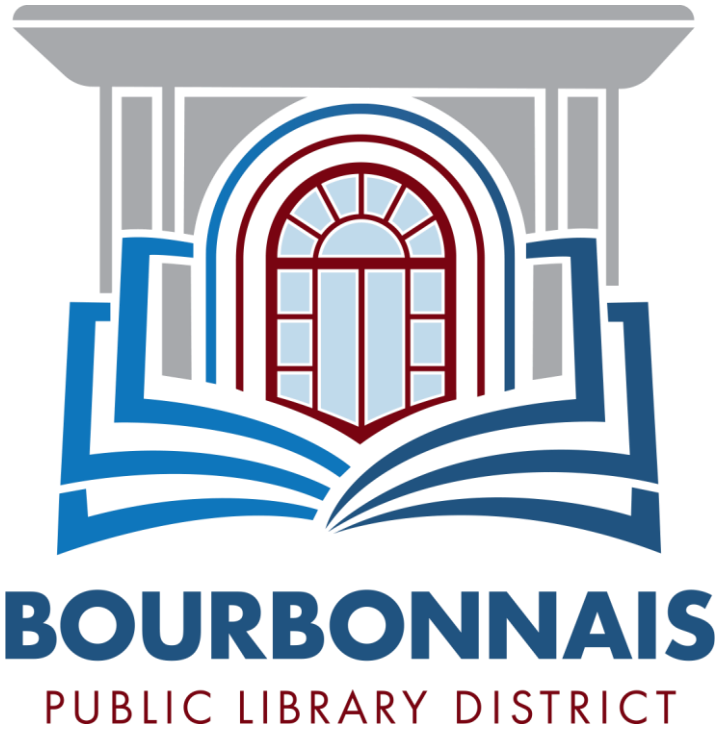

Personnel Policies

Bourbonnais Public Library District
Policy Manual
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Bourbonnais Public Library District

02-01

Employee Handbook Policy

Each employee will receive a handbook and sign an acknowledgement form which will be kept in their personnel file. See form P1.

Policy Approved	**05/15/2000**
Policy Reviewed	**11/17/2025**
Policy Revised	**09/15/2014**

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

Any unsafe working conditions are to be reported as soon as possible to a supervisor, the Director, or designee.

First aid kits are available at the Library if necessary.

USE OF CELLULAR PHONES

The Library cell phone safety when operating a motor vehicle. If the employee finds that it is absolutely necessary to utilize a cellular phone while away from work for job-related reasons, the following must be observed:

- Employees must place calls while stopped or have someone place the call for them. Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.
- Employees must refrain from using cellular phones while operating a motor vehicle in a school speed zone or in a construction /maintenance speed zone absent an emergency situation or the use of hands free/voice-activated equipment.
- When driving, utilize voice-activated equipment and/or speed dial that involves pressing only one key to dial the desired number.
- Keep the phone in any easy to reach location. Drivers should not remove their eyes from the road to look for, reach or answer the phone.
- Avoid intense, emotional or complicated conversations while driving.
- Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Give driving your full attention.
- Do not take notes or look up phone numbers while driving.
- Do not compose, send or read electronic messages while operating a motor vehicle.
- Do not use an electronic communication device to watch or stream video, participate in any video conferencing application (including, but not limited to, Zoom, Microsoft Teams, or WebEX), or access any social media site, including, but not limited to, Facebook, Instagram, or X (formerly known as Twitter) while operating a motor vehicle.

Failure to adhere to this policy, including the safety rules, can result in severe discipline up to and including termination of employment.

Policy Approved	**05/15/2000**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

Bourbonnais Public Library District

02-03

At Will Employment

This handbook is designed to acquaint you with the Library and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You are responsible for reading, understanding and complying with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the Library to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The handbook cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not addressed in the handbook, the need may arise to change policies described in the handbook. The Library therefore reserves the right to revise, supplement, deviate from, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. We will of course, make an effort to notify you of such changes as they occur.

The handbook is not intended to create a contract of employment. Rather, it is simply intended to describe the Library's present policies and procedures, employee benefits, and general guidelines. Your employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of the Library. This at-will relationship can only be modified by an enforceable agreement, executed in writing by the President of the Library Board of Trustees. All other agreements and/or oral agreements to the contrary will be considered null and void.

Federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state or local laws or regulations
- If any omissions or inclusions cause conflict with federal, state or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state or local laws or regulations.

Some of the subjects described here are covered in detail in official policy documents, e.g., benefit plans. You should refer to these documents for specific information, since the handbook only briefly summarizes the Library's policies, procedures and benefits.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the Board of Trustees of the Library, subject to applicable federal, state and local laws.

Policy Approved	**04/26/2000**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

ADMINISTRATION

Legal responsibility is vested in the Board of Trustees which is the policy forming body of the Library District. The responsibilities of the Board include selection and appointment of a Director who is the Administrative officer of the District. The Director is responsible for the implementation of the policies and decisions of the Board. The Director is in overall charge of the Library District personnel and is responsible for the hiring and termination of all staff members subject to policies established by the Board. Other duties include: the assignment of duties, staff morale, establishing standards of service and staff development.

APPOINTMENTS

A. Selection of staff members is based solely on merit, with due attention given to educational qualifications, personality, and aptitude for the particular position. There shall be no discrimination on the basis of race, creed, age, sex, marital status, religion, national origin or any other applicable legally protected status. See the Library's Equal Employment Opportunity Policy for more information.

B. For all full-time positions, notice of appointment is made in writing and states the position to which the applicant is appointed, salary, sick leave and vacation allowance. Acceptance of employment carries with it an obligation to abide by the terms specified in the letter, and the policies of the library. All staff members must keep uppermost in their minds the concept that providing service to the people of the community is the very reason for their position. Service takes priority over schedules, individual convenience, personal opinions, or personality differences.

