



## Illinois Heartland Library System

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MEMO TO: IHLS Executive Committee  
FROM: Leslie M. Bednar  
DATE: March 10, 2020  
RE: IHLS Personnel Code Review, Sections I and II

### **Background**

It is our practice to review the IHLS Personnel Code in its entirety every few years to insure it accurately reflects our organization's values, mission and goals related to human resources and personnel. It is also a good opportunity to review all legally mandated requirements are accurately stated in the code. The personnel committee began this task in January with a goal to complete the review by the end of June.

### **Activity**

The committee has finished review of the first two sections of the code:

- Section I: Introduction
- Section II: Employment Process

These beginning sections have been substantively rearranged, and it may be helpful to consider "before and after" versions. To that end, please find attached:

- board-approved 2017 version of the IHLS Personnel Code, pp. i – 13
- personnel committee-approved 2020 version of the IHLS Employee Handbook, pp. i - 10

Hopefully with review you will see the substance of the old is present in the new.

The committee will present the completed sections to the board in March for consideration and approval.

### **Next Steps**

Given the committee's aim of completing review by the end of this fiscal year, the committee is considering two meetings per month to ensure the goal is met. The next two meetings are:

- March 31, 5 p.m.
- April 7, 5 p.m.

Thank you for your consideration and input.

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**Illinois Heartland Library System**  
IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

# Employee Handbook

<b>Effective:</b>	<b>July 1, 2011</b>
<b>Approved:</b>	<b>July 5, 2011</b>
<b>Amended:</b>	<b>February 28, 2012</b>
	<b>May 27, 2014</b>
	<b>May 26, 2015</b>
	<b>February 4, 2016</b>
	<b>January 24, 2017</b>
	<b>March 28, 2017</b>
	<b>April 25, 2017</b>

## **Table of Contents**

Table will be reorganized to reflect changes in the flow of the handbook.

Greetings IHLS Teammate,

I would like to welcome you to the Illinois Heartland System family! You had the spark that we could not let pass us by, and together I hope we can work to build one another while working to expand this wonderful organization.

We see one another as more than fellow employees, we are a family. We value the relationships inside and outside of this organization equally and strive daily to maintain a healthy and open flow of information and communication with one another. Our goal is to create a healthy and happy workplace where both members and employees feel valued. Building strong relationships within the workplace and the community are a part of our IHLS value system

On July 1, 2011 Illinois Heartland Library System (IHLS) was formed through a merger established by the Illinois State Library. This merger consisted of four regional library systems in central and southern Illinois (Lewis & Clark, Lincoln Trail, Rolling Prairie and Shawnee). There are now a total of three library systems, The Chicago Public Library System, The Reaching Across Illinois Libraries Systems (RAILS) and IHLS. The System is supported from the annual System Area and Per Capita Grant administered by the Illinois State Library and by fees for services provided to member libraries.

As the Executive Director, my responsibility is to support the administration of the organization. I support the System by administering policies approved by the Board of Directors and procedures established by our administrative staff.

The information in this handbook should be used to aid in your introduction to IHLS, and outlines our expectations of employees and the policies, programs, and benefits available. You should familiarize yourself with the contents as soon as possible, as it will answer many of the questions about employment with our organization. Please keep it handy for future reference. If anything within this handbook is unclear or raises questions about any aspect of your employment, please contact your Manager. We hope that your experience with IHLS will be challenging, enjoyable, and rewarding.

Leslie M. Bednar, MLS  
Executive Director

# I. INTRODUCTION

## A. Purpose of Code

The purpose of this Employee handbook is to provide insights into Illinois Heartland Library System (IHLS) and who we are. This handbook will also aid employees in the performance of their responsibilities as members of the IHLS family and to provide a common understanding for the way we strive to serve.

The contents of this handbook do not constitute an expression of or an implied employment contract between IHLS and any of its employees. IHLS cannot foresee every circumstance or question about policy. As changes happen within the organization, there may be a need to modify policies in the handbook. IHLS therefore reserves the right to revise, supplement, deviate from or rescind any policies or portion of this handbook as it deems appropriate, in its sole and absolute discretion. Illinois Heartland Library System will make every effort to notify employees of such changes as they occur.

