



DECATUR PUBLIC LIBRARY

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BOARD OF TRUSTEES

Personnel, Policy, and Public Relations Committee

AGENDA

Thursday, July 7, 2022

4:30 p.m.

Board Room

- I. Call to Order Karl Coleman
- II. Consent agenda (Agenda; June 2, 2022 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. Other (Discussion)
- VI. Old Business
 1. Diversity, Equity, Inclusion (Discussion)
 2. City Librarian Annual Review (Discussion)
 3. Remote Work Policy (Action)
 4. Unattended Children Policy/Library Use Guidelines (Action)
 5. Continuing Education and Travel Policy (Action)
 6. Management Personnel Policy (Action)
 7. Extension of FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 (Action)
 8. Other (Discussion)
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

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

Date: June 2, 2022

Time: 4:30 p.m.

Board Room

Board President: Samantha Carroll **Board Members:** Sofia Xethalis, Anay Hunt, Alana Banks, Shelli Brunner, Susan Avery, Karl Coleman, Jacobie Jones

Present

Samantha Carroll
Karl Coleman
Susan Avery

Absent:

Shelli Brunner
Anay Hunt

Staff: Rick Meyer, City Librarian

Michelle Whitehead, Executive Administrative Assistant

Guests: None

Call to Order: Mr. Coleman called the meeting to order at 4:46 p.m.

Public comments: None

Agenda- Mr. Coleman requested a motion to approve the agenda. Ms. Avery made a motion to approve the agenda, seconded by Ms. Carroll. All in favor. The motion was adopted.

Minutes of May 5, 2022 Mr. Coleman requested a motion to approve the May 5, 2022 minutes. Ms. Avery made the motion to approve the minutes, seconded by Ms. Carroll. All in favor. The motion was adopted.

Written Communications from the Public: None

New Business

Personnel Update (Discussion) Mr. Meyer reported that a full-time library page, Linda Wayne, retired after 17 years. There is 1 applicant for her position, Amy Danko. Ms. Danko will be granted that

position as of June 6. Her part-time page position will be posted internally, then follow the civil service process and open it up to the public.

Tool Library (Action) Mr. Meyer was approached by Deputy City Manager Kindseth to create a tool library as part of neighborhood revitalization. There is grant money to support simple home improvement tools. The tools would be borrowed by the public. Considerations for this project include maintenance of tools, space, manpower, database of tools, a lending waiver, allocated space, how to manage it. The recommendation was to suggest Mr. Kindseth look at CONO, or other neighborhood organizations instead of The Library.

Other (Discussion) Mr. Meyer opened a discussion about drug use on Library property. He requested guidance on how to handle these circumstances. Ms. Avery suggested a security presence will alleviate some of that behavior. It was also suggested to The Library a non-smoking campus. Discussion led that a warning is appropriate, and follow up with the police for any additional offense. No policy will be created until security is in place. It was discussed that the one-year ban letter would be given to the gentleman if he returned.

On two separate occurrences, knives were found by maintenance. The cost of having a metal detector at the entrance is going to be investigated. There would be a staff member assigned to the metal detector. The addition of security may affect the recent occurrences of knives and drug use.

Old Business

Diversity, Equity, Inclusion (Discussion) Mr. Meyer discussed the packet of material presented. The biggest part of the document is about equity. Mr. Meyer will attend the next DEI meeting. There was a question about whether or not the community will be part of the survey. Mr. Meyer met with Nicki Bond and she will review the document and give feedback as well.

City Librarian Annual Review (Discussion) Mr. Coleman believes he has all of the reviews. He anticipates having it completed in the next week. When Mr. Meyer is not in the building, either Ms. Henkel or Ms. Ziese are in charge.

Remote Work Policy (Action) Mr. Meyer emailed Mr. Zientara last week and does not have a response yet. Workman's compensation goes through a third-party insurance carrier. Currently, we have a staff member that had to quarantine for a procedure and I allowed her to work from home. There is another staff member who is off for medical reasons and her doctor is allowing her to work from home. Remote work is happening. This topic was being tabled.

Unattended Children Policy (Action)

Mr. Meyer stated the current policy. There was a discussion about how to improve that policy. The discussion included comparisons to other libraries and their policies. It was suggested to use the Bloomington Library model and make some adjustments and bring it back for discussion.

Continuing Education and Travel Policy (Action) Mr. Meyer requested guidance on how to decide who is eligible for education and travel. Considerations include budget constraints, staffing needs, availability, seniority, and if they have attended any other conferences. Members Day is online again this year. Mr. Meyer will write something up for the next meeting.

Adjournment

Ms. Carroll made a motion to adjourn at 5:51pm, seconded by Ms. Avery. All in favor. The motion was adopted.

Scribe,
Michelle Whitehead, Executive Administrative Assistant

Final 6.2.22



Instructions for Anti-Bias Policy Audit

Purpose

A policy audit for anti-bias is designed to examine fair and equitable language, practices, and inclusion processes across the organization. Examples of policies include: onboarding, hiring, time off, and performance evaluation. The desired outcome for policy review/revision/creation is to evoke the values of the organization while minimizing the negative impact of bias.

