal Social Security Administration.

#### **B. Workers' Compensation and Unemployment Insurance**

All employees are covered by Workers' Compensation Insurance and Unemployment Insurance in accordance with State statutes. The total cost for these insurances is paid by Lewis & Clark Library System.

An employee who is injured from a cause arising from or in the course of employment with Lewis & Clark Library System may be eligible for benefits under Workers' Compensation. An employee who is injured at work should report the injury to his/her supervisor and the Business Manager within 24 hours. Employees who are going to be off from work due to a job related injury and therefore qualify for Workers' Compensation must also request Family and Medical Leave Act (FMLA) simultaneously.

#### **C. Health Insurance**

Employees who routinely work at least 1,000 hours per year and their eligible dependent family members are covered under the Lewis & Clark Library System group health insurance program beginning the first day of employment. The Lewis & Clark Library System pays the premium for the employee only. Employees must pay the cost of premiums to cover eligible family members. The plan covers a significant portion of medical expenses, hospital expenses, and certain expenses

for dental care. A summary of the benefits covered under available plan(s) can be obtained from the Business Manager.

In accordance with the Consolidated Omnibus Budget Reconciliation Action (COBRA), Lewis & Clark Library System will arrange for an employee to continue receiving health insurance benefits for up to 18 months when an employee leaves Lewis & Clark Library System. The employee must pay the total cost of the continued health insurance coverage. Such premiums must be received by the 5<sup>th</sup> of each month to pay for insurance coverage for the next month.

## **5.2 PENSION PLAN**

Employees who routinely work 1,000 or more hours per year are covered under the Illinois Municipal Retirement Fund (IMRF). Employees are eligible to retire and receive an IMRF pension when they have at least eight years of service credit, are not working in any position that qualifies for IMRF coverage, and are at least 55 years of age. Periodically the region's IMRF representative will have meetings to present information to employees covered by IMRF.

Participants of IMRF also have the option to purchase additional term life insurance at their own expense.

## **5.3 TAX-SHELTERED ANNUITIES, DEFERRED COMPENSATION, and OTHER SAVINGS PROGRAMS**

Employees wanting to supplement their retirement have several options. The Lewis & Clark Library System will support the payroll deduction for tax-sheltered annuity programs or other savings programs. Under this option, an employee must select to invest in various options of his/her choice. An employee may also choose to supplement his/her retirement through a Deferred Compensation Program. Under this program, the employee has a variety of investment options from which to select. In all instances the employee must select the provider.

Specific information on these programs may be obtained from the Business Manager.

## **5.4 OTHER BENEFITS**

Periodically and based on the financial situation of the Lewis & Clark Library System, other benefits such as an Employee Assistance Program may be offered to employees.

## **6.0 STAFF DEVELOPMENT**

The Lewis & Clark Library System recognizes that the quality of services provided to its member libraries is directly related to the skills and abilities of each of its employees. Employee job satisfaction is also important to Lewis & Clark Library System. Continuous skill development can help achieve both of these goals. For these reasons, Lewis & Clark Library System encourages each employee to continue to develop and expand

his/her relevant skills and knowledge. Several programs are available to support this effort.

## **6.1 TUITION REIMBURSEMENT POLICY**

Tuition Reimbursement is available to employees who have a demonstrated interest in long-term employment at Lewis & Clark Library System, but is subject to the availability of funds. Applications are available from supervisors. The following provisions apply:

- Approval must be sought from the supervisor and Executive Director prior to registration.
- Courses taken or the degree to be obtained must be part of a total program that will enhance the job performance of the individual's responsibility at Lewis & Clark Library System.
- Employees who terminate employment within two years of receipt of a tuition reimbursement grant shall repay 75% of the total funds received under this program upon resignation.
- Reimbursement for the programs will include paying 66 2/3% of tuition and books. Some course work may not be eligible for reimbursement. Educational goals must be discussed with a supervisor and the school academic advisor.
- Classes are to be taken on the employee's own time.

Three programs are a part of the reimbursement policy. Applications must designate the appropriate program.

### **A. Long Range Educational Program**

- Lewis & Clark Library System employees with a plan on file at an educational institution that will lead to an Associate or Bachelor's degree may apply for reimbursement for one course each semester.
- Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of C or better.

### **B. Short Term Reimbursement Tuition Program**

- Lewis & Clark Library System employees may apply for reimbursement for formal education classes (undergraduate or graduate classes) in a field relating directly to their responsibilities at the Lewis & Clark Library System, e.g. - accounting, computer programming, etc.

- Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of C or better.
- C. Tuition Reimbursement for Master's Degree Program in Library Science from an accredited institution.
- Up to two Lewis & Clark Library System employees may apply for reimbursement per term to attend graduate classes offered by any ALA accredited university.
  - Reimbursement is made upon receipt of a copy of the grade report showing either a pass/fail or a grade of B or better.

## **6.2 INSERVICE TRAINING**

Periodically, time may be set aside for staff development. All employees may be required to attend. The intent of setting aside this time is to encourage open communication, foster good relations among staff, and offer educational experiences. Pre-determined topics that are of interest will be presented. The Executive Director or a planning committee appointed by the Lewis & Clark Library System Staff Association President may choose the topics and makes all the arrangements for the day. Some of the discussion topics may be the result of staff suggestions. The Executive Director must approve topics and all other arrangements.

Member libraries will be notified in advance that Lewis & Clark Library System services will not be available during the designated times.

## **6.3 PROFESSIONAL AFFILIATIONS AND ACTIVITIES**

Staff members are urged to become members of relevant professional organizations and to participate in the work of such organizations to the extent possible without compromising their duties and responsibilities at Lewis & Clark Library System. With the approval of the Executive Director, a reasonable amount of time and secretarial help, if available, is allowed for such activities. Working within the confines of the Lewis & Clark Library System budget, time with pay, expenses, and basic dues may be allowed for staff members to attend library conferences and other professional meetings. This includes pay for the cost of basic memberships for professional staff in the American Library Association (ALA), the Illinois Library Association (ILA), and the Illinois School Library Media Association (ISLMA).

Approved by LCLS Board Action 04/16/2002  
Revised by LCLS Board Action 11/18/2008

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