This Employee handbook is not a guarantee of any fixed terms of employment. IHLS is an at-will employer; therefore, continued employment of all employees is subject to the general discretion of the Executive Director. This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

It is the responsibility of the employee to read this handbook in its entirety and become familiar with its contents. Some subjects within this handbook have additional information regarding specific policies. Any additional information can be obtained from the Human Resources department.

As circumstances change, IHLS reserves the right to revise, interpret, or discontinue specific policies and/or procedures. Any such changes to this handbook must be approved by the Executive Director and the Board of Directors.

## II. Employment at Will

Employment at IHLS is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Executive Director.

In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. IHLS employees have the right to engage in or refrain from such activities.

### A. Equal Employment Opportunity & Discrimination

Illinois Heartland Library System provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

IHLS expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of a Human Resources representative. IHLS will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of a HR representative.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or

participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination, including illegal harassment, should be filed according to the procedures described in the Explanation Regarding Discrimination (Appendix A Part B).

## B. Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Illinois Heartland Library System will make reasonable accommodations for the reported disability of an otherwise qualified individual, unless undue hardship on the operation of the business would be the result of the accommodation.

Employees who may require a reasonable accommodation should discuss the matter with the Human Resources Department.

All employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. IHLS is committed to creating and maintaining a workplace that fosters this environment. This commitment is embodied in company policy, and the way we work with one another at IHLS.

## C. Hiring

### 1. Position Descriptions

The IHLS Personnel Committee approves all job descriptions. The Executive Director has final authority for salary matters within the parameters established by the Board-approved pay range schedule. Each year during the performance evaluation process, position descriptions will be reviewed and updated to ensure relevance and efficiency. A current signed job description will always be kept in each employee’s file.

## 2. Recruitment

IHLS encourages all qualified individuals to apply for vacant positions. While it is the desire to fill vacant positions from within, it may sometimes be necessary to recruit locally, regionally or nationally.

Staff applying for a position should indicate in writing of their interest in being considered for a position. An updated resume should accompany the letter of interest. Falsification of information on a cover letter, application, or resume will be considered cause for discharge. Applications will be retained as prescribed by law.

Positions will be filled with the best qualified applicant. The selection process at IHLS is competitive. The best qualified person will be determined by, but will not be limited to education, technical or professional training, levels of expertise (skills, knowledge, and abilities), interviews, background and reference checks, fit for duty physicals and pre-employment drug screening.

## 3. Offers of Employment

All letters of offer must be in writing from the Human Resources department. It should be understood that such letters of offer do not constitute a contract for employment. Offer letters may be contingent upon a fit for duty exam, successful drug screen and background check. Background checks, fit for duty exam and pre-employment drug screens will be at the expense of IHLS. High school students may submit the results of a recent school physical in lieu of having a fit for duty physical. No person will be denied employment by reason of a physical or mental handicap that, with reasonable accommodations, does not prevent the performance of essential functions of the position to be filled.

## 4. Probationary Period

All new employees and current employees promoted to a higher job classification will have a probationary period of 90 days. During this period, the employee is mentored, trained, and evaluated to help him or her achieve effective job performance. A 90-day performance evaluation will be completed by the employee and manager to determine if the employee should continue in the position. The results will be reviewed by the supervisor, the manager and the HR Representative.

The Executive Director may take the following actions at any time during the probationary period, when it is determined that an employee will not be successful in his or her new position with IHLS:

- Have the employee's probationary period extended up to six (6) months,



- Have the employee demoted, returned to a prior position, or transferred to another position (if the employee was promoted),
- Discharge the employee with no further re-employment rights.

## D. Employment Definitions

1. All employees fall within one of the following categories that are relevant in determining eligibility for benefits:
  - a. 1-29 hours per week (Regular Part Time)
  - b. 30-40 hours per week (Regular Full-Time)

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 29 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

2. All employees also fall within one of the following classifications:
  - a. Library professional – salaries and wages paid to employees of IHLS whose position descriptions ordinarily require an MLS, MIS or above.