Focus on language that balances organizational needs with a local, national, or global viewpoint as appropriate. Employees should have clear and concise written policies to help them understand expectations and when to seek approval by their supervisor or next level manager. Managerial decision making has a positive or negative impact on employee engagement. When policy design is fair and equitable, it empowers supervisors to make more inclusive decisions while minimizing bias.

Use of this Tool

- HR Generalist/Business Partners - leverage as a consulting tool to advise supervisors and employees
- Supervisors/Managers - carefully review employee requests that require your approval without bias as well as make consistent decisions for similar situations
- Employees - trust managers will make fair and equitable decisions as well as understand the policies

Preparing for a Policy Audit

Step 1: Determine goals and objectives for a policy audit.

Step 2: Identify the project team and key stakeholders for review and approval.

Step 3: Determine when to embed the anti-bias audit instruction and change process into the audit.

Step 4: Decide if you are auditing written policy, documented procedures, and historical practice.

Example

- a. Policy - written travel expense process or circulation policy
- b. Procedure - documented approach to providing advance support to patrons
- c. Practice - department head does informal quarterly performance reviews, but the organizational does a formal annual performance review

Conducting a Policy Audit

Step 5: Examine each policy with various diversity dimensions in mind

Use the dimensions below to isolate any language or phrases that fall under internal, external, or organizational potential bias.

- **Internal** - gender, age, race, ethnicity, sexual orientation, physical ability



- **External** - income, religion, educational background, work experience, marital status, geographical location
- **Organizational** - division/department/unit/group, work location, seniority, exempt vs. non-exempt position, management status, functional level/title

Step 6: Explore a world view while examining policies, procedures and practices

- Local, regional, national policies, approaches, and laws will affect how policies, procedures, and practices are designed, implemented, and/or managed.
- Project team will need to identify key stakeholders to represent different perspectives of the community.
- Project team will need to identify where city and county policies should be applied and consult with Legal.

Step 7: Evaluate for inclusion

- Isolate policies, procedures, and practices that are deemed to have potential bias for further review.
- Identify if policy, procedure, and practice has potential negative impact of bias related to the following:
 - a diversity dimension (internal, external, or organizational)
 - exhibits use of discretion that may lead to unequal application of the policy
 - allows interpretation that could lead to difference of treatment or an exception

Sample policies are below to demonstrate using an anti-bias viewpoint to improve consistency and equitable application of a policy.

- Policy A: Jury Duty
- Policy B: Bereavement

Example 1

Legacy Policy A: Jury Duty

If you are called for jury duty, you must notify your supervisor and your local HR Department in advance of the date you are required to serve. You will be paid your regular salary for your period of service, as long as you provide a court summons at the start of jury duty and submit proof of your service when it is completed. Eligible part time employees will be paid for jury duty served on regularly scheduled work days. You should inform the court that you are receiving your full salary from Decatur Public Library.

When you complete your jury service, you will be reinstated to your previous position or to an equivalent position if it was necessary to fill your position because of business requirements, consistent with applicable law.

Potential Bias:

1. Full time employees are receiving their regular salary during jury duty; however, part-time employees that are “eligible” would receive their regular pay.



2. The word eligible may lead to supervisory discretion resulting in a biased decision to determine who is eligible.

Considerations:

1. Define eligibility to clearly state who is eligible to minimize potential bias
2. If eligibility is not defined, various diversity dimensions can easily filter into decision making with unconscious bias by the supervisor such as: gender, age, ethnicity, job title, physical ability, exempt or non-exempt status, or functional level/title.

Recommendation:

1. Replace “Eligible employees...” to “Full time and benefits eligible part time employees” in the policy statement would be most inclusive because it includes both full time and part time employees.

Inclusive Revision A: Jury Duty

If you are called for jury duty, you must notify your supervisor and the HR Department in advance of the date you are required to serve. You will be paid your regular salary for your period of service, as long as you provide a court summons at the start of jury duty and submit proof of your service when it is completed. *Full time and benefits eligible part time employees* will be paid for jury duty served on regularly scheduled work days. You should inform the court that you are receiving your full salary from Decatur Public Library.

When you complete your jury service, you will be reinstated to your previous position or to an equivalent position if it was necessary to fill your position because of business requirements, consistent with applicable law.



Example 2

Legacy Policy B: Bereavement

Eligible full-time employees can receive up to five days of paid leave in a calendar year in the event of the death or deaths in the family. Bereavement leave is pro-rated for eligible part-time employees. You can direct requests for bereavement leave to your supervisor.

Potential Bias:

1. Full time up to five days and part-time pro-rated for eligible part-time allows the supervisor to have discretion per employee, leaving room for potential bias across diversity dimensions (internal, external, and organizational).
2. A standard set of days for full time vs. part time would minimize the discretion and ensure more consistent application, minimize perception of favoritism by other employees, and increase a more equitable application for use of the policy.

Considerations:

1. Avoid pitfalls for bias: Ethnicity, Age, geographical location, marital status, or exemption status (salaried/hourly) are where bias can creep into decision making for supervisors when determining how many days to approve.
2. A standard set of days for full time vs. time would minimize the discretion and ensure more consistent application, minimize perception of favoritism by other employees, and increase a more equitable application for use of the policy.
3. Family may have different meanings to different employees across a variety of cultures represented. In addition to various cultures and religions that grieve differently.
4. Engage Human Resources in conversations with employees/managers to minimize bias and influence fair and equitable outcomes.

