

**DECATUR PUBLIC LIBRARY**  
**MANAGEMENT STAFF PERSONNEL POLICY**

#### DISCLAIMER

This management staff personnel policy statement provides a general description of basic policies, benefits and procedures as they currently exist. Booklets of this type and their purpose are often misunderstood. To avoid any such misunderstanding, please be advised that this statement and the benefits, policies, and procedures referred to herein, are not intended to be, and are not a contract of employment.

The Library reserves the right to change, modify, suspend, revoke, or terminate any employment at any time, with or without cause and with or without notice. At the same time, employees may terminate their employment at any time and for any reason.

No Library representative may modify this policy for any employee or enter into any agreement, written or oral, contrary to this policy.

No materials provided to applicants and employees in connection with their employment, whether singly or combined, are to create an express or implied contract of employment for a definite period of time, nor an express or implied contract concerning any terms or conditions of employment.

The Library's policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the Library's part or as stating in any way that termination will occur only for just cause. Statements of specific grounds for termination set forth in this policy statement are examples only, not all inclusive lists, and are not intended and do not restrict the Library's right to terminate at will.

Completion of a probationary period or conferral of regular employment status does not change an employee's status as an employee at will, or in any way restrict the Library's right to terminate such an employee or change the terms or conditions of employment.

## I. INTRODUCTION

This statement of personnel policy applies to all Library employees who are not members of the collective bargaining unit.

The mission of the Decatur Public Library is to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs of the community. Access to information and ideas will be assured through an efficient and effective staff working in adequate facilities, commensurate with sound and responsible fiscal planning.

To achieve this mission, the Library employs individuals whose function is to see that library users receive quality service given in a friendly and courteous manner.

Each individual accepting employment on the management staff of the Library is required to read the Management Staff Personnel Policy and accepts the responsibility of abiding by the rules and regulations stated. It is neither possible nor intended that this Policy shall anticipate every matter or problem concerning employment by the Library. Matters in question will be interpreted by the City Librarian. The City Librarian, as the chief administrative officer of the Library, is responsible for the executive direction of the Library.

The Personnel Policy of the Library does not give any employee or potential employee a property or liberty interest in a specific classification or position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factor prohibited by law.

The Library may supplement its regular work force with temporary or substitute employees when necessary. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, paid personal days, merit increments, or participation in IMRF.

The Library requires that employees hired be either a U.S. citizen or authorized to be employed in the United States. Verification of this must be a U.S. passport, a certificate of citizenship or naturalization, an unexpired foreign passport authorizing U.S. employment, or a resident alien card containing the applicant's identification and U.S. employment authorization. If applicants do not have any of the above documents, they may provide instead the following combination of

## II. RECRUITMENT

Appointment to all vacant management staff positions is by the City Librarian and is based upon job descriptions and requirements established by the Library Board of Trustees. Division Heads will be involved in the recruitment process for management employees within their division. Whenever possible, all management staff vacancies will first be announced in-house. Recruitment effort for positions not filled in-house will be local, regional, or national depending upon the scope, responsibilities, and situation of the position to be filled.

## III. PROBATIONARY PERIOD

There is a six month probationary period for all employees following employment during which there is an evaluation of performance and the Library's need for their services. The probation period may be extended by the number of days the employee is absent from scheduled work.

Persons promoted are subject to a probationary period of six months in the new position. Benefits earned by them in their previous position are maintained during this probationary period.

## IV. HOURS OF WORK

A. Schedules: The Library will establish working hours as required by work load and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours. A work week is defined as beginning on Thursday at 12:01 a.m. and ending the following Wednesday at 12:00 midnight.

Schedules are normally arranged by the Head of each Division. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of divisions and the Library at such hours and times as may be deemed necessary.

B. Work Shifts: Work shifts are set within each division and reflect the staffing needs of that particular division.

An employee who is not going to report for work must notify the Administrative Office as early as possible, but no later than two hours after the beginning of a scheduled work shift.



Decatur Public Library  
Management Staff Personnel Policy  
Page 4

Employees will be expected to forego the rest period if, because of personnel shortages or other unusual conditions, Library services will be affected.

D. Compensatory Time/Overtime: "Overtime" means the time spent in the actual performance of work ordered or authorized by the City Librarian which is in excess of 40 hours in any work week.