- b. Other professional – salaries or wages paid to employees of IHLS whose position descriptions ordinarily require a bachelor’s degree or above, excluding library professional.
  - c. Support services – salaries or wages paid to employees of IHLS whose positions are not classified as library professional or other professionals.
3. All positions fall under the following categories to ensure compliance with the Federal Fair Labor Standards Act:
- a. Exempt employee – Salaried employees in executive, administrative, learned professional and certain employees in computer-related positions as defined by the U.S. Department of Labor are exempt from pay for overtime.
  - b. Non-exempt employee – Employees who are paid on an hourly or salaried basis and whose customary and regular duties and responsibilities are not considered exempt by the U.S. Department of Labor and are entitled to the overtime provisions of the Fair Labor Standards Act.

## E. Termination of Employment

Separation from employment with IHLS may be the result of several circumstances which includes retirement, resignation, or termination. An employee separating service from IHLS must return all IHLS property by the last day of employment.

Separating employees will receive a final check on the next regular payday, which will include pay for all accrued but unused vacation calculated at the current salary. All employee benefits, except those benefits which are available to employees under state or federal law at the employee’s own expense, will be terminated based on the terms of each insurance policy.

### 1. Resignation

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

Employees who are absent from work for three consecutive days without providing proper notice may be considered to have voluntarily resigned from employment with IHLS.

## 2. Lay Off

Lay Off usually occurs because of circumstances such as a general reduction in the workforce, reorganization, or the termination of an activity or program that results in a reduction in the needed workforce.

In the event that a reduction in workforce becomes necessary, consideration will be given to the needs of IHLS and its members, the quality of each employee's current and past performance, and the seniority of employees holding positions with IHLS.

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

Additional details are provided in the Severance Procedure.

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

## 3. For Cause

Termination for cause (or dismissal) refers to the termination of an employee because of misconduct or unsatisfactory performance. Termination for misconduct is usually swift and without notice. Any recommendations for termination for cause must be reviewed by the HR Representative and approved by the Executive Director and subject to the approval of the Board.

## 4. Retirement

System employees who qualify for retirement should consult with the Illinois Municipal Retirement Fund for details and are required to provide notice in the same manner as is required for employees resigning.

Employees may also contact the Social Security Administration, as appropriate.

## F. Performance Evaluations

The goal of IHLS is to deliver an oral and/or written performance evaluation to each employee by his/her supervisor and reviewed by the Human resources department on an annual basis. IHLS recognizes effective staff development is dependent upon continuous feedback on performance between supervisors and employees. These interactions are intended to create an atmosphere of growth and empowerment. Performance reviews also provide an opportunity for employees to provide input for improvement of System services to employees and members.

A copy of all performance reviews are retained as part of the permanent personnel record for each employee. Current reviews may be used for several factors including, but not limited to, merit increases, promotions, corrective counseling, employee motivation, and for the retention or dismissal of an employee. Previous reviews may also be used to identify performance trends.

## G. Discipline

As part of a healthy supervisor-employee interaction, one of the roles of the supervisor is to provide the employee adequate and timely information about job expectations and regular feedback on job performance. The purpose of the procedure is to improve employee performance and encourage modification of specific workplace behavior. The objective is not to punish the employee, but to alert him or her to the need for improvement. Unless the performance or behavior is severe, employees are given an opportunity to improve. Most areas of improvement can be corrected quickly and informally.

In instances where improvement does not occur, the supervisor may initiate formal corrective action. The process for doing so is called progressive discipline, which generally uses increasingly severe steps or measures when an employee's performance or workplace behavior fails to improve after being given a reasonable opportunity to do so.

There are four formal levels of discipline—verbal warning, written warning, final warning, and involuntary termination of employment. These actions may be taken sequentially depending on the number of factors including, but not limited to, the severity or persistence of the deficiency and/or any prior corrective action(s) taken against the employee. Employees may appeal the corrective action(s) taken against them with the Human Resources representative and the Executive Director in accordance with the Grievance procedure.

This policy, in its entirety, can be obtained from the Human Resources department or a supervisor should any questions or assistance be needed.

Outlined below are the steps of Illinois Heartland Library System's corrective action procedure. IHLS reserves the right to combine or skip steps depending on the facts of the situation and the nature of the offense. The level of disciplinary involvement may also vary, IHLS reserves the right to skip discipline levels dependent on the severity of the offense.

