



Illinois Heartland Library System

REFERENCE AND BACKGROUND CHECKS

IHLS must have a signed consent form authorizing IHLS to release any information from the individual's personnel records to the specifically named organization. To be acceptable, this consent form must indicate the general and specific types of information that can be released and release IHLS from all potential liability related to the authorized disclosure.

All requests for reference checks shall be referred to the Human Resources department to ensure uniformity and consistency. HR staff may consult with person(s) more familiar with the employee's work history.

IHLS will provide the following minimum information in response to a reference inquiry:

- Verification that the individual worked for IHLS as a full or part-time employee and the period during which the individual was employed.
- Verification of the position or positions held by the individual during their tenure of employment.
- Salary information may be released only for purposes of loan applications and only with the employee's specific written consent to release salary information to the specific requestor.

Government Requests for Information

The only exception to the above procedures applies to information requests received by IHLS from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. IHLS normally honors all such requests and provides the information sought in the form requested by the agency or official.

When IHLS is requested to provide information about an employee or former employee in response to a subpoena, it normally informs or attempts to inform the individual about the disclosure. However, IHLS reserves the right to refrain from informing individuals of government information requests related to an ongoing investigation of criminal activity.

Freedom of Information Act (FOIA)

Personnel information will be released in accordance with IHLS' obligations under applicable law; for example, IHLS will respond as required by law to a proper request made under the Illinois Freedom of Information Act (FOIA).

Reference and Background Check

IHLS reserves the right to use an IHLS representative or third-party agency to conduct background checks. IHLS will notify applicants before conducting any reference checks.

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Consumer Reporting Agency

For positions involving security responsibilities or significant financial accountability, IHLS reserves the right to request a consumer reporting agency to prepare an investigative consumer report on the applicant. Along with credit and employment history, such a report typically includes information about an individual's character, reputation, and mode of living obtained through personal interviews with an applicant's neighbors, acquaintances, associates, and friends. IHLS must obtain an applicant's consent before requesting such a report. All federal and state credit reporting laws will be followed during the background check process.

Inaccurate or Fraudulent Information

IHLS will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on their job application, resume, or any other pre-employment documents, or during an interview. Employees hired after providing false information, which is discovered after employment begins, are subject to discipline up to and including discharge.

INTERNET SAFETY POLICY

It is the policy of IHLS to:

- a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, email, or other forms of direct electronic communications;
- b) Prevent unauthorized access and other unlawful online activity;
- c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. 254(h) and 254(l)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Technology protection measures may be disabled for adults for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the

IHLS online computer network when using email, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- a) Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- b) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

IHLS computers are intended for use by staff working at IHLS facilities. Some computers are also designated for use by adults attending workshops or meetings at IHLS facilities. Use of IHLS computers by persons under the age of 18 is prohibited except under the direct supervision of an IHLS staff member.

Education, Supervision, and Monitoring

It shall be the responsibility of all members of the IHLS staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the IT Director or designated representatives.

COMMUNICABLE DISEASES POLICY

IHLS' decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.

Communicable diseases include but are not limited to measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus), and tuberculosis. IHLS may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), and local health departments.

IHLS will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. IHLS reserves the right to exclude a person with a communicable disease from the workplace facilities, programs, and functions if the organization finds that, based on a medical determination, such restriction is

necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

IHLS will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Reasonable efforts will be made to ensure procedurally sufficient safeguards to maintain personal confidence about persons who have communicable diseases.

Additional procedures may be developed as necessary to adhere to recommendations by the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), and/or local health departments.

USE OF IHLS VEHICLES

IHLS vehicles should be used for IHLS business only. The use of IHLS vehicles for business purposes must follow the procedures established for scheduling and using IHLS vehicles. The use of IHLS vehicles for IHLS-related business is not required but encouraged. You do have the option of driving your personal vehicle.

Driver Qualifications

Employees may operate an IHLS-owned vehicle only if they:

- Are acting at the direction and with the explicit permission of IHLS;
- Are aged 21 or older;
- Hold a valid license for the class of vehicle in question, and;
- Are otherwise qualified under federal and state regulations to drive the vehicle in question.

Disqualifying Driving Records

Employees whose essential job functions include driving IHLS-owned vehicles are subject to a Department of Motor Vehicles background check before beginning employment and annually thereafter. IHLS reserves the right to run a motor vehicle report (MVR) on employees whose essential job functions don't include driving an IHLS vehicle but have use of a company vehicle IHLS vehicle while performing work on behalf of IHLS. Employees cannot operate IHLS-owned vehicles if their MVR report score is 15 or above. A score of one to 14 is considered to be marginal and will be a factor considered in a hiring decision, particularly for those whose position entails considerable driving of IHLS vehicles. IHLS expects the employee to notify their immediate supervisor (self-report) if they have a disqualifying driving record and not to operate an IHLS vehicle.

