

DIVERNON TOWNSHIP LIBRARY

PERSONNEL POLICY

MANAGEMENT POLICY

The duly appointed Library Board shall have all management rights, authorities, and responsibilities as outlined in Illinois Statutes.

The Library Board shall select, appoint, and when necessary for valid reasons, dismiss the Library Director.

The Board shall establish all other positions and all wage and benefit levels for all Library Staff.

The Board shall provide an effective orientation for new Directors to assure that the Director understands:

- a) The policies and processes related to the daily operation of the Library,
- b) Reporting and budgetary requirements that assure accountability and compliance with the law,
- c) The expectations of the Board in regard to administrative processes and protocol, particularly, as they relate to conducting effective and efficient board meetings,
- d) Rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.

The Library Board shall conduct annual appraisals of the Library Director's performance, at which time personal and management goals can be discussed and negotiated.

ADMINISTRATIVE POLICY

The person appointed as Library Director shall be charged with the sole administration of the Library.

The Director shall be responsible to the Board in matters pertaining to and concerning the Library, be present at monthly board meetings, and prepare and present such reports and meeting documents as requested.

The Director shall have the responsibility for collection development for all materials in the Library. This includes: selection, ordering, processing, weeding, and inventory of the collection according to the guidelines in the policy.

The Director will recommend changes in or additions to library policies as needed.

The Director will perform preparatory work to assist the Board with regular Library planning.

SALARIES

A classification and salary schedule has been adopted by the Library Board. The plan is subject to regular revision so that it will remain equitable for both the Library and the staff.

VACATION, HOLIDAY, AND SICK LEAVE POLICY

Refer to Divernon Township Library Personal Time Policy.

LEAVE OF ABSENCE

Leaves of absence without pay may be granted to Library employees for maternity, adoption, illness, travel, or graduate or certificate training. All leaves are considered on a case-by-case basis and must be approved by the Library Board.

Written requests should indicate both a beginning and ending date for the leave. Vacation time must be used before unpaid leave will be approved for reasons other than maternity, adoption, or military training.

BEREAVEMENT LEAVE

Library employees are eligible for three (3) days bereavement leave without loss of pay or sick leave credit in the event of the death in the immediate family, defined as: spouse, child, brother, sister, or parents of either the employee or the employee's spouse.

MILITARY LEAVE

Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave.

The Library can assure no loss of wages if the employee wishes to turn all earning from the training period in to the Library Board. Benefits are not affected by military leave as long as the leave stays within the fourteen (14) day parameter.

JURY DUTY

In the event a Library employee is called for jury duty, the Library will release them and assure no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the Library, these fees can be turned in to the Library Board and the employee will be paid their wages as usual.

WORK SCHEDULE

Major changes in the Director's schedule or other circumstances may not be made without the approval of the Library Board. Requests for such shall be made in writing to the Library Board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the Library Director.

MEETINGS AND WORKSHOPS

The Director, staff and trustees attending continuing education opportunities to aid the Library shall be allowed expenses at the discretion of the Library Board according to the amount appropriated in the budget for such. The Director, Staff, and Trustees are encouraged to attend and participate in continuing education activities.

DISCIPLINARY POLICY

An employee of the Divernon Township Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. A substandard performance appraisal,
2. Verbal and/or written warnings,
3. Suspension, and/or
4. Extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the Library.

The Library wants each employee to be successful in their job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Divernon Township Library reserves the right to dismiss an employee without notice in cases involving: theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

RESIGNATION AND RETIREMENT POLICY

A Library employee wishing to resign or retire from employment must notify the Director or the Library Board as soon as possible.

The Library requests a minimum notice of two weeks. For the Library Director, a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends, a final performance appraisal will be conducted.

If the employee is entitled to benefits (such as unearned, unused vacation) a lump sum payment can be made to the employee.

GRIEVANCE PROCEDURE

It is the intent of the Divernon Township Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow coworkers or supervisors, and Library rules as they apply to Staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the Director. In the case of the Director having a concern, this should be discussed with the Board President.
2. If the Director is part of the problem, or if the Board President is part of the Director's problem, the concern/grievance should be submitted in writing for the Library Board and be delivered to the Director, who will deliver the statement to the Board President. The Board President will, in turn, present the concern, during closed session, to the full Board at the next or a Special Board Meeting.
3. The Board's representative will respond to the employee within five (5) days of the Board Meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the Board will address the issue over time.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

It is the policy of the Divernon Township Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment shall be according to the provisions of State and Federal laws and regulations.

DRUG-FREE WORKPLACE POLICY

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Divernon Township Library, whether that work is carried out in the workplace building or not.

All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the Library Director or Board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

SEXUAL HARASSMENT POLICY

Harassment on the basis of sex is a violation of federal and state laws and statutes. Sexual Harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Divernon Township Library.

The Divernon Township Library accepts and adheres to all definitions and procedures outlined in the law as regards to sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to, and including, discharge.