Recommendations:

1. Use of full time or part time already delineates employment status. Narrowing down time off to a range, when not fully aware of all the personal circumstances for this policy, creates some room for an employee to make a request and encourage a two way conversation for the supervisor to consider and approve.
2. The spirit of the policy should allow for benefit of the doubt, respect and time to grieve and in return gain a more productive, engaged, and appreciative employee upon return to the office.

Inclusive Revision B: Bereavement

Full-time employees can receive up to five days of paid leave in a calendar year in the event of the death by a loved one in their family. Benefit eligible part-time employees can receive up to three days of paid leave in a calendar year in the event of the death or deaths in the family or whom you deem to be family. You can direct questions to Human Resources.

Remote Work Policy

Policy brief & purpose

Decatur Public Library's **remote work policy is designed** to make sure that working from home is beneficial to our employees and library.

Scope

Employees are allowed to work from home only if their job duties permit it. For example, people who are obliged to come in direct physical contact with customers are not eligible to telecommute under this policy. But, employees who carry out most of their work on a computer can occasionally work off-site.

Policy elements

Employees work from home or telecommute when they complete their work at a place located outside of our company's premises. They may work from home:

- When experiencing mild but potentially contagious illness.
- Other medical issues.
- Temporary childcare issues.
- Temporary transportation issues
- Other emergencies

Work from home arrangements can be made no more than 12 working days per calendar year.

Other reasons for working from home depend on employees and managers' judgement.

How to determine whether an employee can work from home

We advise both employees and managers to consider these elements before asking/approving work from home:

Requesting Work from Home Procedure

When employees plan to work from home, this procedure must be followed:

- If the work from home arrangement spans for more than a week, managers and team members should meet to discuss details and set specific goals, schedules and deadlines.

Employees who need to work from home for unforeseen reasons should file their request as soon as possible, so managers can consider and approve it.

Compensation and benefits

Usually, work from home arrangements don't affect employees' employment terms. If working from home has any effect on compensation and benefits, then HR is responsible to create a new contract.



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Unattended Children Policy

Parents, legal guardians or their designated caregivers are responsible for the behavior of their children in the Library, whether or not the parents, guardians or caregivers are in attendance.

Decatur Public Library encourages parents to consider the safety and well-being of their children and the needs of other Library users of all ages. Children ages 8 and over are free to use the Library's facilities and resources unattended, provided that their behavior conforms to the Library Use Guidelines and does not disrupt other Library users or staff members. Children under age 8 must be attended and supervised by a parent or a caregiver age 14 years or older at all times while on Library premises. At no time shall a child under the age of 13 be at the library without a parent or caregiver in the building.

It is not the responsibility of Library staff to serve as caregivers, disciplinarians or teachers. Children are subject to all Library rules and policies concerning behavior, conduct, and demeanor. It is the responsibility of parents/caregivers, by monitoring and regulating the behavior of their children, to assure that their children abide by these policies at all times.

If at any time a child under age 8 is unattended and/or unsupervised the following will occur:

- The parent or caregiver will be paged in order to determine if they are in the Library. If the parent or caregiver is in the Library, they will be directed to stay with and supervise the child.
- If it is determined that the child is in the Library without a parent or a caregiver age 14 years or older, a staff member will call the parent or guardian and request that they pick up the child. If the parent or guardian cannot be reached within 30 minutes or does not respond within 30 minutes, the Decatur Police Department will be asked to assume responsibility.
- Anyone not complying with this Unattended Children Policy will first be warned by Library staff and will be advised of the next course of action to be taken by the Library should noncompliance continue.

Decatur Public Library staff will try to notify the parent/caregiver of an unattended child, regardless of age whenever:

- The child is not meeting the Library Use Guidelines.

- The child's behavior disturbs other patrons of the Library.
- The child's health or safety may be in danger.
- The child is frightened or anxious while alone at the Library.
- The child is still at the Library 15 minutes before the Library closes to the public.

If the parent /caregiver cannot be reached, then the Library will contact the Decatur Police Department. In no instance will staff transport the child anywhere.

Approval Pending



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Continuing Education and Travel Policy

I. Conferences, Seminars, and Workshops

Library employees are encouraged to attend conferences, workshops, and seminars related to library work. A budget is established at the beginning of each fiscal year to support training and conference expenditures. Employees with prior approval to attend conferences, workshops, or seminars that charge a fee will be reimbursed for the cost of the registration, or the Library's credit card may be used.

Employees who are presenters at such events are given first priority. Full-time employees will be given higher priority than part-time employees. Priority will be given to employees who have not previously attended an event in the current fiscal year. Employees wishing to attend continuing education opportunities must first seek release from work from their immediate supervisor. Under no circumstances will attendance at such events be allowed to reduce or compromise the library's institutional goals.

Within one week of attendance at such an event, the attendee will submit a written report on the content of the event to their supervisor and the City Librarian.

Employees may be asked to give a verbal report to Division Heads, Board of

Trustees, and or library staff.