Step 1: Counseling and Verbal Warning

Step 2: Written Warning

Step 3: Final Warning- Performance Improvement Plan (PIP)

Step 4: Involuntary Termination

Employees will have the opportunity to present information that may challenge information management has used to issue discipline.

## H. Grievance Procedure

Any employee may present his or her perspective in disagreement of an action by his or her supervisor with respect to compensation, conditions of work, or discipline by filing a grievance. The grievance procedure is described in the detailed Procedure Document, which can be obtained and discussed in the Human Resources Department.



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Personnel Code

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As the Executive Director, my responsibility is to support the administration of IHLS. I support the System by administering procedures and policies approved by the Board of Directors. **(Insert Leslie's words)**

The information in this handbook should be used to aid in your introduction to IHLS, and outlines our expectations of our employees and the policies, programs, and benefits available. You should familiarize yourself with the contents as soon as possible, as it will answer many of the questions about employment with our organization. Please keep it handy for future reference. If anything within this handbook is unclear or raises questions about any aspect of your employment, please contact your Manager. We hope that your experience with IHLS will be challenging, enjoyable, and rewarding.

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## I. INTRODUCTION

### A. Purpose of Code

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## II. Employment at Will

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Purpose of Code¶

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The purpose of this Personnel Code is to provide guidance and to assist employees in the performance of their responsibilities as employees of Illinois Heartland Library System (IHLS) and to provide a common understanding for the employee/employer relationship. ¶

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The contents of the Code do not constitute an expression of or an implied employment contract between IHLS and any of its employees. Also, it is not a guarantee of any fixed terms and conditions of employment. IHLS is an at-will employer; therefore, continued employment of all employees is subject to the general discretion of the Executive Director with respect to all aspects of employment and benefits. ¶

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The Personnel Code will be reviewed with new employees, after which they will be required to sign a statement indicating that they have read and understand the information contained therein. A copy of that statement is contained in Attachment A.¶

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Code Review and Exceptions¶

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The Personnel Code is approved by the Board of Directors and will be reviewed annually. This personnel code is for all employees of the Illinois Heartland Library System, except where the provisions of the Code are in direct conflict with any specific provisions of an applicable collective bargaining agreement.¶

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As circumstances change, IHLS reserves the right to revise, interpret, or discontinue specific policies and/or procedures. Any such changes to the Code must be in writing and approved by the Executive Director and the Board of Directors.¶

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Organization and Administration of System¶

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Governance¶

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Legal responsibility for IHLS is vested in a Board of Directors consisting of 15 elected members. The Board determines policy; approves the Strategic Plan, Application for Area and Per Capita Grant, and budgets; and hires the Executive Director. ¶

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Financial Support¶

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The System is supported from annual grants administered by the Illinois State Library and fees for services. The Area and Per Capita Grant is based on population and geographic area served. Additional grants provide funding for special projects.¶

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Administration¶

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The Executive Director of IHLS is responsible for the administration of the System. Duties include establishing and administering procedures related to the implementation of the Board's policies and hiring and terminating employees subject to the approval of the Board. ¶

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In the short term absence of the Executive Director, the administrative direction of IHLS shall be delegated to a System Administrator. ¶ [2]

**Deleted:** EMPLOYMENT PROCESS

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### 4. Probationary Period

All new employees and current employees promoted to a higher job classification will have a probationary period of 90 days. During this period, the employee is mentored, trained, and evaluated to help him or her achieve effective job performance. A 90-day performance evaluation will be completed to determine if the employee should continue in the position. The results will be reviewed by the supervisor, the manager and the HR Representative.

The Executive Director may take the following actions at any time during the probationary period, when it is determined that an employee will not be successful in his or her new position with IHLS:

- Have the employee's probationary period extended up to six (6) months,
- Have the employee demoted, returned to a prior position, or transferred to another position (if the employee was promoted),
- Discharge the employee with no further re-employment rights.