C. All staff members are subject to an introductory period. For the Director, the introductory period is six months. For all other employees, the introductory period is 90 days. This introductory period may be extended or shortened by the Library at management's discretion. Successful completion of an introductory period does not, in any way, create a contractual right to continued employment.

EMPLOYEE CATEGORIES

DEFINITIONS:

The Library defines employees as follows for the purposes of salary and benefits administration:

A full-time staff member (**Tier 1**) is any staff member who is regularly scheduled to work 37.5 hours per week on a consistent basis. These employees are eligible for all Library benefits in accordance with the limitations expressed in the plan documents of the particular benefit. A regular part-time staff member is regularly scheduled to work less than 37.5 hours on a consistent basis.

A part-time staff member (**Tier 2**) is any staff member who is regularly scheduled to work less than 37.5 hours per week, but who works at least 20 hours per week on a consistent basis. The eligibility for benefits in a part-time position is based on the number of hours worked per week and the relevant plan document, if applicable.

A part-time staff member (**Tier 3**) is any staff member who is regularly scheduled to work less than 20 hour per week on a consistent basis. Generally, these employee are not eligible for benefits unless legally required.

In addition, each employee will belong to one other employment category:

Exempt: Employees not eligible for overtime compensation, generally positions which are supervisory or professional in nature.

Non-Exempt: Employees entitled to overtime compensation, paid at the rate of 1.5 times their hourly wage rate for any time worked over 40 hours in a workweek.

Years of service shall be based upon years of continuous full time employment.

PROMOTIONS

Vacancies will be filled by promotion if qualified candidates are available on the staff. Promotions are based upon evidence of satisfactory performance, promise of future development, and educational and technical qualifications. There shall be no discrimination on the basis of race, creed, age, sex, marital status, religion or national origin, or any other applicable legally protected status. See the Library's EEO Policy for more information. The Library reserves the right to seek outside candidates for every position at its discretion.

STAFF DEVELOPMENT

A. Education Assistance

Any full-time staff (Tier 1) member who has completed one (1) year of continuous service with the Library District is eligible for educational assistance. Any part-time staff member (Tier 2&3) who has completed one (1) year of continuous service with the Library is eligible for educational assistance in the form of fifty percent (50%) tuition reimbursement upon satisfactory completion of the course undertaken.

Educational assistance shall be in the form of tuition reimbursement upon satisfactory completion of the course undertaken. All courses undertaken should be related to library service and should increase the value of the staff member to the district. Advance written approval of the Director must be obtained prior to registering for the course for which educational assistance is desired. Only two courses per fiscal year (July 1 – June 30) per employee will be approved for tuition reimbursement. Maximum total reimbursement will not exceed $1,000 per regular full-time employee and $500 per regular part-time employee per fiscal year. In order to receive reimbursement, employees must receive a letter grade of a "B" or better. (Or a "pass" if the class is pass/fail). Employees will be reimbursed for the cost of tuition only. Reimbursement will not include books, lab fees, parking, materials, etc. Wages will not be paid for time spent in class. In the event that the employee, for any reason, separates from the Library at any time prior to one calendar year from the date of his/her completion of the course, then he/she/they shall reimburse the Library 100% for any and all tuition reimbursement sums paid by the Library. Staff receiving tuition reimbursement may be required to sign an agreement regarding these terms.

B. Meetings and Workshops

All staff members are encouraged to attend job related meetings and workshops. Attendance shall have prior approval of the Director. Appropriately approved expenses shall include registration fees, meals that are a part of the program and mileage. Staff members will be considered in a work status while attending and traveling to and from approved meetings and workshops.

WORK WEEK

The standard work week for full-time (Tier 1) Library District employees shall be 37 ½ hours. Full-time (Tier 1) employees shall be eligible for 100% holiday pay. Part-time employees (Tier 2) will be eligible for four (4) hours of holiday pay per closed holiday.

HOLIDAYS

A. The library will be closed on the following paid holidays:
    1. New Year's Eve Day
    2. New Year's Day
    3. Martin Luther King, Jr. Day
    4. Presidents Day
    5. Memorial Day
    6. Juneteenth
    7. Fourth of July
    8. Labor Day
    9. Veterans Day
    10. Thanksgiving Day
    11. Day after Thanksgiving
    12. Christmas Eve Day
    13. Christmas Day

B. When a holiday falls on a Sunday, the Monday following shall be the official library holiday.

C. Days, other than official holidays, when the Library is closed shall be termed administration days. Hourly staff members shall not be paid for administration days unless scheduled to work.

D. All employees must work their scheduled hours before a holiday and the scheduled hours after a holiday to receive holiday pay. This does not apply to previously scheduled vacation days.

VACATIONS:

A. All staff members must complete three months of continuous service with the Library District before vacation time may be earned.

B. All staff members of the Library District receive an annual vacation with pay. The vacation base year begins January 1 and ends December 31. All vacation time will be earned by the employee on a monthly basis.

C. All full-time (Tier 1) staff members have the following vacation schedules:

Years of Service	Hours of Vacation with Pay
Three months through Five	6.25 Hours per month
Six through Twelve	9.375 Hours per month
Thirteen and Over	12.5 Hours per month

Note: this is the equivalent of ten, fifteen, and twenty days respectively

D. All part-time (Tier 2&3) staff members have the following vacation schedules:

Years of Service	Hours of Vacation
Three months through five Years	One week of hours regularly worked
Over five years	Two weeks of hours regularly worked

An employee may use paid vacation time before it is earned within the calendar year up to the total numbers of hours in the vacation schedule. However, if an employee uses any such advanced vacation time and separates from the Library before it has been earned, he/she/they will have the amount of vacation time owed deducted from the final paycheck in accordance with applicable law.

