



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, March 2, 2023

4:30 p.m.

Board Room

- I. Call to Order – Karl Coleman
- II. Consent agenda (Agenda; February 2, 2023 minutes) (Action)
- III. **Public comments** – – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- IV. Written Communications from the Public
- V. New Business
 1. Personnel Update (Discussion)
 2. Drug and Alcohol Free Workplace (Action)
 3. Procedure to determine On-The-Job Intoxication (Action)
 4. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. Tuition Reimbursement (Discussion)
 3. Emergency Response Plan (Discussion)
 4. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 rmeyer@decaturlibrary.org



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Personnel, Policy and Public Relations Minutes

Date: February 2, 2023

Time: 4:30 p.m.

Board Room

Board President: Sofia Xethalis **Board Members:** Alana Banks,
Shelli Brunner, Susan Avery, Karl Coleman, Jecobie Jones, Jeff Cancienne

Present

Karl Coleman

Shelli Brunner

Susan Avery

Sofia Xethalis – Phoned in

Absent:

Staff: Rick Meyer, City Librarian

Michelle Whitehead, Executive Administrative Assistant

Alissa Henkel, Director Programs, Resources, and Services

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:37p.m.

Public comments: None

Consent Agenda and January 5, 2023 Meeting Minutes- Mr. Coleman requested a motion to approve the consent agenda. No discussion. Passed by unanimous consent.

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer stated he had nothing to report.

Tuition Reimbursement (Discussion) Mr. Meyer thinks increasing tuition reimbursement may allow marginalized populations, and staff to benefit from the increase.

Emergency Response Plan (Discussion) Mr. Meyer stated the event that occurred recently exposed some weak points in our safety program. There was a debrief meeting held that included those involved and a police officer. Mr. Meyer spoke to Mike Pritchett, Greg Zientara, and Jennifer McCosky at the City regarding a revised safety plan. The handheld radios used that day weren't clear. The Library is getting proposals for new radios. Our IT and the City IT will work together to streamline the technology side of the plan. Other considerations include remote locking doors.

Ethics and Gifts Ban Policy (Action) Mr. Meyer stated this is simply the law. Mr. Coleman made a motion to approve the policy. Ms. Avery seconded the motion. All in favor. The motion was adopted.

Breastfeeding Policy (Discussion) Mr. Meyer stated a patron brought this up and asked if a window cling could be displayed. Mr. Meyer stated we need to educate staff to provide privacy for breastfeeding mothers. The Board felt there really wasn't a need to display the window cling regarding breastfeeding.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Meyer met with Nicki Bond, along with Karl Coleman to discuss next steps from the diversity committee. The next meeting is next Wednesday at noon.

Adjournment

Ms. Avery made a motion to adjourn, seconded by Ms. Brunner at 5:10 p.m. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant



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DRUG AND ALCOHOL-FREE WORKPLACE

POLICY STATEMENT

It is the policy of Decatur Public Library to maintain a safe, healthful, productive and drug free work environment. The unlawful possession, use, manufacture, distribution, smoking, storage, consumption or dispensing of a controlled substance or alcoholic beverage is prohibited in the workplace, while performing job duties or while on .

2.0 DEFINITIONS

2.1 Drugs: Controlled substances including, but not limited to, any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; any substance listed in the Controlled Substances Act (720 ILCS 570 et. seq.); any substance listed in the Cannabis Control Act (720 ILCS 550 et. seq.); and drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory or coordination.

2.2 Reasonable Suspicion: A good faith belief based on specific, articulable symptoms that an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonably prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace or while engaged in work for the employer.

Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- a. Abnormal, irrational, erratic or unusual demeanor, behavior or conduct;
- b. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- c. Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property;
- d. Negligence or carelessness in the operating of Library equipment or machinery;
- e. Carelessness that results in any injury to the employee or others;
- f. Slurred speech or unsteady walking, reduction in dexterity, agility,

coordination or movement;

g. Illegal possession of drugs or controlled substances;

h. Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;

2.4 Workplace: The Library's premises, including any building, real property and parking area under the control or use of the Library or area used by the employee while in performance of the employee's job duties, vehicles, whether leased, rented or owned or private vehicles parked or otherwise on the Library's premises or worksite.