**Deleted:** In compliance with Federal and State laws, all personnel actions, policies, procedures and employee programs (including recruitment, hiring, promotion, compensation, discharge or other employment terms, conditions and privileges) shall be administered on a nondiscriminatory basis. Additionally, IHLS will not deny a reasonable workplace accommodation that an employee needs because of a religious belief or disability. ¶

## D. Employment Definitions

1. All employees fall within one of the following categories that are relevant in determining eligibility for benefits:

- a. 1-19 hours per week
- b. 20-29 hours per week
- c. 30-39 hours per week
- d. 40 hours per week

Regular, Full-Time. Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

2. All employees also fall within one of the following classifications:

- a. Library professional – salaries and wages paid to employees of IHLS whose position descriptions ordinarily require an MLS, MIS or above.
- b. Other professional – salaries or wages paid to employees of IHLS whose position descriptions ordinarily require a bachelor's degree or above, excluding library professional.
- c. Support services – salaries or wages paid to employees of IHLS whose positions are not classified as library professional or other professionals.

**Deleted:** Additional information regarding what constitutes discrimination, including illegal harassment, is contained in Appendix A. ¶

¶

All employees will be routinely trained in how to identify discrimination and what to do when it is identified. New employees will be required to sign a statement indicating that they have read and understand what constitutes discrimination and will not discriminate or engage in illegal harassment. Attachment B is a copy of the statement regarding discrimination. Employees will be required to re-sign a similar document at least every two years. ¶

¶

The Executive Director will designate an Equal Employment Opportunity Officer for IHLS who will monitor compliance, investigate complaints, and serve as a resource for the System and its employees. The goal is to help maintain a work environment that is free of illegal discrimination. ¶

¶

Retirement Age ¶

¶

IHLS respects the right of any employee to work as long as they can perform the essential functions of the position. The Age Discrimination in Employment Act of 1967 is fully supported and therefore IHLS has no mandatory retirement age. ¶

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**Deleted:** ¶

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Full-time employee – An employee who is regularly scheduled to work a 40-hour work week, defined as Sunday through Saturday. Full-time employees are eligible for all benefits provided by IHLS. ¶

¶

Part-time employee with limited benefits – An employee who regularly works 29 hours or less per week will receive all legally required benefits and limited benefits provided by IHLS.

Employees who work 1,000 hours or more in any 12-month period will also be eligible to participate in the retirement plan.

3. All positions fall under the following categories to ensure compliance with the Federal Fair Labor Standards Act:

- a. Exempt employee – Salaried employees in executive, administrative, learned professional and certain employees in computer-related positions as defined by the U.S. Department of Labor are exempt from pay for overtime.
- b. Non-exempt employee – Employees who are paid on an hourly or salaried basis and whose customary and regular duties and responsibilities are not considered exempt by the U.S. Department of Labor and are entitled to the overtime provisions of the Fair Labor Standards Act.

## E. Termination of Employment

Separation from employment with IHLS may be the result of several circumstances which includes retirement, resignation, or termination. An employee separating service from IHLS must return all IHLS property by the last day of employment.

Separating employees will receive a final check on the next regular payday, which will include pay for all accrued but unused vacation calculated at the current salary. All employee benefits, except those benefits which are available to employees under state or federal law at the employee's own expense, will be terminated based on the terms of each insurance policy.

### 1. Resignation

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

Employees who are absent from work for two consecutive days without providing proper notice may be considered to have voluntarily resigned from employment with IHLS.

### 2. Lay Off

Lay Off usually occurs because of circumstances such as a general reduction in the workforce, reorganization, or the termination of an activity or program that results in a reduction in the needed workforce.

**Deleted:** Full-time exempt employees work at least 40 hours a week.

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**Deleted:** <#>Hiring ¶

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<#>Position Descriptions¶

<#>¶

<#>The Executive Director approves all position descriptions and has the final authority for salary matters within the parameters established by the Board-approved pay range schedule. Each year during the performance evaluation process, position descriptions will be reviewed and updated to ensure relevance. A current signed job description is always kept in each employee's file. ¶

<#>¶

<#>Recruitment¶

<#>¶

<#>IHLS encourages all qualified individuals to apply for vacant positions. While it is the desire to fill vacant positions from within, it may sometimes be necessary to recruit locally, regionally or nationally. ¶

<#>¶

<#>Staff applying for a position should indicate in writing if they are interested in being considered for a position. An updated resume should accompany the letter of interest. Falsification of information on a cover letter, application, or resume will be considered cause for discharge. Applications will be retained as prescribed by law. ¶