E. Holidays falling within a vacation period shall not be counted as part of the vacation allowance.

F. Vacations for all staff members are subject to prior approval of the Director. Requests should be submitted in writing as far in advance as possible. In case of two or more requests being received for the same period, priority will be given to the first request received.

Vacation requests during the weeks containing Thanksgiving, Christmas, or New Year's will be limited to one such request per year. For example, an employee requesting vacation days during Thanksgiving week could not also request vacation days during Christmas week of the same year.

G. Vacation days shall be taken in increments of not less than 3.75 hours (or one-half day). The Library District's policy is a "use it or lose it" meaning that employees must use all of their accrued vacation time during the calendar year or the time will be lost following December 31st and the time will not be paid out.

Exceptions to the rule may be made where:

1. an employee was asked to give up vacation time at the request of the Director or

2. an employee requests to carry over an amount of time not more than the employee is entitled to accrue over a three-month period. In the event the employee requests to carry over any such time, the time must be used no later than June of the following calendar year.

H. Unpaid time off will be authorized at the discretion of the Director only if adequate staffing allows.

I. Upon termination of employment, employees will be paid for all accrued, unused vacation time.

SICK LEAVE

Sick leave may be used for absences due to an illness, injury or medical appointment for the employee, employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent, stepchild and/or domestic partner. The leave may also be used to provide “personal care” to covered family members identified in this policy. For purposes of this policy, personal care includes activities to ensure that a covered family member’s basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a covered family member who is unable to meet those needs himself or herself. In addition, personal care also means being physically present to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. Each full-time staff member (Tier 1) is entitled to 75 hours of sick leave per year. Hours of sick leave will be credited to each employee on January 1 of each year. Sick leave may not be used during the first 90 days of employment. After the first 90 days of employment; sick leave will be prorated through the next January 1. No payment will be made for unused sick leave except upon retirement. Maximum amount of sick leave which can be carried over to the next year is 225 hours. Documentation from a doctor will be required after more than three (3) consecutive days of illness or if the Library determines that sick leave is being abused.

EXTENDED SICK LEAVE

A. Each full-time staff member with one (1) year of continuous service is entitled to extended sick leave.

B. After accumulated sick leave has been used, extended sick leave will begin.

C. Extended sick leave will be granted for a maximum of six (6) weeks. The staff member will be paid at the rate of 50% of his/her weekly salary rate.

D. Employees must apply in writing for extended sick leave and submit the request to

the Library Director. The request should set forth the reason for the leave, the date on which the leave will begin, and the date on which the will return to active employment with the Library. The request should be supported by appropriate documentation from the employee's physician. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of the Library Director. While the Library will make every effort to reinstate the employee to his/her/their previous position, there are no guarantees.

F. Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment.

G. Requests for an extension of the leave should be submitted in writing to the Library Director for re-evaluation in accordance with applicable law.

FULL-TIME EMPLOYEE INSURANCE BENEFITS

Health, dental, vision, short term disability coverage, and life insurance in the amount of $25,000 coverage for regular full-time (Tier 1) employees, is available. The Library District will pay a majority of the premium for the individual employee. The employee will pay any additional premium for family/dependent coverage. The Library District will pay a $250 toward any deductible paid above $500 for the individual employee only. For details concerning this provision, please see the Library Director.

JURY DUTY

Any full-time staff member called for jury duty or required by subpoena to be a witness in a court proceeding shall be granted time off with full pay for the time served, except that the compensation other than for travel, received for such services shall be deducted by the Library District from pay due for the period of such service. During periods of such service, the staff member is expected to report for work when not actually engaged in court proceedings.

MILITARY DUTY

Leaves of absence for Military or Reserve duty are granted to all employees of the Library. Employees called to active Military duty or to Reserve or National Guard training, or volunteering for the same, should submit copies of their Military orders to their supervisor as soon as is practicable. Employees will be granted a Military leave of absence for the period of Military service in accordance with applicable Federal and State laws. Employees who are reservists or members of the National Guard are granted time off for required Military training. This leave of absence

includes time off for (i) service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; (ii) service covered in the Illinois State Guard as defined by the Illinois State Guard Act; and (iii) a period for which an employee is absent from a position of employment for the purpose of medical or dental treatment for a condition, illness, or injury sustained or aggravated during a period of active service in which treatment is paid by the United States Department of Defense Military Health System.

Their eligibility for reinstatement after the completion of above, benefit continuation/eligibility and payment for leave issues are determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation entitlement for any portion of the absence that may be unpaid.

PARENTAL LEAVE

The Library will provide up to three months of unpaid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligibility:

Eligible employees must meet the following criteria:

- Have been employed with the Library for at least six consecutive months.
- Be a regular employee.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a child by a new spouse is excluded from this policy.

Amount, Time Frame and Duration of Parental Leave:

- Eligible employees will receive a maximum of 12 weeks of unpaid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of unpaid parental leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of unpaid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

- Each week of parental leave is unpaid. Employees may use or be required to use any applicable, available paid time during the leave, such as vacation, sick or disability pay. Using such paid leave will not increase the total amount of time off under this policy.
- Approved parental leave may be taken at any time during the 12-week period immediately following the birth, adoption or placement of a child with the employee. Parental leave may not be used or extended beyond this 12 week time frame.
- Employees must work with their manager to schedule the parental leave and must use all parental leave during the 12 week time frame indicated above. Any unused parental leave will be forfeited at the end of this time frame.