II. Travel reimbursement

For travel to approved continuing education and administrative events, the library will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Trustees may adjust this rate as the budget dictates. For travel reimbursement the library will compare the cost of mileage vs. airfare (including the cost of travel to and from the airport and car rental) and the library may choose to compensate at the lower of the two rates. Cost of meals and lodging will be compensated at actual expense at a rate not to exceed that set by the Government Services Administration (<http://www.gsa.gov/portal/content/104877>). A higher rate of compensation for lodging may be considered for conference-affiliated hotels. Costs of parking, cab fare, car rental, or public transportation will be compensated at actual expense. Employees must present receipts for said expenses.

Entertainment expenses will not be reimbursed by the library. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Approved by the Decatur Public Library Board of Trustees

March 19, 2015

Amended June 16, 2016

Amended July 18, 2019

**DECATUR PUBLIC LIBRARY MANAGEMENT
STAFF PERSONNEL POLICY**

Table of Contents

I.	INTRODUCTION	1
II.	RECRUITMENT	1
III.	TRAINING PERIOD	2
IV.	HOURS OF WORK.....	2
A.	Schedules:	2
B.	Work Shifts:	2
C.	Breaks for Nursing Mothers.....	2
D.	Overtime:	3
E.	Flexible Schedule:.....	3
F.	Time Sheets:.....	3
V.	SALARIES, JOB DESCRIPTIONS, PROMOTIONS, AND EVALUATIONS	3
A.	Pay Periods:	3
B.	Salary Adjustments:	3
C.	Job Descriptions:.....	4
D.	Performance Evaluation:.....	4
VI.	HOLIDAYS	5
A.	Days Observed:.....	5
B.	Religious Holidays:.....	5
C.	Bonus Time:.....	5
VII.	VACATION LEAVE.....	6
A.	Initial Eligibility:.....	6
B.	Vacation Rates:	6
C.	Vacation Leave Accrual:.....	7
D.	Accumulation of Vacation Leave:	7
E.	Holidays:	7
F.	Scheduling of Vacations:	7
G.	Payment for Vacation Leave:.....	7
H.	Use of Vacation Leave prior to Termination.	7
VIII.	SICK LEAVE	8
A.	Rate for Employees:.....	8
B.	Accumulation of Sick Leave:.....	8
C.	Use of Sick Leave:	8
IX.	SPECIAL LEAVES OF ABSENCE.....	9
A.	Bereavement:	9
B.	Jury Duty:.....	9
C.	Military Service:	9
D.	Family Leave:	9
E.	Weather Leaves/Building Emergency:	9
X.	INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS	9
A.	IMRF:.....	10
B.	ICMA Deferred Compensation:.....	10
C.	Group Insurance Plans:	10
D.	Worker's Compensation:.....	11

E.	Sexual Harassment:	11
F.	Outside Employment:	11
G.	Discipline, Suspension, and Dismissal:	12
H.	Nepotism:	12
I.	Tuition Reimbursement:	13
J.	Personnel Files:	13
K.	Service Recognition:	13
L.	Civic Donation:	14
M.	Exit Interview:	14
N.	Employee Suggestions:	14
O.	Expense Reimbursement.....	14

DISCLAIMER

THE DECATUR PUBLIC LIBRARY (“LIBRARY”) IS PLEASED TO PROVIDE YOU WITH THIS MANAGEMENT STAFF PERSONNEL POLICY (“POLICY”). THIS POLICY IS INTENDED TO PROVIDE YOU WITH GENERAL GUIDANCE ABOUT THE LIBRARY’S CURRENT RULES AND OPERATING PROCEDURES AND THE BENEFITS WE CURRENTLY OFFER TO ELIGIBLE EMPLOYEES. WE HOPE IT WILL SERVE AS A USEFUL RESOURCE FOR YOU DURING YOUR EMPLOYMENT WITH THE LIBRARY. 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.

IT IS IMPORTANT FOR YOU TO UNDERSTAND THAT YOU ARE EMPLOYED “AT WILL,” WHICH MEANS THAT EITHER YOU OR THE LIBRARY MAY END YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. 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, WITHOUT WRITTEN LIBRARY BOARD OF TRUSTEE’S APPROVAL, CHANGE THE AT-WILL RELATIONSHIP OR MAKE ANY BINDING PROMISES REGARDING THE TERMS OF EMPLOYMENT OF ANY EMPLOYEE COVERED BY THIS POLICY. THE LIBRARY CAN REVISE, REVOKE, AMEND, MODIFY, ADD TO, ELIMINATE, OR OTHERWISE CHANGE THIS POLICY AT ANY TIME WITHOUT NOTICE TO EMPLOYEES. THE LIBRARY HAS THE RIGHT, IN ITS SOLE DISCRETION TO APPLY, OR NOT TO APPLY, THE GUIDANCE OR PROCEDURES CONTAINED IN THIS POLICY, DEPENDING ON THE FACTS OR CIRCUMSTANCES OF EACH PARTICULAR ISSUE.

I. INTRODUCTION

This Policy applies to all Library employees who are not members of the collective bargaining unit and subject to the terms and conditions of the Collective Bargaining Agreement effective May 1, 2017.

