

North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
April 8th, 2019
6:30 PM

*** Presentation by West Town**

1. Open of Meeting

- A. Call to order
- B. Determination of quorum
- C. Recognition of visitors to the meeting
- D. Approval of agenda and requested changes to agenda

2. Open Forum

Audience Members wishing to address the Board please complete the open forum sheet provided and give it to the Board Secretary.

3. Minutes

- A. Accept Minutes of the March 11, 2019 Committee of Whole Meeting Open Session.

4. Finance Committee (Brad)

- A. Begin review of budget

5. Personnel Committee (Greg)

6. Building and Grounds Committee (Ken)

7. Policy Committee (Priscilla)

- A. Review of new library policies

8. Other New Business

- A. Election review
- B. Show your Library Card promotion running April 1 to April 30
- C. Reminder - Cook County Ethics form must be completed
- D. Other

9. Adjournment

The Library Board meeting is scheduled for Monday, April 15, 2019 at 7:00pm.

*North Riverside Public Library
Board of Trustees
Minutes of the March 11, 2019 Meeting
Of the Committee of the Whole*

President Corgiat called the Committee of the Whole meeting to order at 6:35 p.m.

Present: Annette Corgiat, Greg Gordon, Al Pineda, Ken Rouleau, Priscilla Skenandore

Absent: P.J. Folz and Brad Lanken

Also Present: Gregory S. Godfrey (First American Bank), Asst. Director Susan Locander

Gregory Godfrey of First American Bank presented proposed terms for funding various improvements to the library.

A quorum was established with five Trustees present. The agenda was accepted as written. The next order of business was the acceptance of the minutes of the February 11th Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Finance Committee

A. Treasurer Lanken was absent.

Personnel Committee

A. Vice President Gordon met with Director Starosta regarding her planned maternity leave.

Building and Grounds

A. Trustee Rouleau is waiting to receive two more bids on the HVAC project.

Policy Committee

A. Review of the personnel policy manual was tabled for April.

Other New Business

A. Trustees will be completing the Cook County Ethics form online.

B. Discussion of the library's participation in the Geocaching Summer Library Competition.

There being no other new business the meeting was adjourned at 7:25 p.m.

Minutes Prepared by Asst. Director Locander

2019/20 Draft

In the change column, the parentheses means less than last year.

No parenthesis means more than last year. A dash means it's the same.

Account

REVENUE		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
	carryover from previous year					
6901-01	property tax	\$ 970,000	\$ 970,000	\$ 1,020,000	\$ 1,050,000	\$ 30,000
6903-01	fees and fines	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
6904-01	Donations	\$ 5,000	\$ 5,000	\$ 9,500	\$ 8,000	\$ (1,500)
6905-01	grants	\$ 5,500	\$ 5,500	\$ 40,000	\$ 40,000	\$ -
	Mary Kadlec estate	\$ -	\$ -			\$ -
6906-01	interest	\$ 220	\$ 220	\$ 220	\$ 220	\$ -
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years	\$ (40,000)	\$ (20,000)	\$ (15,000)	\$ (15,000)	\$ -
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year					\$ -
	Unrealized Income Annuities	\$ 20,000	\$ 20,000	\$ 45,000	\$ 20,000	\$ (25,000)
	total	\$ 972,720	\$ 992,720	\$ 1,111,720	\$ 1,115,220	\$ 3,500

OPERATING EXPENSES	2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
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SALARIES

7504-01	library clerks	\$ 204,893	\$ 240,733	\$ 166,574	\$ 173,785	\$ 7,211
7507-01	library pages	\$ 25,787	\$ 29,106	\$ 19,839	\$ 18,316	\$ (1,523)
7508-01	administrators	\$ 261,453	\$ 205,351	\$ 292,369	\$ 304,240	\$ 11,871
	total	\$ 492,133	\$ 475,190	\$ 484,049	\$ 501,608	\$ 17,559

BENEFITS

7600-05	health insurance	\$ 24,290	\$ 31,000	\$ 28,800	\$ 29,700	\$ 900
7614-06	workers compensation	\$ 1,444	\$ 1,444	\$ 2,300	\$ 2,300	\$ -
7650-09	pension fund	\$ 12,488	\$ 12,488	\$ 27,399	\$ 31,452	\$ 4,053
7660-06	unemployment insurance	\$ 1,500	\$ 1,500	\$ 500	\$ 700	\$ 200
7670-08	social security/mcare	\$ 34,026	\$ 34,026	\$ 36,033	\$ 35,145	\$ (888)
	total	\$ 73,748	\$ 80,458	\$ 95,032	\$ 99,297	\$ 4,265

TRAINING

7700-01	educational training trustees	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
7800-01	educational training staff	\$ 1,500	\$ 2,500	\$ 3,000	\$ 4,500	\$ 1,500
	total	\$ 2,000	\$ 3,000	\$ 3,500	\$ 5,000	\$ 1,500