Hours worked up to 40 hours in any work week are computed at straight time. Hours worked above 40 hours in any work week are computed at time-and-a-half and are counted as compensatory time.

Compensatory time is strictly voluntary on the part of the employees who are not exempt under the Fair Labor Standards Act and such employees must sign a statement that they voluntarily accept compensatory time in lieu of overtime payment.

All employees must receive prior approval from their Division Head, or if a Division Head, from the City Librarian, before working in excess of 40 hours in any work week.

Use of earned compensatory time off must be approved in advance by the City Librarian or the Division Head if the employee is not directly supervised by the City Librarian, and shall be counted as time worked for payroll purposes and benefits calculation. The Library will not unreasonably deny an employee's request for use of compensatory time off.

E. Flexible Schedule: With the approval of a Division Head, an employee may work a flexible schedule. A flexible schedule shall not interfere with normal library operations. Employees working a flexible schedule should not work any more than 10 hours in any one day.

F. Time Sheets: Employees are required to complete a divisional time sheet indicating total daily hours worked and to complete it at the close of each work day. Time sheets are the responsibility of the individual employee. The Division Head shall verify the accuracy of each time sheet before it is submitted to the Administrative Office.

It is the responsibility of the Division Head to see that time sheets are completed accurately and turned in to the Administrative Office by the date indicated on the time sheet. Failure to do so may result in a delayed paycheck.

B. Classifications: All employees are hired to fill classified positions. Each classification has a detailed position description which includes work schedules and qualifications as well as information about duties, supervision, and promotional opportunities. Position descriptions for all classifications are appended to this policy.

C. Salary Schedule: The Library management staff salary schedule is reviewed and revised as needed by the Board of Library Trustees. It will be reviewed at least once each fiscal year. The current salary schedule is appended to this policy.

D. Promotions: When vacancies occur or new positions are established, current employees will be given consideration for promotion to higher paid classifications, or transfer to equivalent positions, if they have the necessary qualifications. Employees promoted to a higher classification will normally begin at the entry point of the new classification and complete a six (6) month probationary period in that position. In no case will a promotion result in a decrease in salary. Persons not satisfactorily completing their probationary period may be returned to the prior classification from which they were promoted and to their prior salary.

An employee who is temporarily assigned to a position with a higher pay grade than that of his/her permanent position shall be paid as if he/she had received a promotion with that higher pay grade. To be eligible for the higher pay grade, the employee must be in the position for more than five (5) consecutive work days.

Employees may be returned to their prior classification upon a finding by the City Librarian that the performance of the employee is not satisfactory and acceptable or there is some substantial shortcoming which renders continuance in that position detrimental to the effectiveness of the Library.

E. Performance Evaluation and Salary Adjustment: On January 20, 1994, the Library Board of Trustees approved a Salary Administration Policy for the Management Staff of the Decatur Public Library. This policy, a copy of which is appended to this policy, deals with employee performance evaluation, development of salary schedules, and annual salary adjustments for employees.

## VI. HOLIDAYS



then employees required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and his/her division. Part-time employees working a minimum of 20 hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday. Full-time employees who work on December 24th shall work only 6 1/2 hours but shall be paid for eight hours of work.

When an authorized holiday falls on a Sunday, the Library will be closed and the following Monday shall be observed as the holiday. To be eligible for holiday pay, an employee must work his/her last scheduled work day before the holiday and his/her first scheduled work day after the holiday, or be on sick leave, bereavement leave, personal holiday leave, or vacation on the holiday.

B. Special Holidays: Additional holidays declared upon special occasions by the President of the United States, the Governor of Illinois, or the Mayor of Decatur may be granted to employees from time to time, but only with the approval of the Library Board of Trustees.

C. Religious Holidays: Religious holidays may be taken as annual vacation leave, personal holiday leave, leave without pay, or at the discretion of the Division Head or City Librarian, be scheduled as time off to be made up later.