Each individual accepting employment on the management staff of the Library is required to read this Policy and accepts the responsibility of abiding by the rules and regulations stated in this Policy. No policy or employee handbook can answer every question or anticipate every situation. For that reason, the Library may reinterpret, change, supplement, or rescind any part of this Policy or any of its other policies from time to time as it deems appropriate, with or without prior notice. This Policy supersedes any earlier policy statements or protocols you may have seen or heard concerning the matters described in this Policy. Nothing in this Policy or in any of the Library's policies, practices, or representations to or about its employees who are not members of the collective bargaining unit is an express or implied contract.

This Policy does not give any employee or potential employee a property or liberty interest in an employment position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, political affiliation, national origin, sex, age, handicap, sexual orientation, or other factor prohibited by law. The Library has an ongoing commitment to the creation of a workplace free of discrimination and harassment. Library recruits, hires, trains, and promotes individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era, or other eligible veteran. The Library is committed to being a fair and equitable workplace.

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. The Library requires that employees provide appropriate documentation to establish both identity and authorization to work as set forth in applicable state and federal law and regulation.

II. RECRUITMENT

Whenever possible, all management staff vacancies will first be announced in-house and consideration will be given to current employees. 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.

It is the policy of the Library to provide equal opportunities to all citizens. In support of this policy, Library will strive for a work-force that at all levels approximates the composition of the community we serve, on the basis of sex, race, and age.

III. TRAINING PERIOD

There is a six-month training period for all employees following an employees initial hiring or any subsequent promotion. To assure that new and promoted employees are aware of the expectations and functions of their job and to answer any questions the trainee employee may have, a formal evaluation will be made at the end of the training period by the trainee employee's supervisor. The training period shall be extended on a day for day basis during any periods of approved leaves of absence.

As to new hire employees, in the event that employment is terminated during the training period, any accrued benefits, leave time, etc., with the exception of vacation, will be lost. As to promoted employees, benefits earned by them in their previous position are maintained during this training 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 workweek is defined as beginning on Monday at 12:01 a.m. and ending the following Sunday at 12:00 midnight. A pay period is two workweeks.

The head of each division normally arranges schedules. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of 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.

Meals and Rest Periods: For any employee working a shift longer than seven and one half (7 1/2) hours, a meal break of at least twenty (20) minutes in length will be provided during the first five (5) hours of the shift. Employees are not compensated for bona fide meal breaks. There is no meal period for employees working four hours or less.

Employees are normally permitted a fifteen (15) minute rest period during each four hours (4) on duty. Time allowed for meals or rest periods may not be accumulated for future use. It is also to be understood that the fifteen (15) minute rest period is not guaranteed if Library services will be affected.

C. Breaks for Nursing Mothers.

The Library complies with applicable federal and state laws regarding breaks for nursing mothers. Generally, unless otherwise provided by law, the Library will provide nursing mothers unpaid reasonable break time to express breast milk for a nursing child for one year after the child's birth and each time the employee needs to express milk. The nursing

mother will be provided a place, other than a bathroom, that may be used to express breast milk and that is shielded from view and free from intrusion by coworkers and the public.

D. Overtime:

"Overtime" means the time spent in the actual performance of work which is in excess of 40 hours in any work week.

Hourly staff that meet the federal and state wage and hour laws necessary to be considered overtime eligible will be paid overtime. Hours worked up to forty (40) hours in any work week are computed and paid at the normal hourly rate. Hours worked above forty (40) hours in any work week are computed and paid at one and one half (1 ½) times the normal hourly rate. All employees must receive prior approval from the City Librarian or his or her designee, before working in excess of forth (40) hours in any work week.

The overtime rate will not paid to those employees in exempt positions.

E. Flexible Schedule:

With the approval of a Division Head, an employee may work a flexible schedule, provided that a flexible schedule will not interfere with normal Library operations. Employees working a flexible schedule may not work more than eleven (11) hours in any one (1) day.

F. Time Sheets:

Employees are required to accurately complete a time sheet indicating total daily hours worked and to complete it at the close of each work day. The Division Head shall verify the accuracy of each time sheet before it is submitted to the Administrative Office. Failure of an Employee to submit a time sheet may result in a delayed paycheck.

V. SALARIES, JOB DESCRIPTIONS, PROMOTIONS, AND EVALUATIONS

A. Pay Periods:

Salaries for all employees are calculated on a biweekly basis. Salaries are paid on the Friday following the end of the two-week period for which the pay has been earned. Salaries are paid through a direct deposit into an employee's account at an approved bank or credit institution.

B. Salary Adjustments:

Salary adjustments, if any, will generally be determined in November of each year by the City Librarian with Board of Trustees approval, based in part on budgetary considerations. Salary adjustments will generally take effect on January 1 of each year.

Salary adjustments, including cost of living adjustments, are in no way guaranteed or promised.

C. Job Descriptions:

Each position has a detailed job description that includes qualifications as well as information about duties and supervision. Job descriptions for all positions are appended to this policy.