2019/20 Draft

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
MATERIALS						
8090-01	books on CD-adult	\$ 2,600	\$ 1,500	\$ 2,000	\$ 1,500	\$ (500)
8091-01	books on CD-children	\$ 600	\$ 600	\$ 700	\$ 700	\$ -
8096-01	compact disks-music-adult	\$ 975	\$ 975	\$ 400	\$ 400	\$ -
8097-01	compact disks-music-children	\$ 1,265	\$ 1,265	\$ 1,000	\$ 1,000	\$ -
8103-01	foreign language books			\$ 5,000	\$ 3,000	\$ (2,000)
8104-01	adult fiction			\$ 15,000	\$ 14,500	\$ (500)
8105-01	adult nonfiction	\$ 24,000	\$ 24,000	\$ 10,000	\$ 9,500	\$ (500)
8106-01	children's fiction/nonfiction	\$ 22,000	\$ 22,000	\$ 25,000	\$ 18,000	\$ (7,000)
8107-01	ya fiction/nonfiction	\$ 5,000	\$ 1,000	\$ -	\$ 6,000	\$ 6,000
8108-01	eBooks	\$ 6,000	\$ 4,000	\$ 5,000	\$ 5,000	\$ -
8115-01	adult large print	\$ 1,800	\$ 1,800	\$ 2,500	\$ 2,000	\$ (500)
8120-01	newspapers	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
8130-01	internet databases	\$ 9,600	\$ 9,600	\$ 10,000	\$ 14,000	\$ 4,000
8140-01	adult periodicals	\$ 3,900	\$ 2,500	\$ 900	\$ 900	\$ -
8141-01	Children's Periodicals	\$ 1,100	\$ 1,100	\$ 600	\$ 600	\$ -
8160-01	adult DVDs	\$ 4,800	\$ 4,800	\$ 6,000	\$ 7,000	\$ 1,000
8161-01	adult games	\$ 1,000	\$ 1,000	\$ 1,300	\$ 500	\$ (800)
8162-01	children's DVDs-movies	\$ 4,100	\$ 4,100	\$ 1,800	\$ 1,500	\$ (300)
8163-01	ya DVDs			\$ 2,000	\$ 1,500	\$ (500)
8164-01	foreign language DVDs			\$ 1,000	\$ 500	\$ (500)
8166-01	children's games	\$ 1,800	\$ 1,800	\$ 2,500	\$ 2,500	\$ -
	total	\$ 93,240	\$ 84,740	\$ 95,200	\$ 93,100	\$ (2,100)
PROGRAMS						
8150-01	children's programs	\$ 3,000	\$ 3,500	\$ 3,000	\$ 3,000	\$ -
8152-01	children's summer reading program	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,000	\$ (500)
8153-01	ya programs			\$ 1,500	\$ 1,500	\$ -
8154-01	makespaces/library of things				\$ 2,500	\$ 2,500
8155-01	adult programs	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
8156-01	technology programs				\$ 1,000	\$ 1,000
8157-01	senior programs			\$ 3,000	\$ 2,000	\$ (1,000)
	total	\$ 10,500	\$ 12,000	\$ 16,000	\$ 18,000	\$ 2,000
STRATEGIC INITIATIVES						
8158-01	Strategic Initiatives	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ -
	total	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ -
COMPUTERS						
8171-01	information technology	\$ 9,200	\$ 9,200	\$ 12,000	\$ 12,000	\$ -
8172-01	new computer equipment	\$ 7,000	\$ 4,000	\$ 12,500	\$ 11,500	\$ (1,000)
8175-01	mls computer fund	\$ 16,197	\$ 16,197	\$ 18,956	\$ 19,000	\$ 44
8180-01	software	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
8190-01	website	\$ 300	\$ 300	\$ 500	\$ 7,500	\$ 7,000
8195-01	email	\$ 125	\$ 125	\$ 125	\$ 300	\$ 175
	total	\$ 33,822	\$ 30,822	\$ 45,081	\$ 51,300	\$ 6,219
OFFICE SUPPLIES						
8202-01	Office Supplies	\$ 22,000	\$ 10,000	\$ 14,500	\$ 13,000	\$ (1,500)
	total	\$ 22,000	\$ 10,000	\$ 14,500	\$ 13,000	\$ (1,500)

Proposed

2019/20 Draft

OPERATING EXPENSES	2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
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UTILITIES- OPERATING EXPENSE

8301-07	telephone	\$ 12,510	\$ 12,510	\$ 15,000	\$ 13,000	\$ (2,000)
8302-07	electricity	\$ 27,500	\$ 27,500	\$ 31,500	\$ 32,000	\$ 500
8303-07	gas	\$ 6,300	\$ 6,300	\$ 6,500	\$ 7,500	\$ 1,000
8304-07	water/garbage	\$ 900	\$ 900	\$ 1,800	\$ 1,800	\$ -
	total	\$ 47,210	\$ 47,210	\$ 54,800	\$ 54,300	\$ (500)

BUILDING EXPENSE

8306-07	building supplies	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
8308-07	service contracts	\$ 35,000	\$ 35,000	\$ 38,000	\$ 41,000	\$ 3,000
8315-07	fees and permits	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,750	\$ 250
8320-07	Building and Grounds	\$ 35,000	\$ 35,000	\$ 18,000	\$ 18,000	\$ -
8330-01	casual labor	\$ 2,200	\$ 2,200	\$ 3,500	\$ 3,500	\$ -
8335-07	building repairs	\$ 14,000	\$ 14,000	\$ 58,000	\$ 14,000	\$ (44,000)
	total	\$ 99,700	\$ 99,700	\$ 131,000	\$ 90,250	\$ (40,750)

TRAVEL

8341-01	meals & dinners	\$ -	\$ -	\$ -	\$ -	\$ -
8342-01	lodging/meals/mileage	\$ 1,600	\$ 2,400	\$ 1,600	\$ 2,000	\$ 400
	total	\$ 1,600	\$ 2,400	\$ 1,600	\$ 2,000	\$ 400

OTHER EXPENSES

8355-01	memberships	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000	\$ 500
8360-01	grants			\$ 40,000	\$ 40,000	\$ -
8361-01	donations				\$ 8,000	\$ 8,000
8365-01	library promotion	\$ 4,400	\$ 4,400	\$ 6,000	\$ 6,000	\$ -
8370-01	postage	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 500
8375-01	advertising	\$ 500	\$ 500	\$ 500	\$ 3,500	\$ 3,000
8385-01	memorials and tributes	\$ 150	\$ 150	\$ 500	\$ 500	\$ -
8396-01	bank charges and fees	\$ 150	\$ 150	\$ 150	\$ 150	\$ -
8399-01	ILL Loss/Damage	\$ 500	\$ 500	\$ 250	\$ 250	\$ -
	total	\$ 9,200	\$ 9,200	\$ 50,900	\$ 62,900	\$ 12,000

OUTSIDE SERVICES

8400-01	accounting	\$ 25,500	\$ 25,500	\$ 13,000	\$ 14,500	\$ 1,500
8401-01	audit	\$ 7,000	\$ 7,000	\$ 7,700	\$ 9,500	\$ 1,800
8402-01	legal fees	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
8404-01	staff recognition	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,000	\$ (1,000)
8405-01	appraisal	\$ 450	\$ 450	\$ 450	\$ 1,500	\$ 1,050
8305-01	architech/buiding consultant	\$ -	\$ -	\$ -	\$ -	\$ -
8406-01	collection agency	\$ 200	\$ 200	\$ 200	\$ 200	\$ -
8408-01	strategic plan	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
8410-01	printing	\$ 10,000	\$ 10,000	\$ 10,000	\$ 9,000	\$ (1,000)
8430-01	payroll expenses	\$ 3,550	\$ 4,000	\$ 4,500	\$ 4,500	\$ -
8435-01	background checks	\$ 100	\$ 100	\$ 150	\$ 150	\$ -
	total	\$ 56,300	\$ 56,750	\$ 45,500	\$ 47,850	\$ 2,350