3.0 PROHIBITED CONDUCT AND ACTIVITIES

3.1 The following conduct is prohibited by the Library:

a. The unauthorized use, possession, manufacture, distribution, smoking, storage, consumption or sale of drugs, drug paraphernalia, or alcohol while on or in Library property (owned or leased), in the workplace, while performing job duties.

b. Being under the influence of drugs or alcohol while on or in library property (owned or leased), in the workplace, while performing job duties.

c. Being under the influence of legal or prescribed drugs or chemicals used in excess of, or in non-conformity with, prescribed limits while on or in Library property (owned or leased), in the workplace, while performing job duties.

d. The illegal use, possession, manufacture, distribution, smoking, storage, consumption or sale of drugs or drug paraphernalia whether on or off duty.

e. Storing of any illegal drug, drug paraphernalia, cannabis or alcohol in or on Library property (owned or leased).

f. Failing to notify an employee's supervisor, prior to starting work, of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that the employee is taking or has taken which might affect the performance of the employee's duties.

g. Refusing to immediately submit to and failing to comply with an alcohol and/

or drug test when requested by a supervisor.

h. Failing to provide, within one work day following a request, appropriate documentation confirming a valid prescription for any drug or medication identified by a positive drug test.

j. Failing to adhere to the requirements of any drug and/or alcohol treatment program in which the employee is enrolled as a condition of continued employment.

k. Failing to notify the employee's supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and nolo contendere) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea.

l. Tampering with, adulterating, altering, substituting or otherwise obstructing any testing process required pursuant to this Policy.

4.0 PROCEDURES

4.1 The Library will continue its policy of post-offer drug testing for job applicants. Failure of the drug test for all drugs other than cannabis will result in the withdrawal of a job offer. Failure of the drug test for cannabis may result in the withdrawal of a job offer.

4.2 If reasonable suspicion exists that an employee violated this Policy, the employee will be subject to, and must submit to, reasonable drug and alcohol testing in conformance with policy.

4.3 Any drug and alcohol testing procedures in collective bargaining agreements shall remain in full force and effect. When this policy and collective bargaining agreement language are in direct conflict, collective bargaining language shall prevail. Otherwise this policy language shall prevail.

4.4 Employees must notify their supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that they are taking or have taken which might affect the performance of their duties or threaten the safety of the employee or any other person.

4.5 Employees must notify their supervisor of any arrest, conviction, or relevant plea, including pleas of guilty and nolo contendere, relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea.

5.0 VOLUNTARY TREATMENT

5.1 The Library strongly encourages employees who believe or suspect that they may be abusing drugs and/or alcohol to voluntarily seek treatment before their job performance is affected. Any employee who notifies the Library of alcohol or drug abuse problems will be treated in the same manner as any other employee with an illness. Information and communications regarding an employee's voluntary treatment or counseling due to actual or suspected drug and/or alcohol abuse shall remain confidential in accordance with state and federal law.

5.2 Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to any of the following:

- a. The employee testing positive for illegal drugs, cannabis and/or alcohol;
- b. The employee being notified of an upcoming or impending drug and/or alcohol test;
- c. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
- d. Any return to duty or related follow-up testing for drugs and/or alcohol;
- e. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.

5.3 Employees who seek treatment voluntarily for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of Library policy whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.

5.4 Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this or other policies even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this or other policies.

5.5 Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family Medical Leave Act and other applicable laws. Such leave requests shall be treated in the same manner as any other request for leave pursuant to administrative policy.

6.0 PENALTIES

6.1 Employees found in violation of this Policy will be subject to disciplinary action up to and including termination or be required to satisfactorily participate in a drug abuse assistance

or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

6.2 Employees subjected to discipline on the basis that the employee is under the influence or impaired by alcohol or drugs shall be afforded a reasonable opportunity to contest the basis of the determination.