<#>¶

<#>Positions will be filled with the best qualified person. The selection process will be competitive. Determinants for identifying the best qualified person may include, but not be limited to education, technical or professional training, levels of expertise (skills, knowledge, and abilities), interviews, background and reference checks, fitness for duty physicals and pre-employment drug screening. ¶

<#>¶

<#>Offers of Employment¶

<#>¶

<#>All letters of offer must be in writing from the Executive Director. It should be understood that such letters of offer do not constitute a contract for employment. Offer letters may be contingent upon a fit for duty exam, successful drug screen and background check. Background checks may include a criminal check, proof of a valid social security number and driver's license, verification of educational credentials, and a good driving record. Background checks, fit for duty exam and pre-employment drug screens will be at the expense of IHLS. High school students may submit the results of a recent school physical in lieu of havi... [3]

**Deleted:** ¶

**Deleted:** <#>Retirement¶

<#>¶

<#>System employees who qualify for retirement should consult with the Illinois Municipal Retirement Fund for details and are required to provide notice in the same manner as is required for employees resigning. ¶

<#>¶

<#>Employees may also contact the Social Security Administration, as appropriate. ¶

<#>¶

In the event that a reduction in workforce becomes necessary, consideration will be given to the needs of IHLS and its members, the quality of each employee's current and past performance, and the seniority of employees holding positions with IHLS.

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

Additional details are provided in Appendix H.

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

### 3. For Cause

Termination for cause (or dismissal) refers to the termination of an employee because of misconduct or unsatisfactory performance. Termination for misconduct is usually swift and without notice but thoroughly documented. Termination for cause as a result of unsatisfactory performance requires accurate documentation in the form of a performance improvement plan (PIP), indicating the specific reasons for performance improvement, any corrective action and/or training required to improve the performance and the next steps, including and up to termination, if successful improvement is not achieved. Any recommendations for termination for cause must be reviewed by the HR Representative and approved by the Executive Director and subject to the approval of the Board.

#### F. Performance Evaluations

An oral and/or written evaluative report will be given to each employee by his/her supervisor and reviewed by the Executive Director, as needed. However, effective staff development is dependent upon continuous feedback on performance between supervisors and employees. Periodic performance reviews also provide an opportunity for employees to provide input for improvement of System services.

A copy of all performance reviews are retained as part of the permanent personnel record for each employee. Current reviews may be used for several factors including, but not limited to, merit increases, promotions, corrective counseling, employee



[motivation, and for the retention or dismissal of an employee. Previous reviews may also be used to identify performance trends.](#)

## G. Discipline

As part of a healthy supervisor-employee interaction, one of the roles of the supervisor is to provide the employee adequate and timely information about job expectations and regular feedback on job performance. The purpose of the procedure is to improve employee performance and encourage modification of specific workplace behavior. The objective is not to punish the employee, but to alert him or her to the need for improvement. Unless the performance or behavior is severe, employees are given an opportunity to improve. Most areas of improvement can be corrected quickly and informally.

In instances where improvement does not occur, the supervisor may initiate formal corrective action. The process for doing so is called progressive discipline, which generally uses increasingly severe steps or measures when an employee's performance or workplace behavior fails to improve after being given a reasonable opportunity to do so.

There are four formal levels of discipline—verbal warning, written warning, final warning, and involuntary termination of employment. These actions may be taken sequentially depending on the number of factors including, but not limited to, the severity or persistence of the deficiency and/or any prior corrective action(s) taken against the employee. Employees may appeal the corrective action(s) taken against them with the Human Resources representative and the Executive Director in accordance with the Grievance procedure.

This policy, in its entirety, can be obtained from the Human Resources department or a supervisor should any questions or assistance be needed.

Outlined below are the steps of Illinois Heartland Library System's corrective action procedure. IHLS reserves the right to combine or skip steps depending on the facts of the situation and the nature of the offense. The level of disciplinary involvement may also vary, IHLS reserves the right to skip discipline levels dependent on the severity of the offense.

[Step 1: Counseling and Verbal Warning](#)

[Step 2: Written Warning](#)

[Step 3: Final Warning- Performance Improvement Plan \(PIP\)](#)

[Step 4: Involuntary Termination](#)

Employees will have the opportunity to present information that may challenge information management has used to issue discipline.