2019/20 Draft

OPERATING EXPENSES		2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
INSURANCE						
8460-05	liability insurance package	\$ 8,840	\$ 8,840	\$ 13,000	\$ 15,000	\$ 2,000
8470-05	directors/officers insurance					\$ -
	total	\$ 8,840	\$ 8,840	\$ 13,000	\$ 15,000	\$ 2,000
OTHER EXPENSES						
8600-01	Bond Interest	\$ -	\$ -	\$ -	\$ -	\$ -
8601-02	Debt Certificate Interest	\$ 2,075	\$ 2,490	\$ 2,500	\$ 2,500	\$ -
	total	\$ 2,075	\$ 2,490	\$ 2,500	\$ 2,500	\$ -
TOTAL OPERATING EXPENSES		\$ 960,368	\$ 930,800	\$ 1,056,662	\$ 1,060,105	\$ 3,443
NET INCOME		\$ 12,352	\$ 61,920	\$ 55,058	\$ 55,115	\$ 57
DEBT SERVICE						
8700-02	Bond Principle	\$ -	\$ -			\$ -
8701-02	Debt Certificate Principle	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
	total	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
RETAINED EARNINGS			\$ 31,920	\$ 25,058	\$ 25,115	\$ 57

2019/20 Draft

REVENUE	2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
total	\$ 972,720	\$ 992,720	\$ 1,111,720	\$ 1,115,220	\$ 3,500
OPERATING EXPENSES	2016-2017	2017-2018	2018-2019	2019--2020	CHANGE
SALARIES	\$ 492,133	\$ 475,190	\$ 484,049	\$ 501,608	\$ 17,559
BENEFITS	\$ 73,748	\$ 80,458	\$ 95,032	\$ 99,297	\$ 4,265
TRAINING	\$ 2,000	\$ 3,000	\$ 3,500	\$ 5,000	\$ 1,500
MATERIALS	\$ 93,240	\$ 84,740	\$ 95,200	\$ 93,100	\$ (2,100)
PROGRAMS	\$ 10,500	\$ 12,000	\$ 16,000	\$ 18,000	\$ 2,000
STRATEGIC INITIATIVES	\$ 8,000	\$ 8,000	\$ 4,000	\$ 4,000	\$ -
COMPUTERS	\$ 33,822	\$ 30,822	\$ 45,081	\$ 51,300	\$ 6,219
OFFICE SUPPLIES	\$ 22,000	\$ 10,000	\$ 14,500	\$ 13,000	\$ (1,500)
UTILITIES- OPERATING EXPE	\$ 47,210	\$ 47,210	\$ 54,800	\$ 54,300	\$ (500)
BUILDING EXPENSE	\$ 99,700	\$ 99,700	\$ 131,000	\$ 90,250	\$ (40,750)
TRAVEL	\$ 1,600	\$ 2,400	\$ 1,600	\$ 2,000	\$ 400
OTHER EXPENSES	\$ 9,200	\$ 9,200	\$ 50,900	\$ 62,900	\$ 12,000
OUTSIDE SERVICES	\$ 56,300	\$ 56,750	\$ 45,500	\$ 47,850	\$ 2,350
INSURANCE	\$ 8,840	\$ 8,840	\$ 13,000	\$ 15,000	\$ 2,000
OTHER EXPENSES	\$ 2,075	\$ 2,490	\$ 2,500	\$ 2,500	\$ -
TOTAL OPERATING EXPENSES	\$ 960,368	\$ 930,800	\$ 1,056,662	\$ 1,060,105	\$ 3,443
NET INCOME	\$ 12,352	\$ 61,920	\$ 55,058	\$ 55,115	\$ 57
DEBT SERVICE	\$ 40,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
RETAINED EARNINGS	\$ (27,648)	\$ 31,920	\$ 25,058	\$ 25,115	\$ 57

Proposed

2019/20 Draft

Building Repairs	
HVAC	\$ 350,000
Parking lot?	\$ 50,000
Light replacement	\$ 20,000
Concrete building skirt replace	\$ 20,000
Total	\$ 440,000

2020 in Chicago

<u>ALA Vendor</u>	<u>Ala Conf 1 day</u>	<u>ALA full conf</u>
\$75/free	\$215	\$320
Admaryz	Sarah	Natalie
Clark	Betsy	Lizzy
Rowette		Susan
Mary		Britney
everyone else		Nikki
Except linda		Karen
Board members		Mike
		\$ 2,670
		\$ (1,830)

Internet databases list:	
Kanopy	\$ 2,500
Hoopla	\$ 3,000
RB Digital	\$ 1,000
Mango Languages	\$ 1,500
IL Ereads	\$ 700
Biblioboard	
Netflix	\$ 175
Total	\$ 8,875

2019/2020 Budget Justification:

This budget is broken up in a different way than previous budgets. Although there is a detailed line item working budget for staff, the budget attached here as the draft is the category budget. I am asking for approval of the categories rather than the line items.

There are several reasons for this change. This working budget is our represents our goal numbers, however changes happen frequently which make us reevaluate our spending through out the year. For examples: Something happens to Mike and we lose him part way through the year. Rather than replace Mike with a full time person we find two part time people who are amazing and we hire them. However rather than being administrators, they would be in the clerk column which would substantially change our line item allocations but not the total we plan to spend in the budget category Salaries. Having approved the budget category means that we can make that change without making various budget adjustments at the board meetings.

Budget adjustments would still be needed between categories (moving funds from Benefits to Salaries if we were for example no longer paying health insurance but paying for an additional part time employee).

Revenue: Major changes come in the property tax line (6901-01).

- Property Tax (6901-01) is expected to rise \$50,000 based on our levy amount. The 2017/2018 levy year is expected to collect between \$4,000-6,000 more than the budgeted amount.
- Estimated Loss due to property assessment appeals (6901-14) is decreased based on this year's current \$6000 loss which is a continuation of the trend of decreases in loss over the past 5 years.
- Unrealized income from annuities increase is being used to fund the upgrades we need to our carpeting (part of which will be 1/3 will be paid on this budget year and the remainder as well as shelf moving will be on next budget year, repairs/upgrades to our HVAC system, and replacement of our lighting fixtures.

Expenditures: Changes come in most line items based on changes in priorities and desire to allocate funds to the areas that we identified in our strategic plan as focus areas.

- Salaries (7504-7508): this number is reflective of a 2% cost of living increase to all employees and merit raises expected to our staff in all line items to reflect their efforts and outcomes.
- Benefits (7600-7670): The increase in benefits is based in enrolling in the IMRF pension fund (7650-09) for 8 employees who would be eligible and doing away with the 6% retirement payment to full time staff members.
- Training (7700-7800): There is a small increase in staff training (7800-01) which we are encouraging them to use through a program of application and reporting and is reflective of the upcoming ALA Annual Conference in June of 2020.