7.0 RESPONSIBILITIES

7.1 The City Librarian will be responsible for the administration of this Policy.

Approved July 16, 2020



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PROCEDURE FOR DETERMINING ON-THE-JOB INTOXICATION -ALCOHOL AND DRUGS

1.0 POLICY STATEMENT:

Alcoholism and drug dependence are fully recognized by the Library as treatable illnesses and will be regarded as such by the Library. The Library is sensitive to the impact alcoholism and drug use can have on the lives of employees and their families. For this reason, the Library makes an Employee Assistance Program (EAP) available for the purpose of helping employees cope with these illnesses. However, the use of illegal drugs, abusing prescribed drugs, being under the influence of alcohol, drugs, cannabis, or consuming or using alcohol, drugs, cannabis or cannabis-infused products in the workplace while performing job duties represents grounds for discipline and possible dismissal from service with the Library. A policy of on-the-job detection of drug or alcohol abuse should not be interpreted as barring voluntary entry into the EAP prior to detection or disciplinary actions arising out of on-the-job drug or alcohol abuse. Supervisors who suspect an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, whose work performance may be impaired by drugs or alcohol, or is consuming alcohol, drugs, cannabis or cannabis- infused products in the workplace, while performing their job duties, will order the employee to take a breath test or drug screen test to determine such.

2.0 DEFINITIONS:

2.1 **Drugs:** Controlled substances including, but not limited to any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; any substance listed in the Controlled Substances Act (720 ILCS 570 et. seq.); any substance listed in the Cannabis Control Act (720 ILCS 550 et. seq.); and drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act, but which have adverse effects on perception, judgment, memory or coordination.

2.2 **Reasonable Suspicion:** A good faith belief based on specific, articulable symptoms an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonable prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the employer. Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

- a. Abnormal, irrational, erratic or unusual demeanor, behavior or conduct;

- b. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
- c. Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property;
- d. Negligence or carelessness in the operating of Library equipment or machinery;
- e. Carelessness that results in any injury to the employee or others;
- f. Slurred speech or unsteady walking, reduction in dexterity, agility, coordination or movement;
- g. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute;
- h. Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;

2.4 Workplace: The Library's premises, including any building, real property and parking area under the control or use of the Library or area used by the employee while in performance of the employee's job duties, including vehicles, whether leased, rented or owned or private vehicles parked or otherwise on the City's premises or worksite.

3.0 PROCEDURES:

3.1 If a supervisor has reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties, the supervisor will complete the Reasonable Suspicion Checklist Form attached to this Policy and if reasonable suspicion exists, will order the employee to take a breath test or drug test which could be a urine drug screen test, blood test, hair follicle test or saliva test and will also notify the Human Resources Department of said order.

3.2 All employees are required to submit to alcohol and/or drug testing if a supervisor determines that there is reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties. If the employee refuses, the refusal will be treated as

refusing a direct order from a supervisor as well as a positive test and the employee will be subject to discipline up to and including dismissal.

3.3 If the employee agrees to the appropriate test, the employee's supervisor will request the test to be administered at a medical facility contracted by the Library. The supervisor will also transport or arrange for transportation and accompany the employee for the appropriate test and transport or arrange for transportation home for the employee.

3.4 If there is evidence of intoxication or the presence of illegal drugs, the appropriate action can be taken, per the Drug and Alcohol Free Workplace Policy.

3.5 The employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

3.6 Employees subjected to discipline on the basis that the employee is under the influence or impaired by alcohol or drugs shall be afforded a reasonable opportunity to contest the basis for the imposition of discipline.

3.7 Nothing in this Policy should be interpreted as superseding terms set forth in a collective bargaining agreement.

4.0 RESPONSIBILITY:

It is the responsibility of the City Librarian to take the above steps should an employee be suspected of using illegal drugs, abusing prescribed drugs, is under the influence of alcohol, drugs or cannabis, or is consuming alcohol, drugs, cannabis or cannabis-infused products in the workplace, while performing their job duties. The City Librarian is responsible for ensuring that this policy is implemented by their supervisors.

REASONABLE SUSPICION CHECKLIST
POLICY F-130

Reasonable Suspicion: A good faith belief based on specific, articulable symptoms an employee is manifesting while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position that are sufficient to lead a reasonably prudent person to find that an employee is impaired or under the influence of drugs or alcohol while at the workplace, while engaged in work for the employer.

Please check all that apply.

Factors that may be considered include, but are not limited to, any of the following, alone or in combination:

Abnormal, irrational, erratic or unusual demeanor, behavior or conduct. Please specify.

Excessive unexcused absenteeism, tardiness, or deterioration in work performance. Please specify.

Disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property. Please specify.

Negligence or carelessness in the operation of Library equipment or machinery. Please specify.