For all employees whose job duties include operation of a motor vehicle, the employee must report any driving-related charges or citations to include receipt of a ticket or citation for any moving violation (in the employee's personal vehicle or otherwise). This includes an arrest or citation for driving under the influence or driving while intoxicated. Such incidents must be reported to supervision within three (3) business days after receipt of the citation/ticket or the

arrest. An employee who receives a citation for any such violation may be suspended with or without pay until such time as the citation/charge is ultimately disposed of by the court. Employees whose driving record is unacceptable will be subject to disciplinary action, up to and including discharge. Failure to report receipt of a ticket, citation, or arrest as required by this section may result in disciplinary action, up to and including discharge.

NO SOLICITATION/NO DISTRIBUTION

To maintain a proper business environment and prevent interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour) may not solicit employees on working time for any cause or distribute any literature or printed material. Employees may leave literature and materials in the break/lunchroom for employees to access during nonworking time. Nonemployees are likewise prohibited from distributing material or soliciting employees on IHLS premises at any time.

BLOOD AND ORGAN DONATION LEAVE POLICY

The Employee Blood and Organ Donation Leave Act amends the existing Employee Blood Donation Leave Act. This Jan. 1, 2024, amendment expands the reasons an employee may take leave and provides paid time off for blood or organ donors. While there are no changes for those wishing to donate blood, employees donating a kidney, liver, lung, pancreas, intestine, bone, or skin may be eligible for up to 10 days of paid leave. We answer some of the most common questions associated with these changes below.

Which employers must grant leave under the Act?

All local government employees, board of election commissioners, and private employers with at least 51 employees must provide leave to any participating employee donating blood or an organ.

Which employees are entitled to leave under the Act?

Full-time employees who have worked for IHLS for at least six months may take leave to donate blood or an organ.

How much leave is required?

Blood Donation: Employees may use up to one hour of leave every 56 days to donate blood.

Organ Donation: Employees donating an organ may use up to 10 days of leave in any 12-month period.

Is the leave paid?

Yes. The leave should be paid at the employee's regular rate of pay.

Does this leave run concurrently with the Family and Medical Leave Act?

This leave may run concurrently with the Family and Medical Leave Act (FMLA). However, the leave is not limited to FMLA-eligible employees. Additionally, employees who have exhausted their FMLA leave may be entitled to take additional leave under this law.

Does an employee need approval to take this leave?

Employees must get IHLS approval before taking leave. IHLS may require documentation before taking the proposed blood or organ donation leave.

PAID LEAVE FOR ALL WORKERS (PLAW) TIME OFF POLICY

Eligibility

PLAW leave is provided for all employees, both full-time and part-time. This policy was formally known as our Personal Leave Policy. This leave was changed to ensure compliance with the Paid Leave for All Workers Act.

Full-Time Employees

Forty (40) hours each year of a full-time employee's PLAW leave is considered to meet IHLS' obligations to each employee under the Paid Leave for All Workers Act (PLAW Act). As such, an employee will not be required to provide documentation to confirm or verify the reason for the employee's absence for up to 40 hours each year. However, the employee must still request the time off as far in advance as possible. Under the PLAW Act, the employee may take full or partial days of PLAW Leave. However, the minimum increment of time that an employee can use PLAW Act leave is two (2) hours.

When will I get my lump sum PLAW hours?

You will receive your lump sum of 40 hours on Jan. 1 of each calendar year. You will see the balances available on your pay stub and within our payroll system.

Is there a waiting period before I can use my hours?

No. There is no waiting period before you can use your PLAW Leave.

Will my hours carry over to the next calendar year?

Days not used by the end of the calendar year WILL BE LOST.

Will my hours be paid out upon termination?

No. You will not receive a payout upon termination for any PLAW Leave hours as defined in the Paid Leave for All Workers Act.

Part-time employees

For compliance with the PLAW Act, each part-time employee accrues one (1) hour of PLAW leave for each forty (40) hours worked; the employee should provide as much advance notice as possible to the employee's supervisor. The employee will not be required to provide the reason for the employee's need for time off. The employee may take full or partial PLAW days under the

PLAW Act. However, the minimum increment of time that an employee can use PLAW Act leave is two (2) hours.

When will I get my accrued PLAW hours?

You will receive (1) hour of leave accrued for every 40 hours of actual hours worked hours (*hours worked do not include holidays, vacation, or sick time*); accruals begin Jan. 1 of each year. A part-time employee can begin to take PLAW leave as it is accrued.

Is there a waiting period before I can use my hours?

No. There is no waiting period before you can use your PLAW Leave. You can take it as it is accrued. You will see the balances available on your pay stub and within our payroll system.

Will my hours carry over to the next calendar year?

For part-time employees, unused PLAW time will carry over into the next calendar year; however, the maximum number of paid PLAW Act leave hours that a part-time employee may take each calendar year is forty (40) hours.

Will my hours be paid out upon termination?

Yes. Part-time employees will receive a payout for unused PLAW Leave hours upon termination as required by the Paid Leave for All Workers Act.