- Materials (8090-8166): Little or no change. Several comments in our Strategic plan noted that we need to work on keeping current with our offerings. Best practice suggestions in librarianship recommend between 12-15% of a library's budget to be spent on materials. This increase brings us up to 8.8% of our budget. I would like to increase this and our program budget each year to bring us up to best practice numbers. The increases here are spread throughout the line items. In addition, we are adding additional line items for foreign language DVD's (8164-01) and foreign language books (8103-01) to reflect spending goals in these categories more transparently to our community. And we are removing the line items for both adult and children's reference.
- Programs (8150-8155): The creation of Makerspace/Library of Things (8154-01) and Technology Programs (8156-01) are reflective of surveys at the library and the strategic plan surveys which called for creating/expanding technology programming and availability in the library.
- Strategic Initiatives (8158-01): No or little change.
- Computers (8171-8195): Increases to the information technology (8171-01) reflect purchasing hotspots for lending and anticipate increases in technology maintenance costs. Major changes in this category are centered in the new computer equipment (8172-01) line item. Our patron computers are 6-10+ years old. Providing access to the internet was a focus in our Strategic plan goals and is difficult to do with aging technology. Our goal would be to begin a plan of replacement and upgrades to our technology, creating a sustainable schedule of replacement for the future. Focus will be on upgrading our infrastructure before upgrading our computers.
- Office Supplies (8202-01): No or little change.
- Utilities (8301-8304): Increases reflect actual spending and our change from a T1 internet connection partly provided through ATT to a fiber line which will also be partly provided by ATT and estimated increases in electricity provided by our electrical supplier.
- Building Expenses (8306-8335): Building supplies and maintenance (8306-07)'s decrease reflects the completion of the carpeting project. ****Note** current budget proposal lacks the quotes for HVAC replacement. Expectations are for the expenditures to be recorded under Building Repairs (8335-07)**
- Travel (8341-8342): Minor increase reflects upcoming ALA Annual conference in 2020 in Chicago.
- Other Expenses (8355-8399): Donations (8361-01) has been created as a line item to directly reflect the funds coming in as donations to the library. Funding for this item as well as the Grants (8360-01) are dependent on how much is received in revenue for each corresponding line item (6904-01, 6905-01). Advertising (8375-01) was also increased to account for expected increases in advertising for upcoming programs, events, and new services.
- Outside Services (8400-8435): No or little change.
- Insurance (8460-8470): Changes reflect actual spending based on the 2018-2019 fiscal year.
- Other Expenses (8600-8601)/Debt Services (8700-8701): Reflects expectation of our new loan.

Welcome new employee!

On behalf of your colleagues, I welcome you to North Riverside Public Library and wish you every success here.

We believe that each employee contributes directly to North Riverside Public Library's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with North Riverside Public Library.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Director

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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with North Riverside Public Library and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by North Riverside Public Library to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. No employee handbook can anticipate every circumstance or question about policy. As NRPL continues to grow, the need may arise and NRPL reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or NRPL to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about North Riverside Public Library, and I understand that I should consult the Library Director regarding any questions not answered in the handbook. I have entered into my employment relationship with North Riverside Public Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or North Riverside Public Library can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to North Riverside Public Library's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of North Riverside Public Library has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

EMPLOYMENT

101 Nature of Employment

Effective Date: 07/01/2002

It is the policy of NRPL that all employment is on an "at will" basis which allows the employment to be terminated at any time by either the employee or NRPL "at will" with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Board of Library Trustees.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between NRPL and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at North Riverside Public Library's Board of Trustees sole discretion.

102 Employee Relations

Effective Date: 07/01/2002

NRPL reviews the working conditions, wage and benefits it offers on an annual basis. Employees are encouraged to bring concerns about working conditions or compensation to their supervisors through an email or memo. Please note the concern and what led to this concern. Any and all working condition and compensation concerns will be discussed at the management meetings.

Employees will not discuss other employees, situations or compensation with anyone other than their supervisor. Please refer to grievance filing policy for additional information.

103 Equal Employment Opportunity

Effective Date: 07/01/2002

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at NRPL will be based on merit, qualifications, and abilities. NRPL does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, physical or mental, actual or perceived, or any other characteristic protected by law.

NRPL will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Equal Employment Opportunity is a Federal law, covered under Title VII of the Civil Rights Act of 1964.

104 Business Ethics and Conduct

Effective Date: 07/01/2002

American Library Association's Code of Professional Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

105 Hiring of Relatives (Nepotism)

Effective Date: 07/01/2002

Relatives of current employees may not be hired or occupy a position that will supervise or be supervised by a member of his/her immediate family. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws and any others as defined by law or Attorney General Opinion.

107 Immigration Law Compliance

Effective Date: 07/01/2002

NRPL is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. Employees are required to complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility in accordance with the Immigration Reform and Control Act of 1986.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director.

108 Conflicts of Interest

Effective Date: 07/01/2002

Employees are required to notify the Director of any relationship with an outside firm that may be construed as a conflict of interest. Business dealings with any outside firm should not result in unusual gains for that firm, an employee or relatives of an employee.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of NRPL as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

110 Outside Employment

Effective Date: 07/01/2002

Employees may hold outside jobs as long as they meet the performance standards of their job. All employees will be judged by the same performance standards and will be subject to NRPL's scheduling demands, regardless of any existing outside work requirements. If an employee's outside work conflicts with their work at NRPL, the employee may be asked to terminate outside employment. Employees who take outside employment are encouraged to report the employment to their supervisor.

114 Disability Accommodation

Effective Date: 07/01/2002

NRPL is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation will be made for employees with disabilities. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

NRPL is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. NRPL will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. NRPL is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

116 Job Posting and Employee Referrals

Effective Date: 07/01/2002

NRPL encourages employees to apply for open positions and advance within the organization according to their skills and experience. In general, notices of all regular job openings are posted, although NRPL reserves its discretionary right to not post a particular opening.

Job openings will be posted and normally remain open for 14-30 days. To be eligible to apply for a posted job, employees must have either performed competently for at least 120 calendar days in their current position or apply with their supervisor's approval. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs.

NRPL also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

EMPLOYMENT STATUS AND RECORDS

201 Employment Categories

Effective Date: 07/02/2002

The following is to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. NRPL is an 'at will' employer.

Exempt and non-exempt status are specified for each employee and are based on job functions and position. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws and are required to work a minimum of 40 hours or more per week, excluding a lunch period, with no compensatory time.

Regular Full Time (including Salaried) employees are those who are not in a temporary or introductory status and who are regularly scheduled to work NRPL's full-time schedule. They are eligible for benefit package, which is subject to the terms, conditions, and limitations of each benefit program.

Part Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 40 hours per week.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with NRPL is appropriate. This is typically a 90-day period but can last up to 120 days.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are ineligible for all of NRPL's other benefit programs.

All Employees are required to work the prescribed schedules.