Coordination with Other Policies:

- The Library will maintain all benefits for employees during the parental leave period just as if they were taking any other Library paid leave such as paid vacation leave or paid sick leave. Accordingly, the employee will be expected to continue to pay their portion of the benefits (i.e., medical), through payroll deductions.
- If a holiday occurs while the employee is on parental leave, such day will be charged to parental leave; and such holiday will not extend the total parental leave entitlement. Employees on parental leave will not receive pay for the holiday.

Requests for Parental Leave:

- The employee should provide their supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The request should include the reason for the leave, the date on which you wish or believe the leave will begin, the date on which you expect to return to active employment and any documentation supporting your need for leave.

MEAL TIMES & REST BREAKS

A. Staff members scheduled to work more than five (5) consecutive hours a day shall take thirty (30) minutes for meal purposes. This mealtime shall be without pay.

B. Staff members shall be allowed one (1) fifteen (15) minute rest break within each four (4) consecutive hours of work. Rest breaks shall not be taken in conjunction with or instead of regular meal periods or at the beginning or end of a work shift.

WAGES AND PAY DAYS

A. Salaries shall be paid to all staff members bi-weekly on Friday. Direct deposit is available.

B. Non-exempt employees shall have their time for any given pay period computed through the Saturday preceding payday.

C. Overtime by non-exempt employees must be approved in advance by the Director. Failure to receive prior approval may result in discipline up to and including termination.

D. Advances in pay and payments other than on authorized payday shall not be permitted.

E. All staff members are required to maintain an accurate time record.

F. In the event of an emergency closing of the Library, all staff members who are scheduled to work shall be paid for the hours scheduled to work. Continuing payment beyond the first day of emergency closing is at the discretion of the Board of Trustees. Staff members who are on any approved leave are not affected by such closing and therefore, will not receive pay.

G. It is the policy of the Library not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to their manager. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Director. Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to management.

ABSENCE & TARDINESS

Any staff member, who, because of illness or any other reason, is unable to report for work at the scheduled time, shall notify the Director at the earliest possible time. Ordinarily, this should be within thirty (30) minutes of the time scheduled to report for work. In reporting, the staff member shall state when return to work is expected. All absences shall be charged against the staff member's sick leave if ill. If ill and sick leave has been exhausted, the absence can be charged against vacation due. A staff

member who has neither sick leave nor vacation available shall not be paid for the absence. Chronic tardiness or absenteeism shall be considered grounds for dismissal. Employees who are absent for three consecutive days without calling will be considered to have resigned.

BEREAVEMENT

Full-time (Tier 1) and part-time (Tier 2&3) employees may take up to three shift days leave with pay in the case of a death in the immediate family. A member of the immediate family is defined as: mother, father, husband, wife, children, brother, sister, grandparent, grandchild, father-in- law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, stepchild or step-grandchild.

Additional paid or unpaid time or leave for persons not covered in the definition of "immediate family member" may be allowed in some circumstances at the discretion of the Library, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, the Library may require an employee seeking leave under this policy to verify the death of the member of the immediate family, the employee's relationship to the member of the immediate family, and/or the employee's attendance at the funeral or memorial service.

PERSONAL DAYS

Upon completion of six (6) months employment, each full-time (Tier 1) staff member will be allowed 15 hours personal time with pay per year and each part-time (Tier 2&3) staff member will receive 10 hours per year. Personal time may be used in not less than 3.75 hour increments at the staff member's discretion with the approval of the Director. Personal time will be granted on January 1 of each year.

SALARY & WAGE REVIEW

Salary and wage schedules for all staff members shall be reviewed annually. Any increases authorized become effective July 1 of that calendar year. The Director is responsible for reviewing all staff members and for making recommendations to the Board of Trustees. The Chair of the Personnel Committee shall do likewise for the Director.

EMPLOYEE PERFORMANCE EVALUATIONS

A. During the first year of employment, The Board may evaluate the Director after the 3rd and/or, 6th month of employment. In all events, the Director shall be evaluated by the Board annually.

B. The Board may conduct a formal performance evaluation of the Director at any other time circumstances warrant.

C. The Director and immediate supervisor may evaluate new staff members during the first 30 and 90 days, and at the end of their first year of employment. Thereafter, staff members shall be evaluated annually.

D. The Director may conduct a formal performance evaluation at any other time circumstances warrant.

RETIREMENT

A. Employees are eligible for the following retirement payment at age 65 or upon completing twenty (20) years of service.

B. Earned but unused vacation shall be paid upon retirement.

C. One hundred percent (100%) of accumulated sick leave up to 225 hours will be paid upon retirement to those employees who meet the eligibility requirements for retirement before January 1, 2019 (as stated in Section A). Employees who meet the eligibility requirements for retirement as stated in Section A on or after January 1, 2019, will not receive any payment for unused sick time upon retirement.

RESIGNATIONS

A. Resignation of the Director should be submitted in writing and presented to the Board of Trustees at least one (1) month prior to the effective date. All other staff are requested to submit resignations to the Director two (2) weeks prior to the effective date.

B. Earned but unused vacation will be paid to all staff upon resignation.

C. Any staff member who resigns and later returns to the employment of the Library District shall be considered as a newly hired staff member for all purposes, including granting of vacation.

DISCIPLINE

DISCIPLINARY STEPS:

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of the Library, based on any of the Library's policies, rules or regulations, an employee may be subject to disciplinary actions as follows:

- First Offense: Verbal Warning
- Second Offense: Written Warning
- Third Offense: Suspension (or Final Written Warning)
- Fourth Offense: Termination

The Library is not necessarily required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate termination (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the Library's potential decision to decline to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes the Library will find it necessary to investigate the infraction for which an employee may face termination. In this case, the Library may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if termination is the proper decision. Following the investigation, if the Library decides not to terminate the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

RULES OF CONDUCT

Listed below are some basic rules of conduct. These may be revised by the Library at anytime. In addition, this handbook contains many other standards of performance, so the list below is not a complete list. Violation of these standards for conduct will be cause for discipline up to and including termination.