D. Performance Evaluation:

All employees will receive an annual performance evaluation, this evaluation will generally be scheduled in the last quarter of the calendar year. The evaluation will reflect performance since the last annual performance evaluation. The results of the evaluation will be the basis for determining merit increases above the cost of living adjustment, if any. Merit raises will generally take effect on January 1 of the calendar year following the evaluation, but Library may change the effective date in its sole discretion. Merit raises and decreases are discretionary and Library may deviate from the below formula in its sole discretion.

The following points will be awarded for each rating on each individual performance measure on the employee’s completed evaluation form:

Fails to meet standard=	0
Needs improvement=	1
Meets standard=	2
Exceeds standard in limited aspects=	3
Substantially exceeds standard=	4

The following table is intended to serve as a general guideline for the Library’s award of discretionary raises based upon performance evaluations:

Composite Evaluation Score:	Greater than 2 but less than 2.5	Equal to or greater than 2.5 but less than 3	Equal to or greater than 3 but less than 3.5	Equal to or greater than 3.5 but less than 3.75	Equal to or greater than 3.75 to 4
Percentage of Current Base Salary	.5%	.75%	1%	1.25%	1.5%

The following table is intended to serve as a general guideline for pay decreases for employees whose performance does not meet Library standards:

Composite Evaluation Score:	Equal to 2	Less than 2 but greater	Less than 1.5 but greater	Less than 1 but greater	Less than .5 but greater	Less than .25
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		than or equal to 1.5	than or equal to 1	than or equal to .5	than or equal to .25	
Percentage of Current Base Salary	0%	.5%	.75%	1%	1.25%	1.5%

VI. HOLIDAYS

A. Days Observed:

The Library currently observes the following days as holidays: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.

Annually the Library determines on which of the above days it will be closed. If the Library is not closed on an observed holiday, 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 twenty (20) hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday.

When an authorized holiday falls on a Sunday, 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. 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.

C. Bonus Time:

Full-time employees are entitled to sixteen (16) hours bonus time leave per fiscal year. Part-time employees are entitled to eight (8) hours bonus time leave per fiscal year. This leave may be taken in increments of one hour or more. All bonus time 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 January 1 and June 30 are entitled to sixteen (16) hours of personal holiday leave that fiscal year; those employed between July 1 and December 31 receive eight (8) hours personal holiday leave for that fiscal year. New part-time employees who are employed between January 1 and June 30 are entitled to eight (8) hours of personal holiday leave that fiscal year; those employed

between July 1 and December 31 receive four (4) hours of personal holiday leave for that fiscal year.

Holiday leave may accumulate up to a maximum of forty (40) hours and may carry over from one fiscal year to another.

VII. VACATION LEAVE

Paid vacation leave is earned by all full-time employees and by part-time employees who work a minimum of twenty (20) hours per week. Vacation leave is governed by the following regulations:

A. Initial Eligibility:

Initial eligibility of employees for paid vacation shall be attendant upon completion of six months of continuous employment.

B. Vacation Rates:

Vacation leave is earned as follows:

For employees hired before January 21, 2016:

- Graduate (master degree) librarians – two hundred (200) hours of vacation leave each year.
- Other employees – eighty (80) hours of vacation leave each year during the first fourth years of employment. One hundred and twenty (120) hours of vacation leave each year during the 5th through 9th year of employment. One hundred and sixty (160) hours of vacation leave in the 10th through the 19th years of employment. Two hundred (200) hours of vacation leave each year during the 20th and subsequent years of employment.

For employees hired after January 21, 2016:

- (Year 1): After 6 months of continuous employment the Employee shall have forty (40) hours of vacation leave.
- (Years 2-4): Eighty (80) hours of vacation leave each year during the 2nd through the 4th year of employment.
- (Years 5-9): One hundred and twenty (120) hours of vacation leave each year during the 5th through 9th year of employment.
- (Year 10-19): One hundred and sixty (160) hours of vacation leave in the 10th through the 19th year of employment.

- (Years 20 and forward): Two hundred (200) hours of vacation leave each year during the 20th and subsequent years of employment.

C. Vacation Leave Accrual:

Vacation time is credited annually to the employee at his/her anniversary date of employment, or at the six (6) month anniversary. Part-time employees earn one-half (1/2) of the vacation time earned by full-time staff.

D. Accumulation of Vacation Leave:

A maximum of forty (40) hours of vacation leave may be carried over from one anniversary year to the next. Any vacation leave in excess of forty (40) hours that is not used prior to the end of an anniversary year shall be lost. Notwithstanding the foregoing, written permission from the City Librarian is required to carry over more than forty (40) hours of vacation leave and employee must have had leave denied during the anniversary year from which the carryover is requested.

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, or his or her designee. Requests for vacation should be submitted as far in advance as possible and will be accommodated if practical and consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more. 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 leave.

G. Payment for Vacation Leave:

Employees will not be paid in lieu of vacation leave, except that terminating or retiring employees will be paid in lieu of accrued vacation leave and in the event of the death of an employee, said employee's estate will receive payment for accrued vacation leave earned. The maximum vacation leave payment would be the vacation leave accrued pursuant to this Article VII for the year of termination plus the forty (40) hours of carryover, if any.

H. Use of Vacation Leave prior to Termination.

An employee shall not be permitted to utilize vacation leave to extend their period of employment with the Library and must return to work after completion of vacation leave.