202 Access to Personnel Files

Effective Date: 07/02/2002

Personnel files are the property of NRPL. Access to the information they contain is restricted. Generally, only supervisors and management personnel of NRPL who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Director. Employees may request to review their personnel file twice a year with a written request. With reasonable advance notice, employees may review their own personnel files in NRPL's offices and in the presence of an individual appointed by NRPL to maintain the files. This policy is reflective of the Illinois Personnel Record Review Act (820 ILCS 40/).

203 Employment Reference Checks

Effective Date: 07/02/2002

To ensure that individuals who join NRPL are well qualified and have a strong potential to be productive and successful, it is the policy of NRPL to check the employment references of all applicants.

The Director will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment and position(s) held.

204 Personnel Data Changes

Effective Date: 07/02/2002

It is the responsibility of each employee to promptly notify NRPL of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of emergency. If any personnel data has changed, notify the Director.

205 Introductory Period

Effective Date: 07/02/2002

The introductory period is intended to give new employees the opportunity to demonstrate their ability and to determine whether the new position meets their expectations. NRPL uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or NRPL may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice. All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire or transfer to a new department/position.

If NRPL determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period not to exceed 120 days.

208 Employment Applications

Effective Date: 07/02/2002

NRPL relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, NRPL may obtain a background check and/or consumer credit report for employment purposes in accordance with the Employee Credit Privacy Act (820 ILCS 70).

209 Performance Evaluation

Effective Date: 07/02/2002

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, during the fourth quarter of the fiscal year.

Merit-based pay adjustments are awarded by NRPL in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process with Board approval.

EMPLOYEE BENEFIT PROGRAMS

301 Employee Benefits

Effective Date: 07/04/2002

Eligible employees at NRPL are provided a wide range of benefits. Benefits eligibility is dependent upon a variety of factors. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found here.

The following benefit programs are available to eligible employees:

- Accidental Insurance - to be added
- Bereavement Leave (309)
- Continuing Education - to be added
- Educational Financial Assistance (314)
- Health Insurance (316)
- Holidays (305)
- Jury Duty Leave (311)
- Major Medical Insurance (316)
- Medical Insurance (316)
- Medical Leave (316)
- Memberships – to be added
- Pension Plan (315)
- Pet Insurance Plan - to be added
- Short-Term Disability (318)
- Sick Leave Benefits (307)
- Vacation Benefits (~~308~~ 303)
- Volunteering - to be added
- Voting Time Off (308)
- Witness Duty Leave (312)

Some benefit programs require contributions from the employee, but most are fully paid by NRPL.

303 Vacation Benefits

Effective Date: 10/09/2006

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Director
- Full Time Employees
- Regular Part Time Employees (Working at least 750 Hours per Year)

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

All regular employees scheduled a minimum of 14.5 hours per week (750 hours per year) are eligible to accrue vacation time at the rates in the chart below.

Vacation time will begin accruing immediately upon hiring but will not be available until the employee satisfactorily completes the introductory period. In the event that the employee does not complete the introductory period, that vacation will not be paid to the employee upon termination.

All vacation time must be used in minimum of half hour increments and must be requested in written form to your supervisor no less than 2 days before the requested time and approved before that time will be granted. Vacation time can be negotiated upon employment.

Earned Vacation Time Table

Director

Years of Employment	Total Time Off Possible Earned per Year	Time earned per pay period (in hours)
0 to 1	10 days (80 hrs)	3.08
1 to 3	15 days (120 hrs)	4.62
3 or more	20 days (160 hrs)	6.15

Full Time Managers

Years of Employment	Total Time Off Possible Earned per Year	Time earned per pay period (in hours)
0 to 1	5 days (40 hrs)	1.54
1 to 2	10 days (80 hrs)	3.08
2 to 4	15 days (120 hrs)	4.62
5 or more	20 days (160 hrs)	6.15

Part time 1500 hrs +

Total Time Off Possible Earned per Year	Time earned per pay period (in hours)
60 hours	2.31

Part time 1000 hrs - 1499 hrs

Total Time Off Possible Earned per Year	Time earned per pay period (in hours)
40 hours	1.54

Part time 750 hrs - 999 hrs

Total Time Off Possible Earned per Year	Time earned per pay period (in hours)
20 hours	0.77

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees may carry over up to 20% of their total yearly accrued vacation time for 1 year on case-by-case basis.

Employees may choose to be paid for remaining vacation time in lieu of taking this time. NRPL encourages employees to take time off to relax; however, in the event that employees do not use all of their vacation time by the end of the fiscal year (June 30th), they may opt to be paid for a maximum of half (50%) of the time they have accrued in a given year.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if NRPL, in its sole discretion, terminates employment for cause, forfeiture of unused personal and sick time may result.

304 Personal Days

Effective Date: 03/14/2005

Full-time employees are allowed 3 personal days per year non-accruable.

Part-time employees will have 2 paid personal days per year which may be used at their discretion. These days are available at the beginning of the fiscal year and must be used by the end of the fiscal year. Employees must be outside of the introductory period to receive personal days.

All employees will have a day off for their birthday. This day must be taken within the 2 week period in which the birthday falls, at the discretion of the Director.

All personal days must be taken as full days off.

305 Holidays

Effective July 1, 2013

The Library will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year's Eve (December 31)

NRPL grants paid holiday time off to all full- and part-time employees who have completed 90 calendar days of service. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day for full time and half the number of hours regularly scheduled for part time.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and a half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

306 Workers' Compensation Insurance

Effective Date: 07/04/2002

NRPL provides a comprehensive workers' compensation insurance. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither NRPL nor the insurance carrier will be liable for payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty activity not sponsored by NRPL. Employees are required to call 911 and file a policy report as well as an incident report in the event of an injury on the job.

307 Sick Leave Benefits

Effective July 1, 2013

NRPL provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees include all regular employees who have worked for the library for more than 90 days and are scheduled 14.5 hours per week or more.

Earned Sick Time Table		
Position:	Total time off possible per year:	Total time in hours earned per pay period:
Director	10 days (80 hrs)	3.08 hrs
Full Time Managers	10 days (80 hrs)	3.08 hrs
Part Time 1500 hrs+	30 hours	1.15 hrs
Part Time 1000-1499 hrs	20 hours	0.77 hrs
Part Time 999-750 hrs	10 hours	0.38 hrs

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 30 calendar days' worth of sick leave benefits. Paid sick leave can be used in minimum increments of half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member.

Employees must notify their supervisor before their scheduled start time whenever possible and must do so for every additional day of absence. If an employee is absent for 3 or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability/illness and any limitations to returning to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence. These benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

308 Time Off to Vote

Effective Date: 10/19/98

NRPL encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule.