1. Disorderly conduct during working time or on Library property, including fights, threats or abuse or serious horseplay involving or having the potential for injury.

2. Repeated absenteeism and/or tardiness.

3. Gambling during working time on Library property, including baseball or football pools.

4. Insubordination - refusing to perform work assigned by a supervisor provided there is not a safety threat.

5. Falsifying or causing the falsification of any time card/sheet or record of the Library. This includes making false statements on your employment application.

6. Possession of firearms or other dangerous weapons on Library property.

7. Unauthorized use, possession or removal from the Library of any property or equipment belonging to the Library. This includes taking property from other employees.

8. Violation of Library safety rules.

9. Disregarding good housekeeping practices or contributing to unsanitary conditions on Library property.

10. Careless, negligent or sub-standard performance of assigned work.

11. Failure to be at your place of work, ready to begin work at the regular starting time and immediately following rest periods and lunch periods. Preparing to leave work before the start of the rest periods and/or lunch periods or regular ending time.

12. Violation of the Library's Drug/Alcohol Policy.

13. Disclosure to any unauthorized persons (those who do not have a need to know) confidential information

14. Smoking in unauthorized areas.

15. Any other conduct that the Library believes is harmful to the Library, co-workers or patron.

OPEN DOOR COMMUNICATIONS/PROBLEM-SOLVING PROCEDURE

The Library encourages its employees to raise issues that may be negatively impacting their work environment. If an employee has a complaint, problem, or situation that needs to be addressed, the following procedure can be utilized:

Step One: The employee should informally discuss the situation with their supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee.

Step Two: If the employee is not satisfied with the supervisor's response or feels the issue is not resolved, the employee can present the issue to the Library Director in writing and, again, as soon as possible. The employee should give the Director an opportunity to reconsider the situation and get back to the employee in writing.

Step Three: If the employee is still not satisfied that the issue is resolved, the employee can present the issue to the Board of Trustees. As before, this should be done in writing as soon as possible. The Board will consider the situation and make a decision.

Policy Approved	**04/26/2000**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

Bourbonnais Public Library District

02-05

Reserved for Future Use

Policy Approved	**02/16/2001**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

Bourbonnais Public Library District

02-06

Personnel Records

Personnel files are the property of the Library and access to the information they contain is restricted. Generally, only officials and representatives of the Library who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice and a written request, an employee may review material in their file up to two (2) times per calendar year. The employee may also request that such information be mailed or emailed to them. Certain records, such as letters of reference, are not available for inspection.

Typically, the Library will only supply an employee's job title and dates of employment to outside entities. Except when requested by government, law enforcement agencies or legally required , an employee must provide a written release in order for the Library to release any other information to outside parties. Requests for references should be directed to the Library Director. Only this person, or designee, has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify the Library of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents*, marital status*, insurance beneficiaries*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. The Library cannot be held responsible for situations resulting from employees withholding correct and accurate information.

* Such information need only be disclosed if pertinent to a benefit received.

Policy Approved	**05/15/2000**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

A. While normal library operations are not likely to involve circumstances exposing employees or users to blood borne pathogens, the Bourbonnais Public Library District complies with Illinois Department of Labor regulations relating to occupational exposures to blood borne pathogens which have been incorporated by administrative actions.

B. **Exposure Determination:** No particular job classification of the Library has occupational exposure (meaning "reasonably anticipated…contact with blood or other potentially infectious materials that may result from the performance of an employee's duties"), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

C. **Universal Precautions:** All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids can cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

D. **Exposure Control Plan:** At any time within the library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire Library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

E. **Training and Immunizations:** The Library shall provide directly or through System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be

offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

Policy Approved	**05/15/2000**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

The Library has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

PROHIBITED ACTIVITY

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on Library premises is prohibited, unless an exception is made by a manager or supervisor. No employee shall be under the influence of alcohol while on library premises or while performing library business off library premises, except a moderate amount of alcohol may be consumed at approved library events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

"Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter, and (3) used for the purposes for which they were prescribed or sold. Employees are responsible for consulting with their doctors about a medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to do so.

Employees using cannabis, medical or otherwise, must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and may not possess, use, or be under the influence of cannabis while performing their duties, while on library property.

"Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable under federal and state law, but not obtained and/or used in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited: (1) on library premises or (2) where the employee is performing library business off library premises.

TESTING FOR ALCOHOL AND ILLEGAL DRUGS

Applicants will be subject to pre-employment drug testing once a contingent offer of employment has been made. The offer will be contingent on an applicant passing the drug

test. Applicants who refuse to cooperate in or fail to pass the drug test will have their offer of employment withdrawn.

The Library will require a drug and alcohol test of any employee where there is a reasonable basis to believe that he or she may be using drugs or may be under the influence of drugs or alcohol while working or on library premises. Reasonable suspicion" will be based on objective factors such as the employee's appearance, speech, behavior, or other conduct or facts that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above. Involvement in an injury or accident at work or while performing library business may also be grounds for testing if a member of management has a reasonable belief that drugs/alcohol may have contributed to the injury or accident. Employees will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

The laboratory conducting the tests shall transmit positive drug tests results to a doctor called a medical review officer ("MRO"), retained by the library, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicant's own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

Employees who refuse to cooperate in required tests, test positive for alcohol, cannabis, or illegal drugs, are found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) will be terminated. In addition, if an employee fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, he or she will be considered as refusing to test and subject to discipline, up to and including termination.

NOTIFICATION OF DRUG CONVICTION

Employees must notify the Library of any criminal drug conviction occurring in the workplace no later than 5 days after such conviction. For purpose of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Library Director may subject the employee to disciplinary action, up to

and including dismissal.