If the Library believes, in its reasonable discretion, that an employee will not return to work after vacation leave, the employee's termination or retirement date will be the first day of the scheduled vacation leave. This shall not limit the amounts due to employee pursuant to Article VII (G) above. For illustration, if an employee, employed for three (3) years has accrued eighty (80) hours of vacation leave and announces that they will retire or terminate on February 1, 2021, said employee will not be able to continuously use their vacation leave from the period from January 18, 2021 to January 31, 2021 and instead would be treated as terminated or retiring on January 18, 2021 and would receive payment for the eighty (80) hours of accrued vacation leave, pursuant to Article VII (G) above. This shall not restrict an employee from intermittently using leave during that same period.

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 or any medical or dental appointment for the employee or family member. All full-time employees and all part-time employees who work a minimum of twenty (20) hours per week earn paid sick leave. Immediate member of the family is defined as employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. New employees will be credited with forty (40) hours of sick leave on their date of hire.

A. Rate for Employees:

Sick leave accrues at the rate of eight (8) hours per month to a maximum of 1,920 hours for full-time employees. Sick leave accrual for part-time employees is four (4) hours per month to a maximum of 1,920 hours. No sick leave accrues during unpaid leaves of absence.

B. Accumulation of Sick Leave:

Sick leave may be accumulated up to 1,920 hours. Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 1,920 hours for credit in the Illinois Municipal Retirement Fund so long as the Illinois Municipal Retirement Fund allows such accumulation for credit.

An employee who has accumulated 800 hours sick leave as of *January 1* of a given year shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time.

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 prior to the beginning of a scheduled work shift. In addition, the employee is required to call his or her immediate supervisor within two (2) hours of the beginning of the scheduled shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for Family Medical Leave. Additionally, library administration may solicit donation of sick time from other library staff.

The City Librarian may require verification in the form of medical documentation for any sick leave taken.

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. For the purposes of this policy, 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 anyone 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. Paid absence is contingent upon the employee providing a copy of the summons to the Executive Administrative Assistant. 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. Family Leave:

The Library will comply with the Family Medical Leave Act.

E. Weather Leaves/Building Emergency:

If the Library is closed due to severe weather or a building emergency, employees will be paid for the time they were scheduled to work during the period of closure. Closing the Library will be the decision of the City Librarian. If the City Librarian is unavailable, then the Assistant City Librarian will make the decision.

X. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS

The Library shall provide its management employees such benefits as are provided from time to time to all other management employees as such benefits are from time to time in effect, except that the foregoing shall not obligate the Library to maintain or contribute to any such benefit. Benefit plans are regulated by the applicable plan documents and contracts and those plan documents and contracts, not this Policy, govern all provisions and policies related to specific benefits. The Library presently participates in the following:

A. IMRF:

The Library participates in the Illinois Municipal Retirement Fund (“IMRF”) program. Coverage is compulsory for all employees who are hired for a position normally requiring performance of duty for 1000 hours or more per year. Contributions are withheld from each payroll.

B. ICMA Deferred Compensation:

Employees are eligible to participate in a deferred compensation plan administered by the International City Management Association (“ICMA”) 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.

C. Group Insurance Plans:

The Library presently provides, through the City of Decatur, certain group insurance benefits and optional coverages for medical, dental, and vision to full-time employees and those others who qualify for such benefits under the terms of the applicable plan or state and federal laws.

Payment for Library group insurance benefits will be administered as follows:

1. Insurance premiums for which employees are responsible shall be deducted from their biweekly pays on an ongoing basis.
2. Individuals who remain employed by the Library, but for whom biweekly pay is insufficient to cover the portion of insurance premiums for which they are responsible, may continue to receive the benefits of the Library's group insurance programs for themselves and their dependents, provided the employee continues to pay the portions of those premiums due by the employee. Such individuals will also be responsible for continuing to pay the entire premiums to the Library for all optional benefits for which payroll deductions are regularly taken. These include optional life insurance (EOI), IMRF life insurance, and management add-on life insurance.
3. Individuals who are no longer employed by the Library will be treated as follows with regard to the administration of employee insurance benefits. Pursuant to contractual obligations agreed upon by the Library, employees who retire or who

are placed on disability pensions may, in certain instances, retain the right to remain in the group health insurance program, provided the premiums for both employee and dependent coverage are paid in their entirety by the retirees or pensioners.

4. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Library's group medical plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death, a reduction in hours, leave of absence, divorce, legal separation, and a dependent child no longer meeting requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Library's group rates plus an administration fee. The City of Decatur, on the Library's behalf, provides each eligible employee and qualified beneficiary with notice describing rights granted under COBRA when the employee becomes eligible for coverage under City's health insurance plans.
5. The Administration Office of the Library, will be responsible for notifying the Risk Management Division of the City of Decatur of all management employees who retire, take disability leave, or otherwise terminate employment with the Library, and of all cases where employees have insufficient pay to cover insurance deductions for given pay periods. The Risk Management Division is responsible for the general administration of the group insurance plan, and for insuring that the City of Decatur's Treasurer's Office properly bills individuals on a monthly basis for all owed premiums. The City Treasurer will deposit payments for such premiums in the Self-Insurance Fund, and will pay from this fund as statements are rendered.