D. Personal Holidays: Full-time employees are entitled to sixteen hours personal holiday leave per fiscal year. Part-time employees are entitled to eight (8) hours personal holiday leave per fiscal year. This leave may be taken in increments of one hour or more. All personal holiday leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New full-time employees who are employed between May 1 and October 31 are entitled to 16 hours of personal holiday leave that fiscal year; those employed between November 1 and April 30 receive 8 hours personal holiday leave for that fiscal year. New part-time employees who are employed between May 1 and October 31 are entitled to 8 hours of personal holiday leave that fiscal year; those employed between November 1 and April 30 receive 4 hours of personal holiday leave for that fiscal year.

Personal holiday leave must be used within the fiscal year earned.

**B. Vacation Rates:** Vacation leave is earned as follows:

1. Graduate (master degree) librarians - 20 working days of vacation leave each year.
2. Other employees - 10 working days of vacation leave each year during the first eight years of employment. 15 working days of vacation leave each year during the ninth through fifteenth years of employment. 20 working days of vacation leave in the sixteenth and subsequent years of employment.

**C. Vacation Leave Accrual:** Vacation time is credited annually to the employee at his/her anniversary date of employment. Part-time employees shall accrue vacation leave based on the actual hours worked calculated against a 40 hour week. For example, a part-time employee who worked 20 hours would earn one-half the vacation leave earned by a full-time employee.

**D. Accumulation of Vacation Leave:** There is no accumulation of vacation leave. Vacation leave must be taken during the twelve month period following accrual, unless permission to defer is granted by the City Librarian.

**E. Holidays:** If a holiday observed by the Library falls within an employee's vacation leave period, that day off will be charged to holiday time rather than vacation time.

**F. Scheduling of Vacations:** The scheduling of vacations is subject to the approval of the City Librarian. All vacations shall be taken at such time or times during the year as deemed by the Library in its best interests. Vacation requests of more than two consecutive working days require that approval be obtained at least two weeks in advance of time requested. If prior approval is not obtained before taking vacation leave, it may be deducted from the employee's paycheck as leave without pay.

In scheduling vacations, as much consideration should be given to the wishes of the employee as is consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more.

Vacation leave taken in consecutive anniversary years must be separated by at least one month unless permission is otherwise granted by the City Librarian.

If, during vacation leave, an employee becomes ill or suffers the death of an immediate member of his/her family, the appropriate portion of the vacation leave may be changed to sick or bereavement



### **VIII. SICK LEAVE**

The purpose of sick leave is to provide protection for employees when they are ill or an immediate member of the family is ill. Paid sick leave is earned by all full-time employees and all part-time employees who work a minimum of 20 hours per week. Immediate member of the family is defined as children and spouse, mother and father, brothers and sisters, and any relative domiciled in the employee's home.

A. Rate for Employees: Sick leave accrues at the rate of eight hours per month to a maximum of 240 days for full-time employees. Sick leave accrual for part-time employees is four hours per month to a maximum of 240 days. No sick leave accrues during unpaid leaves of absence.

B. Accumulation of Sick Leave: Sick leave may be accumulated up to 240 days. Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 240 days for credit in the Illinois Municipal Retirement Fund so long as such accumulation for credit is allowed by the Illinois Municipal Retirement Fund.

An employee who has accumulated 100 sick leave days as of May 1 shall be granted one additional personal holiday to be used at any time during the year prior to April 30, provided the Division Head is given notice five working days prior to the day taken. Such day may not be accumulated or carried from one year to the next.

At no time is any employee paid for accumulated sick leave time. Sick leave time may not anticipate the accrual of sick leave credits.

C. Use of Sick Leave: Payment of sick leave will be contingent upon notification of illness or injury to the Administrative Office. An employee who is not going to report for work must notify the Administrative Office as early as possible, but no later than two hours after the beginning of a scheduled work shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for a leave of absence from duty for a period of up to six months. The granting of such leave shall be contingent upon the availability to the Library of alternate means to accomplish satisfactorily said employee's duties during such leave of absence. In the absence of such leave or upon the expiration of leave so granted, if an employee is unable to resume his/her duties, he/she shall be considered to have resigned from the Library.

## **IX. SPECIAL LEAVES OF ABSENCE**

A. **Bereavement**: Paid leave of absence will be granted in the event of a death in the employee's immediate family. This leave, dependent upon funeral arrangements and travel requirements, shall not exceed four days. Immediate family for bereavement leave includes: spouse, children, spouse of children, parents of the employee or his spouse, brothers and sisters of the employee and of his spouse, grandchildren and grandparents of the employee, brother-in-law and sister-in-law of the employee, and any relation of the employee or of his spouse domiciled with the employee.