EMPLOYEE ASSISTANCE PROGRAM

The Library will assist and support employees who voluntarily seek help for alcohol or drug problems *before* they become subject to disciplinary action under this or other library policies. Employees who seek such assistance will be allowed to use accrued paid time off, placed on leaves of absence, where available, referred to treatment providers or otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and required to take and pass follow-up tests.

SMOKING

The Library is committed to protecting the safety and welfare of its employees, patrons and visitors.

No smoking of any kind will be permitted in the Library or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or classroom, break room or cafeteria and/or other common area. This policy specifically applies to the use of smokeless tobacco and/or herbal products as well as e-cigarettes and vape pens.

Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations.

WORKPLACE SECURITY AND INSPECTIONS

To safeguard the property of employees, patrons, and the Library, to help prevent the possession, sale, and use of illegal drugs on the Library's premises, in keeping with the spirit and intent of the Library's drug-free and weapon-free policies, the Library reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the Library and are issued for the use of employees only during their employment with the Library. Inspections may be conducted at any time at the discretion of the Library.

Employees entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in violation of workplace policy, will be subject to disciplinary action up to and including discharge.

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Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

Bourbonnais Public Library District
02-09
Immigration Compliance Policy

The Library is committed to employing only those applicants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. New employees must complete Section 1 of the Form I-9 by their first day of work for pay. Employees may complete Section 1 of the Form I-9 at any time between acceptance of a job offer and the first day of work for pay. The employee must fully complete Section 2 of the Form I-9 within three business days of the first day of work for pay. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

EXPIRATION OF WORK AUTHORIZATION

Employees who have a work authorization that expires will need to provide an updated work authorization to the Library Director. Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate suspension without pay or termination.

Policy Approved	**12/18/2000**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

NON-DISCRIMINATION & ANTI-HARASSMENT

The Library is committed to maintaining a work environment that is free of all forms of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, the Library will not tolerate discrimination or harassment by anyone, including any supervisor, employee, vendor, patron, consultant, contractor, board member, or other regular visitor of the Library. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

DISCRIMINATION

Discrimination consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

HARASSMENT

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, ancestry, national origin, citizenship status, work authorization status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. The Library will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of his or her actual or perceived protected status.

SEXUAL HARASSMENT

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;

2. Submission to or refusal to engage in such conduct is used as the basis for any employment decisions affecting such individual; or

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

Sexual harassment, as defined above, may include, but is not limited to:

1.Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;

2. Graphic or suggestive comments about an individual's dress or body;

3. Displaying sexually explicit objects, photographs, writings, or drawings;

4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or suggesting or demanding sexual involvement of another individual, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

Even if two or more individuals are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another individual who witnesses or overhears the conduct.

INVESTIGATION PROCEDURE

Everyone is responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An individual who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their supervisor, the Library Director, the ethics officer, or the Personnel Committee Chairman of the Board of Trustees. If a manager or supervisor receives a complaint of harassment or discrimination or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Library Director. If the complaint involves the Library Director, the supervisor should contact the Personnel Committee Chair.

COMMITTEE OF THE BOARD OF TRUSTEES

The Library Director, or designee, shall promptly investigate all complaints and make all

reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

Complaints by an elected/appointed official against another elected/appointed official shall be submitted to the Library Director. The Library Director shall, in consultation with legal counsel for the Library, ensure that an independent review is conducted with respect to such allegations.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Library's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated complaint against an employee will subject the individual to disciplinary action, up to and including termination. The Library will also take appropriate action to address a substantiated complaint of discrimination or harassment by a third party or non-employee. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

RETALIATION PROHIBITED

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an individual who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Library policy. Any individual who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination. The Library will also take appropriate action to address a third party or non-employee who engages in retaliation.

RESOLUTION OUTSIDE EMPLOYER

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an individual has the right to contact the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

Contact Information:

Illinois Department of Human Rights (IDHR)
- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953

- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)
- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)
- Chicago: 800-669-4000; TTY: 800-869-8001

WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee or contractor of the Library who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate officials are charged with these responsibilities.
Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.
If an employee/contractor has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee/contractor is to contact the Library Director, or, in the event that individual is the subject of the complaint and/or not available, the President of the Board of Trustees. The employee/contractor must exercise sound judgment to avoid baseless allegations. An employee/contractor who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.
Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Library will not retaliate against a whistleblower for:

• Reporting an improper governmental action pursuant to this Policy;
• Cooperating with an investigation by an auditing official related to a report of improper governmental action; or,
• Testifying in a proceeding or prosecution arising out of an improper governmental action.

This protection includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Policy. Any whistleblower who believes they are being retaliated against should contact the Library Director or designee, immediately. Reports of retaliation must be made in writing and within 60 (sixty) days of learning of the retaliatory action. The right of a whistleblower

for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.
All reports of illegal and dishonest activities pursuant to this policy must be made in writing and will be promptly investigated. Please see the investigation procedures that follow.