### Deleted: III. COMPENSATION ¶

#### Salary Range ¶

The pay plan of IHLS consists of a salary range for each class of position. Positions in IHLS are classified based on:¶

1. Type, complexity, and difficulty of duties.¶
2. Authority and responsibility involved.¶
3. Qualifications required, including: education, technical training, skills, experience, as well as personal qualities.¶

Periodically (at least every three years) the entire salary scale will be reviewed based on the salaries of comparable library positions, internal equity, Consumer Price Index (CPI), and pay for similar work elsewhere. ¶

Annually, the Executive Director and the Board will review the salary scale to determine whether the ranges should be adjusted based on the CPI.¶

#### Pay Periods and Direct Deposit¶

Payday is biweekly on alternate Fridays and covers the two-week period previous to the week in which the paycheck is issued. Pay through direct deposit required. Employees who do not have an account with a financial institution can elect to have their pay deposited to a pay card (Fees apply). Employees can assign up to our separate ACH deposits. Allow for a 14-day processing period on all new ACH set-ups and/or changes. ¶

#### Overtime, Bonus-time and Compensation ¶

From time to time, an employee may be asked to work overtime. State and federal laws covering overtime compensation for non-exempt employees will be followed. An employee working 40 hours in a given work week, Sunday through Saturday cannot consider sick, vacation, holiday or personal leave when calculating the 40 hours necessary to receive over-time hours. Only actual hours worked can be calculated for over-time. ¶

Non-exempt employees who are required to work in excess of 40 hours in a work week will be compensated at the rate of 1.5 times the hourly rate for each hour worked over 40 hours. ¶

Since exempt employees are not paid compensation for overtime, any time over 40 hours for Exempt employees shall be referred to as "bonus-time" overtime. Exempt employees who are required to work in excess of a 40-hour work week may be given bonus-time off at the rate of one hour for each hour over 40 hours worked. All earned bonus-time must be used by June 30<sup>th</sup> of the same fiscal year. Bonus time earned in June must be used by July 31<sup>st</sup> of the same calendar year. Exempt employees will never receive pay for unused bonus-time off, the law does not allow for such payments. The Executive Director or the HR Representative must approve (in writing) any exceptions to this policy. ¶

All compensatory time and bonus time will be earned and taken in 30 minute increments. ¶

#### D. Payroll Deductions/Voluntary Compensation Deferrals¶

... [4]

## H. Grievance Procedure

Any employee may present his or her perspective in disagreement of an action by his or her supervisor with respect to compensation, conditions of work, or discipline by filing a grievance. The grievance procedure is described in Appendix B.

#### 4. Retirement

[System employees who qualify for retirement should consult with the Illinois Municipal Retirement Fund for details and are required to provide notice in the same manner as is required for employees resigning.](#)

[Employees may also contact the Social Security Administration, as appropriate.](#)

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Appendix F ¶

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Details of Exceptions to the Illinois State Gift Ban Act ¶

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Opportunities, benefits, and services that are available under the same conditions as for the general public; ¶

¶

Anything for which the employee pays the market value; ¶

¶

Educational materials and missions; ¶

¶

Travel expenses for a meeting to discuss IHLS or State business; ¶

¶

A gift from a relative, meaning those people related to the employee such as parents, children (including adopted, step or foster), uncle, aunt, first cousin, nephew, niece, spouse, grandparents, grandchildren, in-laws, step parents, half-brothers, or parents and grandparents of the employee's spouse or fiancée; ¶

¶

Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the position or employment of the employee and not because of the personal friendship; ¶

¶

Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are consumed on the premises from which they were purchased or prepared, or catered for the purpose of this section; ¶

¶

Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee) of the employee and the employee's spouse if the benefits have not been offered or enhanced because of the position or employment of the employee and are customarily provided to others in similar circumstances; ¶

¶

Gifts from other IHLS employees or employees from other municipal, state, or Federal agencies and entities; ¶

¶

Bequests, inheritances, and other transfers at death; ¶

¶

Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100; ¶

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Appendix G ¶

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Details of What Constitutes Prohibited Political Activities ¶

¶

Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event; ¶

¶

Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event; ¶

¶

Soliciting, planning for the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution; ¶

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