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

309 Bereavement Leave

Effective Date: 10/19/98

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The NRPL adheres to the definition of 'immediate family' provided by the Attorney General. Up to 3 days of paid bereavement leave will be provided to all employees. Bereavement pay is calculated based on the base pay rate at the time of absence. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

For the death of a child (born or unborn), employees will be granted up to 10 days of unpaid leave.

310 Unpaid Days of Absence

Effective Date: 2/9/09

Unpaid days will only be granted upon extenuating circumstances after all paid days off have been used.

311 Jury Duty

Effective Date: 10/19/98

NRPL encourages employees to fulfill their civic responsibilities by serving jury duty when required. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. All employees qualify for paid jury duty.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

NRPL will continue to provide health insurance benefits for the full term of the jury duty absence when applicable. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

313 Benefits Continuation

Effective Date: 07/04/2002

LIMRiCC (The Library Insurance Management and Risk Control Combination) provides access to COBRA insurance in the event of a qualifying event for staff members who are eligible to take part in the employee health insurance benefits.

314 Education Assistance

Effective Date: 7/1/05 Adopted: 3/14/05

NRPL recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their abilities.

Any employee who has been a member of the staff for at least 2 years may be reimbursed for some or all of the tuition costs of job-related courses of study undertaken at an accredited college or university, as long as funds are available.

Prior approval of the course must be obtained from the Director and Library Board of Trustees. Payment will be made using a monthly reimbursement formula spread over 24 months following successful completion of the course. A final grade of B or better for courses constitutes successful completion. Only one class per semester will be eligible for reimbursement.

No one is guaranteed to get automatic approval every semester and this process must be presented to the Director and the Library Board of Trustees for approval prior to registration. In order to receive complete reimbursement for the entire course, the employee will need to serve two years of service after the course at the NRPL. If he/she leaves the library, all monthly reimbursement payments will stop and the reimbursement agreement terminates. Reimbursement payments are based on the cost of tuition for the course divided by 24 months that the employee will be reimbursed. Employees must also sign the appropriate application to receive tuition reimbursement.

Reimbursement for each course will commence after proof of successful completion is presented to the Director. Payments may overlap after the second course, but each course begins a new proration.

Example:

- Employee Alice asks for and receives approval to take a graduate class for an MLIS from Dominican University.
- The class is 3 credit hours and costs \$1,500. She is eligible for a \$1,500 reimbursement for this course.
- She applies for tuition reimbursement before she registers and is approved.
- She completes the course with an A- and presents her report card to the Director.
- At this point Alice has already received approval for her second semester from the Board.
- Her reimbursement payments start immediately and she gets a check for \$62.50 at the end of each month while she is in her second course. Following the successful completion of her second course, she receives monthly payments of \$125.00. This continues and changes as approval and completion of said courses continue on. However, when she has served 24 months of service after the first check, the payment then reduces by some said amount.

LTA (Library Technical Assistant) courses, which are more affordable and are a valued alternative to workshops and other continuing education classes, are able to be approved by the Director, if the budget allows, and can be reimbursed in full at the successful completion of the course, due to the relatively low cost.

NRPL encourages employees to further their education and will accommodate class schedules as much as possible.

NRPL has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position.

315 Retirement Benefit

Effective: May 9, 2011

ICMA-RC 457 Deferred Compensation is a program that allows all employees to invest for retirement. Federal and state income taxes are deferred until assets are withdrawn, usually during retirement when in a lower tax bracket. NRPL offers a deferred compensation program. Contribution limits are set by the IRS each year. Contact the ICMA-RC listed in your employment packet for further details. Eligibility is immediate upon employment. Part-time employees can participate.

All employees working at NRPL more than 1000 hours per year are required to participate, through payroll deductions, in IMRF. The library makes a contribution for each participating employee. IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. Please see the Director for complete details regarding IMRF benefits.

316 Insurance: Life, Medical, Dental, Vision *Effective Date: August 9, 2004, Revised: 2018*

NRPL's health insurance plan provides employees access to insurance health benefits. Regular full time employees are eligible to participate in the plan. Eligible employees may participate in the insurance plan subject to all terms and conditions of the agreement between NRPL and the insurance carrier.

NRPL will provide a portion cost of premiums for single coverage, employees will pay the remaining. Full-time employees' families may participate in the health benefit coverage at the expense of the employee. The Blue Cross/Blue Shield PPO health plan is the only health plan available to employees through the carrier.

A life insurance policy is available to all regular full-time employees which totals \$20,000 and is included in the insurance detailed above. Employees have the option of enrolling in a voluntary life insurance at their own cost.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under Illinois Continuation Insurance. Refer to the Benefits Continuation policy for more information. See Policy 313.

318 Short-Term Disability

Effective Date: August 9, 2004

The NRPL provides a benefit plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Regular full-time employees are eligible to participate in the plan.

Salaried full-time employees will be compensated at 75% of their weekly salary after use of all other benefits and vacation days for a maximum of 4 weeks. A waiting period of 5 days before receiving Short-Term Disability payments is required. The waiting period is the period of time an employee must be continuously disabled before disability benefits are payable. The employee must be out 5 consecutive workdays before disability payments will apply. The first 5 days of absence must be covered by the employee's benefit days (vacation/sick/birthday). Short-term disability starts paying benefits on the sixth day. No supplemental from the 75% pay with benefit days is allowed.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working. Disabilities covered by worker's compensation are excluded from short-term coverage.

TIMEKEEPING AND PAYROLL

401 Timekeeping

Effective Date: 10/19/98

Accurately recording time worked is the responsibility of every employee to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees are allowed to clock in 5 minutes before their scheduled time in and up to 5 minutes after their scheduled time to leave without penalty. Clocking in after your scheduled time or more than 5 minutes before your scheduled time in, or clocking out more than 5 minutes after your scheduled time out must be documented and explained to your supervisor or this will result in disciplinary action. When an employee clocks in they are doing so ready to work.

403 Paydays

Effective Date: 04/12/04

All employees are paid bi-weekly on Friday of the designated week in the payroll schedule. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The bi-weekly pay period for the library runs from Monday through Sunday with the payday being the Friday following the end of the pay period.

405 Employment Termination

Effective Date: 10/19/98

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation
- Discharge
- Layoff
- Retirement

Since employment with NRPL is based on mutual consent, both the employee and NRPL have the right to terminate employment at will, with or without cause, at any time. Employee benefits may be affected based on termination.

410 Pay Deductions

Effective Date: 07/04/2002

The law requires that NRPL make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. North Riverside Public Library also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

WORK CONDITIONS AND HOURS

501 Safety

Effective Date: 10/19/98

To assist in providing a safe and healthful work environment for employees, customers, and visitors, NRPL has established a workplace safety program. Its success depends on the alertness and personal commitment of all.

NRPL provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or the Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their manager/the library director.