GUIDANCE FOR REVIEW AND RESOLUTION OF WHISTLEBLOWER AND RETALIATION COMPLAINTS BROUGH PURSUANT TO THE LIBRARY'S WHISTLEBLOWER POLICY

• As directed in the policy, whistleblower and retaliation claim should be reported to the Library Director or, in the event the Library Director is unavailable and/or named in the complaint, to the President of the Board of Trustees. These individuals have the authority to appoint other members of the management team, Board and/or outside counsel/consultants to assist with the investigation.
• Upon receiving such a report, the Library Director, or designee, will consult with others (the Board, outside counsel) to determine whether the claim falls under the whistleblower policy and, if so, how to best proceed. Employment-related concerns, including, but not limited to, harassment, discrimination, bullying, and other such work-related complaints are not covered by this policy.
• Confidentiality of the individual making the complaint, as well as any witnesses, will be respected consistent with the Library's need to investigate.
• After a written complaint is received by the Director a written acknowledgement notice may be sent to the Complainant that may include a timeline for review, investigation, and resolution.
• The Director, or designee, may meet with the Complainant, Respondent and/or other witnesses as a part of the investigation. The Director, or designee, has the authority to conduct multiple interviews, if needed. The Director, or designee, may also request written statements and/or other documentation that may be pertinent to the resolution of the complaint.
• If it is determined that the conduct that is the subject of the complaint involves fraud, or illegal/egregious conduct, the Director, or designee, has the authority to conduct the investigation in a more formal manner. This may include a report to law enforcement agencies.
•Upon completion of the investigation, the Complainant and Respondent will be notified that the investigation has ended, and the decision made. This notification may take place orally or in writing. If the Director, or designee, determines this policy has been violated, the Board will be notified. Remedies and discipline for policy violations will be in accordance with applicable law.

Policy Approved	**02/16/2001**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

Bourbonnais Public Library District
02-11
Social Media Use

Social Media is defined as: blogs, other types of self-published online journals, and collaborative web-based discussion forums including, but not limited to, LinkedIn, Facebook, Instagram, Snapchat, Twitter, and TikTok.

GENERAL RULES AND GUIDELINES

The following rules and guidelines apply to the use of social media, whether such use is for the Bourbonnais Public Library District on Library time, for personal use during non-work time, outside the workplace or during working time while using library-owned equipment. These rules and guidelines apply to all employees.

1. Employees are prohibited from discussing confidential, library matters through the use of social media. Confidential information includes the Bourbonnais Public Library's records of library patron transactions, and the identity of registered library patrons. Employees may not post any information that is directly or indirectly related to the safety performance of the Library, and any components that are subject to attorney-client privilege.

2. Employees cannot use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against co-workers, patrons, clients, vendors or suppliers, any organizations associated or doing business with the Bourbonnais Public Library District, or any members of the public, including Web site visitors who post comments. The Bourbonnais Public Library's anti-harassment policy applies to use of social media in the workplace.

3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

EMPLOYER-SPONSORED SOCIAL MEDIA

Bourbonnais Public Library District sponsored social media is used to: convey information about library promotions and services; exchange ideas or trade insights about library trends; reach out to potential new patrons; issue or respond to breaking news, or respond to negative publicity; brainstorm with employees and patrons; and discuss specific activities and events.

All such Bourbonnais Public Library District-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by the Bourbonnais Public Library District can prepare content for or delete, edit, or otherwise modify content on library-sponsored social media. Library-sponsored social media accounts are owned by the Bourbonnais Public Library District. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to Bourbonnais Public Library District sponsored social media accounts must provide the Bourbonnais Public Library District with all passwords and/or log-in information to such accounts immediately upon the library's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon the library's request.

2. Respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.

3. Designated employees are responsible for ensuring that employer-sponsored social media conforms to all applicable Library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates employer's EEO and/or anti-harassment policies.

4. Employees who want to post comments in response to content must identify themselves as employees.

PERSONAL USE OF SOCIAL MEDIA

The following rules and guidelines, in addition to the rules and guidelines set forth in Section I above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by the Bourbonnais Public Library's Public Internet Computer Use Policy concerning personal use of the library's computer and related equipment.

2. Employees who utilize social media and choose to identify themselves as employees of the Bourbonnais Public Library District may not represent themselves as a spokesperson for the Library. Accordingly, employees must state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Bourbonnais Public Library District or of any person or organization affiliated or doing business with the Bourbonnais Public Library District should they identify themselves as an employee of the Library in a post. Employees may not refer to the Bourbonnais Public Library District by name when publishing any promotional content and/or providing examples of any promotional content. This section does

NOT prohibit employees from including the library's name, address and/or other information on their social media profiles.

3. Employees should respect all copyright and other intellectual property laws. For the library's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the library's own copyrights, trademarks, and brands.

EMPLOYER MONITORING

The Bourbonnais Public Library District reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. The Bourbonnais Public Library District reserves the right to monitor, review, and block content that violates the library's rules and guidelines.

VIOLATIONS

The Bourbonnais Public Library District will investigate and respond to all reports of violations of the Bourbonnais Public Library District's rules and guidelines or related company policies or rules. Employees are urged to report any violations of this policy to the Director. A violation of this policy may result in discipline up to and including termination of employment.

Policy Approved	**12/18/2017**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

COMPUTER, EMAIL, AND INTERNET USAGE

OBJECTIVE

The Library recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place The Library and others at risk. This policy outlines the guidelines for acceptable use of The Library's technology systems.

SCOPE

This policy must be followed in conjunction with other Library policies governing appropriate workplace conduct and behavior. Any employee who abuses the Library-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. The Library complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws. Questions regarding the appropriate use of the Library's electronic communications equipment or systems, including e-mail and the Internet, should be directed to your supervisor or the Library Director.

POLICY

The Library has established the following guidelines for employee use of the Library's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

CONFIDENDIALITY & MONITORING

All technology provided by the Library, including computer systems, communication networks, Library-related work records and other information stored electronically, is the property of the Library and not the employee. In general, use of the Library's technology systems and electronic communications should be job-related and not for personal convenience. The Library reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation or requests pursuant to law. Employees must be aware of this possibility when communicating electronically within and outside the Library.

APPROPRIATE USE

Library employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Employees may not use the Library's Internet, e-mail or other electronic communications to

transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than the Library may not be transmitted by employees on the Library's network without permission of the copyright holder. Employees may not use the Library's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the Library Director. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into Library systems and networks. Every employee of the Library is responsible for the content of all text, audio, video or image files that they place or send over the Library's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The Library's identity is attached to all outgoing e-mail communications, which should reflect Library values and appropriate workplace language and conduct.