D. Worker's Compensation:

In case of an on-the-job injury, illness or disability, the Library will pay the difference between such employee's regular salary or wages and any payment received by the employee from a public employee pension fund or under the provisions of worker's compensation or occupational disease laws, or either or both, for time lost from duty, for up to six (6) months.

E. Sexual Harassment:

The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. In accordance with this principle, the Decatur Public Library Board of Trustees has formally adopted a Workplace Discrimination, Harassment, Violence, & Retaliation Policy. Said policy is incorporated herein by reference.

F. Outside Employment:

Full-time employees are not to engage in outside work that might interfere with their

regular library duties or physically affect the performance of those duties.

G. 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. The Library practices progressive discipline. Progressive discipline is used to correct job performance deficiencies, minor misconduct and ongoing behavior problems. Progressive discipline is not used to deal with major misconduct, such as violations of law and other actions that jeopardize people or the Library. An employee may be disciplined by oral reprimand, a written reprimand, suspension, or discharge. The Library's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The goal of disciplinary action is to correct the problem, prevent reoccurrence, and prepare the employee for satisfactory service in the future. Progressive discipline normally has four steps:
 - a. First occurrence: Oral warning
 - b. Second occurrence: Written reprimand
 - c. Third occurrence: Suspension
 - d. Fourth occurrence: Discharge

There may be circumstances when one or more steps are bypassed, and these steps may be used when an employee is having a series of unrelated problems.

Written reprimands and notices of suspension will be hand-delivered to the employee.

3. In cases involving serious misconduct, a major breach of policy, or violation of law, the progressive discipline procedures set forth above may be disregarded and the Library may take any action it deems necessary, including immediate termination of an employee.
4. Nothing in this in this Section G, alters the employment-at-will relationship in any way.

H. Nepotism:

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

The Library may employ members of the same immediate family or the corresponding

relationship by marriage 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.

I. Tuition Reimbursement:

The Library will reimburse the cost of tuition and fees for courses directly related to an employee's job, and may reimburse one-half of the tuition and fees cost for any course indirectly related to an employee's job, up to \$1,000 per fiscal year for each full-time employee, and up to \$500 per fiscal year for each part-time employee, provided the course is completed successfully. The Library will annually determine the total amount of money to budget for tuition reimbursement and reimbursements will not exceed that amount.

In all cases a grade of "C" or higher will represent successful completion of the course.

There will be no reimbursement for books, supplies, or other expenses.

Reimbursement applies only to courses offered for college credit.

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.

J. 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.

K. Service Recognition:

Service recognition will be paid annually to each permanent employee as of such employee's anniversary date. For full-time employees, service recognition pay shall be five dollars (\$5.00) for each year of service commencing with the completion of one year. Beginning on the 10th anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15th anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 20th anniversary, the amount of service recognition for each year of service is thirty dollars (\$30.00). Beginning on the 25th anniversary, the amount of service recognition for each year of service is fifty dollars (\$50.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.

L. 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.

M. Exit Interview:

The City of Decatur Human Resources Division may conduct an exit interview for any Library employees leaving employment with the Library. The City Librarian may review results of the interview.

N. 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 to the City Librarian.

O. Expense Reimbursement.

Expenses incurred while on Library business shall be reimbursed if authorized in advance and approved by City Librarian. Expenses must be accounted for in a timely fashion on a designated expense report, presently Form 1010 and Form 1011, and along with the receipt for the incurred expenses. Expense reimbursement is expressly subject to the Library's Continuing Education and Travel Policy, as amended from time to time. As more specifically set forth in said Policy entertainment expenses will not be reimbursed.

Approved 04/2019



FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19

Purpose

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under Employer's other leave policies such as the Family Medical Leave Act policy and/or the General Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

Emergency FMLA Leave¹

Employee Eligibility

All employees who have been employed with Decatur Public Library for at least 30 days prior to the date they wish the leave to start.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

Amount of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. (FMLA employers only).

Amount of Pay

Leave is unpaid during the first ten working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).



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For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work). In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee **may** use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

Benefits During Leave

The Organization will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Library Administration. If the employee does not continue these pre-arranged benefit payments, the Organization may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees **will** accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Library Administration as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of Decatur Public Library Administration and the employee if the employee is unable to work or telework.

Job Restoration

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

Emergency Paid Sick Leave

Eligibility

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount and Reasons for Leave

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

Amount of Pay

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

² Generally, an employee who takes Emergency FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. If the position the employee held before leave started no longer exists due to economic conditions or operational changes that are made because of the public health emergency, and no equivalent position is available, the employee will not be returned to employment. However, for the period of one year after qualifying leave under this policy ends, the Organization will make reasonable efforts to contact the employee if an equivalent position becomes available.



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The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee **must** use any available vacation, sick or personal time to supplement pay available under the law.

Notice and Documentation Required

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

Carryover

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Intermittent or Reduced Schedule Leave

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;



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- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the Organization. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Organization, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

Job Protections

Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

Approved by the Decatur Public Library Board of Trustees
June 18, 2020

Policy extended through June 30, 2021 by Board of Trustees
January 21, 2021

Policy extended through December 31, 2021 by Board of Trustees
August 19, 2021