502 Work Schedules

Effective Date:

10/19/98

Work schedules are created by each department manager. Staffing needs and operational demand may cause variations in regular scheduling time. Notice will be given to employees upon schedule changes.

504 Phone usage

Effective Date: 10/19/98

Use of the telephone (library or personal) for personal communication should be limited by need and cause.

505 Smoking

Effective Date: 10/19/98

NRPL is a no-smoking campus. This includes e-cigarettes/vaping.

506 Rest and Meal Periods

Effective Date: 2/9/09 Revised 2/9/09

All employees are entitled to paid breaks as follows:

- For shifts 4 hours long - a 15 minute break
- For shifts 6 hours long - a 15 minute break and a 15 minute lunch
- For shifts 8 hours long - two 15 minute breaks and a 15 minute lunch

Employees may neither work more than 4 hours at a time without a break nor skip a break to shorten their work day.

507 Overtime

10/19/98

Effective Date:

Employees are encouraged to work their set schedule and not accrue overtime. However, when operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Director's prior authorization.

510 Emergency Closings

Revised: February 2018

At times, emergencies such as severe weather, fires, power failures, or other problems can disrupt library operations. In extreme cases, these circumstances may require closing the Library.

When the decision to close is made, employees will receive official notification from a supervisor. In these situations, time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Any employee who has called in to work that day, requested the day off or is not regularly scheduled to work that day will not be compensated.

512 Business Travel Expenses

07/04/2002

Effective Date:

NRPL will reimburse employees for travel costs at the current IRS *per diem* rate for actual travel costs. All business travel must be approved in advance by the Director. Employees whose travel plans have been approved are responsible for making their own travel arrangements with approval of the Director.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by NRPL may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 7 days. Reports should be accompanied by receipts for all individual expenses. Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, and reimbursement for approved expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

Effective Date: 10/19/98

Employees may have visitors; however, visitors may not disrupt the work of other staff members or be destructive in any way.

516 Technology Policy

Effective Date: 10/19/98

All technology provided to employees remains NRPL property intended for business use. To ensure compliance with this policy, devices and electronic communication may be monitored.

NRPL prohibits the use of devices and electronic communication in ways that are disruptive, offensive to others, or harmful to morale. All electronic communication is considered part of NRPL's official record and is subject to disclosure. Employees should always ensure that the business information contained in e-mail messages and other transmissions is professional.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited.

Abuse of the internet access provided by NRPL in violation of law or NRPL policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous electronic communication
- Engaging in any other illegal activities

Employees should notify their immediate supervisor, the Director, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

522 Workplace Violence Prevention

Effective Date:

10/19/98

NRPL has a zero tolerance policy for workplace violence. NRPL works closely with the North Riverside Police Department to ensure the safety of our employees.

LEAVES OF ABSENCE

601 Medical and Family Leave
03/08/04

Effective Date:

NRPL provides leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability, the serious health condition of an eligible family member, which includes a spouse, child, or parent, or because of the birth, adoption, or placement of a child. The employee may take a maximum of 12 weeks of leave within a 12-month period.

A serious health condition for the purpose of this policy is defined in the same manner as the definition of a serious health condition under the Family Medical Leave Act ("FMLA").

An employee is eligible for medical or family leave if the employee has been employed by North Riverside Public Library for at least 12 months and has worked 1,250 hours in the 12 months preceding the requested leave. The 12 months of employment need not be consecutive.

Eligible employees shall request medical or family leave at least 30 days prior to the date upon which the leave is expected to begin. In the event family or medical leave is necessary for an unforeseeable event, the request for leave shall be made as soon as possible. Verbal notice of the need for leave is sufficient but shall be documented by employee in writing following the verbal request.

In the event an employee requests leave to care for the employee's own serious health condition or the serious health condition of a spouse, child, or parent, NRPL shall be provided with a medical certification from a health care provider. When the leave is foreseeable, the medical certification shall be provided before the leave period begins. When this is not possible, medical certification shall be provided 15 days following the request. The medical certification form following this policy shall be used by all employees submitting necessary documentation.

If an employee has taken medical or family leave due to the employee's own medical condition, and that medical condition made the employee unable to perform his or her job tasks, the employee must provide certification from a health provider that the employee may return to work.

Employees must first utilize any accrued paid leave time, including vacation days and sick days. The paid leave time will be counted as part of the employee's medical or family leave. Total leave time shall not exceed 12 weeks. Should the employee require more than 12 weeks of leave, a request shall be made to the employee's supervisor and must be approved by the Board of Trustees. The decision of the Board of Trustees is final.

During the family or medical leave period, health insurance benefits shall be provided to the employee under the same terms and conditions as when the employee was not on leave. The employee must issue payment to the North Riverside Library for any premiums typically deducted from the employee's paycheck. In the event the employee fails to return to employment with NRPL, all premiums paid by NRPL during the leave period must be reimbursed by the employee.

Benefit accruals, including vacation, sick leave, or holiday benefits, will be suspended during the period of the family or medical leave. Benefit accrual will resume upon return to active employment.

To properly schedule an employee's return to work, the employee shall provide 14 days notice prior to the return date. In the event the employee's need for medical or family leave changes during the leave period, the employee may provide 2 days notice prior to the anticipated return date. Upon return to work,

the employee will be returned to the same position or to an equivalent position with equivalent benefits, pay, and other terms of employment.

If an employee fails to return to work on the agreed upon return date, NRPL may assume that the employee has resigned.

Employees who sustain work related injuries are eligible for a leave of absence for the period of disability resulting from the injury in accordance with all applicable laws and policies addressing occupational disabilities.

605 Military Leave

10/19/98

Effective Date:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will receive partial pay for 2 week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of 2 weeks will be unpaid. However, employees may use any available paid time off for the absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Director for more information or questions about military leave.

607 Pregnancy-Related Absences

Effective Date: 03/08/04

Removed -- May need to be updated and moved to the 300's as a Paternal Leave Policy

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules

Effective Date: 6/13/11

To ensure orderly operations and provide the best possible work environment, NRPL expects employees to conduct themselves in a professional manner at all times.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any unplanned absence without proper notification
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Public accusations or criticisms of other employees
- Persistent negativity or numerous complaints that undermine the morale of co-workers or interfere with the normal flow of work

702 Drug and Alcohol Use

Effective Date:

10/19/98

The North Riverside Public Library may have random drug testing of employees.

It is NRPL's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Director without fear of reprisal.

703 POLICY PROHIBITING HARASSMENT, DISCRIMINATION AND Retaliation (and Procedures for Reporting and Investigating Complaints)

Effective Date:

12/18/17

NRPL is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, NRPL will not tolerate harassment of employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, NRPL discourages such conduct in the workplace.