B. **Jury Duty**: Employees who are called for jury duty shall be given time off from work to perform this duty. During absences for jury duty, employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the court. When an employee is required to serve under subpoena as a witness in a court proceeding, except when the subpoena is related to Library business, personal days, compensatory time, or vacation time must be used.

C. **Military Service**: Leave without pay will be granted for military service in accordance with current Federal and Illinois laws.

D. **Special Leaves of Absence**: Employees may request from the City Librarian a special leave of absence without pay for good cause shown. A special leave of absence may not exceed six months. A partial list is as follows but it is not considered as being exclusive nor exhausting all possible causes:

1. Study
2. Travel
3. Protracted illness in employee's family when employee is responsible for the care of the family member.
4. Parental child care not covered by VII.

Such leaves of absence shall be subject to other variables such as:

1. Number of employees already on leaves of absence
2. Previous leaves of absence of the particular employee
3. Operational needs of the Library



Employees on unpaid leaves of absence are not eligible for paid absences, paid sick leave, paid vacation, paid holidays, or paid personal days. Additionally, they do not accrue sick leave or vacation leave in any month in which they do not work at least 20 calendar days.

E. Family Leave: The Library will comply with the Family Medical Leave Act.

F. Emergency Leaves: If a serious emergency arises with respect to the spouse or children or a member of the immediate family in the household of an employee, this employee will be allowed to leave his/her duties while such emergency exists. If the emergency continues beyond the day on which it first occurred, arrangements shall be made by the employee to enable him/her to return to work on his/her next scheduled work day. Emergency leave may be taken as sick leave, vacation leave, compensatory time, or leave without pay.

G. Weather Leaves: If the Library is closed due to severe weather, employees will be paid for the time they were scheduled to work during the period of closure. Closing the Library in times of severe weather will be the decision of the City Librarian. If the City Librarian is unavailable, then the Librarian-in-Charge will make the decision.

## X. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS

A. FICA and IMRF: The Library participates in the Federal Insurance Contributions Act (FICA), commonly known as Social Security Insurance. Participation is required of all employees, and payroll deductions are automatically made in accordance with current provisions of FICA. The Library also participates in the Illinois Municipal Retirement Fund (IMRF) program which covers more than 2,000 municipalities and 112,000 municipal employees. Coverage is compulsory for all employees who are under 70 years of age at the time of employment and who are hired for a position normally requiring performance of duty for 1200 hours or more per year. Contributions are withheld from each salary check. Booklets describing the IMRF program are available from the Administrative Office.

B. ICMA Deferred Compensation: Employees are eligible to participate in a deferred compensation plan administered by the ICMA (International City Management Association) Retirement Corporation. Under this plan, employees may defer a portion of their salary into a wide range of investment options. The Library makes no contribution to any employee's ICMA plan.



remain in effect for up to six months of leave, with the premium to be paid by the Library. If such illness or injury is certified by the employee's physician to be of a terminal nature and if said employee has retired under the disability provisions of the Illinois Municipal Retirement Fund, his/her group life insurance policy shall remain in effect for up to twelve months. If, by reason of policy of the City of Decatur, the group medical, hospitalization, or life insurance coverage of such employee is required to be converted to individual coverage at a time prior to the time provided herein, the Library will assume the cost of coverage for the converted policy of this employee.

Upon retirement, or leaving the Library's employment, individuals shall be given the opportunity to continue to participate in the Library's Group Health Insurance Plan at their expense, as per federal law and regulations. Employees shall be given notice of their right to continue in the Group Health Insurance Plan.

D. Worker's Compensation: The Library shall provide worker's compensation in accordance with state law for all employees. The Library will pay the employee's regular salary for the first three days of any on-the-job illness, injury, or disability which is not paid by worker's compensation.

E. Sexual Harassment: The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. The Library's Sexual Harassment Policy is attached to this personnel policy.

F. Retirement Age: The Library has no mandatory retirement age.

G. Outside Employment: Full-time employees are not to engage in outside work which might interfere with their regular library duties or physically affect the performance of those duties.