Carelessness that results in any injury to the employee or others. Please specify.

Slurred speech or unsteady walking, loss of dexterity, agility, coordination or movement. Please specify.

Illegal possession of drugs or controlled substances. Please specify.

Observable phenomena, such as direct observation of drug or alcohol use, employee's speech, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol. Please specify.

Approved July 16, 2020

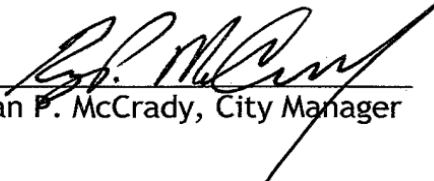
CITY OF DECATUR ADMINISTRATIVE POLICY & PROCEDURE MANUAL



Subject: TUITION REIMBURSEMENT PROGRAM	Number F - 470
Effective Date January 1, 2014	Revision 5
	Page 1 of 2

- 1.0 POLICY STATEMENT:** The City of Decatur will reimburse the cost of tuition for courses directly related to an employee's job, and one-half the cost of tuition for approved courses indirectly related to an employee's job, up to a maximum of \$500 per year per employee, unless otherwise specified by current Administrative Policy or Collective Bargaining Agreement.
- 2.0 PURPOSE:** It is the intent of the City to encourage employees to further their education and to prepare themselves for career advancement in the City service. Since the cost of tuition, particularly at private schools such as Millikin University, makes it necessary to limit reimbursement to individual employees so that funds are available to help the maximum number of students, the following regulations will govern the tuition reimbursement program.
- 3.0 PROCEDURES:** Upon successful completion of a course which is directly related to an employee's job, the City will reimburse all of the tuition for the course. Upon successful completion of a course that is indirectly related to an employee's job, the City will reimburse one-half of the tuition.
- 3.1 Tuition reimbursement is available for regular full-time employees provided they are employed as of the completion date of course(s). Regular half-time employees will be eligible on a pro-rata basis, provided they are eligible for other employee benefits. Approval for reimbursement is based on "job relatedness" of the particular course.
- 3.2 Tuition will be reimbursed for an alphabetical or letter grade only, which will be a grade of "C" or better. Tuition will not be reimbursed for Pass/Fail grades or for courses which are audited.
- 3.3 Reimbursement will be limited to a maximum of \$500 per employee for undergraduate level courses and \$600 for graduate level courses for the 12 month period beginning May 1 each year, unless otherwise specified by current Administrative Policy or Collective Bargaining Agreement.

- 3.4 Reimbursement applies only to tuition. In no case will the City reimburse for books, supplies, fees, or other expenses, unless otherwise specified by current Administrative Policy or Collective Bargaining Agreement.
- 3.5 In no case will City funds be used if the employee is receiving financial assistance for tuition from any other source, either a government agency or a private scholarship or grant. In the case of partial alternative funding, the City may, upon recommendation by the Human Resources Manager, reimburse the remaining tuition expense.
- 3.6 In order to receive tuition reimbursement, the employee must submit a Request for Tuition Reimbursement form prior to the start of the course, so that the employee knows the reimbursement status of the course before it begins. Request for Tuition Reimbursement forms, which are available from the Human Resources Division, must be submitted to the employee's Department Director who will approve or deny the request, and determine whether the course is eligible for full or half reimbursement. If the Department Director approves, the request will be sent to the Human Resources Manager who will approve or deny it. The Human Resources Manager will be the final authority on whether or not the request is approved, and what portion will be returned to the employee.
- 3.7 Upon successful completion of an approved course, the employee must submit proof of grade and proof of payment for the course to the Human Resources Manager who will then arrange for reimbursement through the Department of Financial Management.
- 4.0 RESPONSIBILITY:** All Department Directors are responsible for informing their employees of the requirements of this policy, for counseling employees in the planning and scheduling of their long-range educational programs, and for processing tuition reimbursement requests as outlined above. The Human Resources Manager is responsible for administering the tuition reimbursement program as outlined above, for determining eligibility of employees after consultation with department directors, and for keeping any records that may be necessary.



Ryan P. McCrady, City Manager

See also: Policy F-101: Personnel Policies and Benefits for Management Personnel
Decatur PBPA Collective Bargaining Agreement
IAFF Local 505 Collective Bargaining Agreement