A. Discrimination

Prohibited Conduct. NRPL prohibits discrimination, harassment and retaliation on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law. A violation of this policy, however, does not necessarily rise to the level of a violation of the law.

Application of Policy. This policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at NRPL will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

B. Harassment

Harassment is a form of discrimination and is prohibited. NRPL seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this policy.

All employees and officials are responsible for conducting themselves in accordance with this policy. NRPL will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with NRPL, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

1. Harassment Relating to a Protected Status:

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. NRPL will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status;
- Written or graphic material that is circulated, available on NRPL's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

2. Sexual Harassment:

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same-sex. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person; or (3) such conduct

has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. NRPL considers the following conduct to represent some of the types of acts that violate this policy:

either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors; physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature; sexual propositions, sexual innuendo, suggestive comments; continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested; displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace; sexually oriented kidding, teasing, practical jokes, or threats; referring to or calling a person a sexualized name; telling sexual jokes or using sexually vulgar or explicit language; making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation; harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees and officials are encouraged to inform others in the workplace when their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

C. Retaliation

NRPL will not retaliate or allow retaliation against an individual who has made a report of a violation of this policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this policy or cooperating in an investigation is strictly prohibited. Anyone who is found by NRPL to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Procedure for Reporting and Investigation of Harassment, Discrimination and Retaliation

1. Reporting: All employees and officials are responsible for helping to avoid all forms of harassment. Anyone who believes he or she has experienced conduct inconsistent with this policy or otherwise learns of conduct prohibited by this policy is responsible for reporting the conduct through the complaint procedure.

This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination. Employees or officials may make an incident report for this purpose or may report conduct in any other manner, including making a confidential report to a supervisor, Director, Library Board of Trustees, or the Department of Human Rights.

In addition, each supervisor must immediately report to the Director, or an official any complaint or observation of conduct which may violate this policy. Supervisors or managers or officials who have knowledge of any conduct inconsistent with or prohibited by this policy and do not report it to one or more of the above are subject to disciplinary action, up to and including termination or reporting officials to appropriate authorities.

2. Report Immediately: Verbal complaints, as stated, must be made immediately. NRPL may follow up in writing in order to assure complete understanding of and resolution of the specific complaint.

3. No Exception to Reporting: Please note that there are no exceptions to this reporting requirement. There is no friendship exception. Even if the alleged victim or perpetrator of the conduct is a friend, acquaintance, family member, relative or co-worker, each and every employee and official is required to report the incident or complaint, as the case may be.

4. Investigation: Any conduct inconsistent with or prohibited by this policy will be investigated promptly. NRPL is committed to investigating and taking prompt and appropriate action with respect to all such claims and strongly urges internal utilization of this policy. NRPL may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place.

5. Disciplinary Action: All reports of violations of this policy shall be made in good faith. Therefore, all reports will be taken seriously and they will be promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees or officials who engage in conduct that is found by NRPL to be inconsistent with or prohibited by this policy are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action, up to and including termination or reporting to appropriate authorities. Failure to cooperate in an investigation also will subject an employee to the same disciplinary action. NRPL may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy.

6. Confidentiality: To the fullest extent practical, NRPL will keep complaints and the terms of their resolution confidential. However, in order to effectively investigate such complaints, NRPL must inquire of employees or officials involved. NRPL also has sole discretion to determine the scope of the investigation and, within that scope, the individuals who should be informed of and asked about the allegations.

7. The EEOC, State and Local Agencies: Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights	Equal Employment Opportunity Commission
100 W. Randolph St., Suite 10-100	500 West Madison Street, Ste. 2800
Chicago, IL 60601	Chicago, Illinois 60661-2511
(312) 814-6200	(312) 353-2713

NRPL expects all employees, during business hours, to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. A business casual attire is expected of all employees.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

706 Return of Property

Effective Date: 10/19/98

Employees are responsible for all NRPL property, materials, or written information issued to them or in their possession or control. Employees must return all NRPL property immediately upon request or upon termination of employment. Where permitted by applicable laws, the employee will be sent to collections for the retained materials.

708 Resignation

Effective Date: 10/19/98

Resignation is a voluntary act initiated by the employee to terminate employment with NRPL. Although advance notice is not required, employees are asked to provide at least 2 weeks written resignation notice.

710 Security Inspections

Effective Date:

10/19/98

NRPL wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, employees are prohibited from the possession, transfer, sale, or use of such materials on its premises. NRPL requires the cooperation of all employees in administering this policy.

In accordance with the signed waiver on file from all employees, desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of NRPL. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of NRPL at any time, either with or without prior notice. NRPL likewise wishes to discourage theft or unauthorized possession of the property of employees, visitors, and patrons.

716 Progressive Discipline

Effective Date: 07/04/2002

Disciplinary action may call for any of 4 steps:

1. Verbal warning
2. Written warning
3. Suspension with or without pay
4. Termination of employment

Depending on the severity of the problem and the number of occurrences, there may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. NRPL recognizes that there are certain types of employee problems that are serious

enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Library.

718 Problem Resolution

Effective Date:

07/04/2002

NRPL has an open door policy.

No employee will be penalized, formally or informally, for voicing a concern with NRPL in a reasonable, business-like manner, or for using the open door policy.

To report concerns, please address them to your direct supervisor unless said supervisor is the topic of concern. In that case, address the concern to the Director or if the Director is the topic, to the Board Personnel Chair.

720 Grievance Policy

Effective Date: ----

NRPL encourages employees to work out their concerns through our open door policy. However, when this is not possible, employees may follow these steps to file a grievance:

1. The employee will present the grievance in writing to their immediate supervisor within 5 days of the alleged violation or the date the employee becomes aware of the alleged violation, whichever is later. The supervisor receiving the complaint will attempt to resolve and implement the resolution and respond to the employee in writing no later than 7 days from the date the employee brought the complaint.
2. If the grievance is not resolved in step 1, the employee may submit a written grievance to the Director within 5 days of the date the response from step 1 was due or received, whichever comes first. The Director will, within 7 working days from receipt of the written step 2 grievance, investigate and respond in writing to the grievant.

The definition of a grievance is: "A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions. Employees who have not completed 6 months of employment with NRPL and temporary employees may not grieve termination from their positions."

The Director's written response will be the final disposition of the grievance. Employee grievances may not be appealed to the Library Board of Trustees.

MISCELLANEOUS

805 Strategic Initiative Mini-Grant*Effective Date:*

All staff members are able to apply for the Strategic Initiatives Mini-Grant Opportunity to solve an issue they have identified within the library that will further NRPL's strategic plan. Grants are awarded quarterly and range from \$50 to \$750.