H. Discipline, Suspension, and Dismissal:

1. Discharge or suspension of employees in the classified Civil Service shall be in accordance with the Civil Service laws of the State of Illinois and the rules and procedures established by the Civil Service Commission of the City of Decatur.
2. In the event of discharge or suspension for more than thirty (30) days of a Division Head or supervisor who is not in the classified Civil Service, such individual may request a hearing by the Library Board of Trustees. The procedure for such request

- b. Within ten (10) working days of the request for hearing, the Library Board of Trustees, or a committee designated by the Board (such committee to consist of not less than three Board members), shall convene and inquire into the facts and circumstances of the discharge or suspension. The hearing shall be informal and the Board or Committee may establish the procedure to be followed for each hearing as in its judgement it deems appropriate. The individual may have the assistance of counsel.
  - c. Within two (2) weeks from the time the hearing is completed, the Board or the Committee, as the case may be, shall uphold, reverse, or modify the discharge or suspension.
  - d. If an order of suspension is reversed or modified, the individual shall return to work on his/her next scheduled day of work or at the completion of his/her modified period of suspension, as the case may be, and shall be compensated for any loss in pay resulting from loss of work time over and beyond any period of suspension authorized by the Board or Committee.
  - e. If an order for discharge is reversed, the individual shall be reinstated into his/her former position and shall receive compensation equivalent to pay lost as a result of the discharge which has been reversed.
3. Upon grounds connected with or reflecting upon the public service, the proper discharge of his/her duties, or for other good reasons affecting the efficient operation of the Library, an employee may be administratively disciplined by an oral reprimand, a written reprimand, or suspension.

I Grievance Procedure: An employee with a grievance regarding conditions of employment or supervision shall proceed in accordance with the following provisions:

1. Grievances shall be communicated by the employee to his/her Division Head or other immediate supervisor.
2. If the grievance is not resolved, the employee may seek and shall receive a hearing of this grievance at successively higher levels of administrative authority up to and including the City Librarian.

4. If a grievance alleges misconduct or bias on the part of another staff member, such staff member shall be present at all hearings of the grievance.

J. Nepotism: Relatives of the Library Board of Trustees will not be employed, full or part-time. Such relatives are defined to be the spouse or children of the Board Member.

Members of the same immediate family or the corresponding relationship by marriage may be employed by the Library but not where one would be in the position of supervising the other.

Members of the same immediate family are defined as any of the following: spouse, parent, child, sister, brother, grandparent, grandchild, aunt, uncle, or cousin, or the corresponding relationship by marriage.

K. Tuition Reimbursement: The Library will reimburse the cost of tuition and fees for courses directly related to an employee's job, and will reimburse one-half of the tuition and fees cost for any course indirectly related to an employee's job, up to a maximum amount set annually per year for each full-time employee, and to a maximum amount set annually per year for each part-time employee, provided the course is completed successfully.

1. In all cases a grade of "C" or higher will represent successful completion of the course.
2. There will be no reimbursement for books, supplies, or other expenses.
3. Reimbursement applies only to courses offered for college credit.
4. In order to receive tuition and fees reimbursement, the employee must submit to and have approved by the City Librarian a "Request for Tuition Reimbursement" form prior to the commencement of the course.

L. Personnel Files: The Library shall maintain one official personnel file for each employee. Upon twenty-four (24) hours notice, the employee and/or his/her authorized representative shall have the right to review his/her file during the Library's working hours. If the review occurs during the employee's working hours, it shall be limited to one hour. Upon request, the Library will reproduce one (1) copy of any material in the personnel file and the employee shall pay five (5) cents per page for such copying.



pro-rated in accordance with the number of hours normally worked in proportion to a full-time work week.

- O. Civic Donation: Employees may be given leave by the City Librarian to donate blood or to engage in comparable public health, civic, or charitable work during work hours, but no more than one request per month from the same employee will be honored.
- P. Exit Interview: The City of Decatur Human Resources Division will conduct an exit interview for all Library employees leaving employment with the Decatur Public Library. Results of the interview will be reviewed by the City Librarian.
- Q. Employee Suggestions: Employees are encouraged to submit suggestions on improvements in working conditions, terms of employment, library procedures, library regulations, library safety, and other areas of interest and/or concern.