CONFIDENTIALITY

All employees must safeguard confidential information obtained because of working for the Library. This information includes, but is not necessarily limited to private personal information concerning the Company's employees, records of library patron transactions, and the identity of registered library patrons, and, in particular, any material identified by the Library as "confidential/proprietary."

Access to confidential information should be on a "need to know" basis and must be authorized by the Library Director. Unauthorized use or disclosure of any confidential information will cause irreparable harm to the Library. The Library may seek all remedies available under the law for any threatened or actual unauthorized use or disclosure of confidential information. Any employee who is unsure about the confidentiality of any information should immediately seek the assistance of the Director prior to disclosing such information.

Employees should use reasonable security measures with respect to confidential information, including but not limited to the following:

• Confidential information should not be disclosed to any third party except upon the Library Director's prior written approval;
• No copies should be made of any confidential information except to promote the purposes of the employee's work for the Library;
• Employees should not use confidential information for their own benefit, nor for the benefit of any third party, without the Library Director's prior written approval.

Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing: (1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. (2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

All confidential information shall remain the sole property of the Library, and all copies must be returned to the Library upon termination of employment or upon demand at any other time.

SOLICITATION & DISTRIBUTION

Employees may not: Solicit other employees during working time.

Distribute literature during working time.

Distribute literature at any time in working areas.

DEFINITIONS

Solicitation includes, but is not limited to, approaching someone in person or through Library-owned property such as computers, smartphones, email systems, and intranets for any of the following purposes:

Offering anything for sale.

Asking for donations.

Collecting funds or pledges.

Seeking to promote, encourage or discourage participation in or support for any organization, activity or event, or membership in any organization.

Distributing or delivering membership cards or applications for any organization.

Non-employees may not solicit employees or distribute written material on Library property.

Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, emails, and intranets any literature or other materials including circulars, notices, papers, leaflets or other printed, written or electronic matter.

Working time includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to be performing work tasks. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and mealtimes.

Working areas include areas controlled by the Library where employees are performing work, excluding, for example, cafeterias, break rooms and parking lots.

The Bourbonnais Public Library will provide equal opportunity to all employees and applicants for employment regardless of race, (and traits associated with race including but not limited to hair texture and protective hairstyles), color, religion, age, sex, gender, pregnancy, national origin, ancestry, citizenship, work authorization status, disability (mental or physical), genetic information, military or veteran status, marital status, order of protection status, gender identity~~,~~ sexual orientation all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

The Library is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment in every location in which the organization has employees.

Any employee who believes this policy has been violated should report the situation to the Director or the Personnel Committee. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning the Bourbonnais Public Library's investigative procedures.

The Library strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

Bourbonnais Public Library District

02-12

Equal Employment Opportunity

The Bourbonnais Public Library supports the Americans with Disabilities Act of 1990 as amended, the Illinois Human Rights Act and Title VII of the Civil Rights Act and will attempt to provide reasonable accommodations for people with disabilities, women affected by pregnancy, childbirth or related conditions in the workplace and sincerely held religious beliefs unless such accommodations would present an undue hardship for the Library.

Reasonable accommodations apply to all employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies and layoff and termination procedures.

A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of himself /herself or other individuals in the workplace. A qualified person eligible for an accommodation may also include a woman who is affected by pregnancy, childbirth or related conditions and/or an employee who requires a workplace accommodation in order to practice his/her religion.

Should you require a reasonable accommodation in the workplace, please contact the Library Director as soon as possible. For more information specifically concerning pregnancy accommodations, see https://dhr.illinois.gov/content/dam/soi/en/web/dhr/publications/documents/pregnancy-posting-idhr-eng-2023.pdf

Policy Approved	**02/25/2019**
Policy Reviewed	**11/17/2025**
Policy Revised	**12/18/2023**

Bourbonnais Public Library District

02-13

Dress Code

Bourbonnais Public Library District recognizes the growing popularity of casual dress and the positive effects of this shift to boost employee morale, encourage open communication, and increase productivity by creating a more comfortable work environment. Therefore, clean and casual attire that does not affect an employee's professional abilities can be worn throughout the work week. Employees should adhere to good standards of personal hygiene, and clothing should not restrict or limit an employee's ability to work.

PROFESSIONAL CASUAL ATTIRE INCLUDES WITHOUT LIMITATION

- Slacks/pants/jeans (not tattered or with holes)/leggings (under long tunic-style shirts or dresses), khakis, capris, dresses and skirts (no shorter than 2 inches above the knee)
- Blazers, jackets and sport coats
- Sweaters and blouses (may be sleeveless, but not spaghetti-strapped, or an open back style), T-shirts (plain, literary-themed, or BPL/Bookbonnais branded) and polos
- Casual shoes, including dress and sandals, and tennis shoes in good repair

INAPPROPRIATE WORK ATTIRE INCLUDES WITHOUT LIMITATION

- Torn or patched clothing
- Halter, tube or tank tops, muscle shirt
- Strapless or open back dresses
- Flip-flops, slides or other "beach-type" footwear
- Shorts and "cut offs"
- Sweatshirts, sweat suits, yoga and sweatpants
- Sunglasses, with the exception of glasses worn for medical purposes
- Hats, visors, headscarves or other headwear, with the exception of that which is worn for medical or religious reasons

The Library Director or person in charge will discuss inappropriate dress with individual staff members and may have additional suggestions on what is deemed appropriate or inappropriate attire. Employees who have questions about the dress code should speak to the Library Director.

Policy Approved	**11/16/2020**
Policy Reviewed	**11/17/2025**
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