

Personnel Policy

THE BOARD

Legal responsibility for the library is vested in the Board of Trustees elected by voters of the District. The Board is the policy-forming body of the Library District. The responsibilities of the Board include selection and appointment of a Director who is the administrative officer of the District. The Board is also responsible for monitoring the compliance of the Library with state directives and of assuring the well being of the Library building and functions.

THE DIRECTOR

The Director implements the policies and decisions of the Library Board and serves as ex-officio member of the Board. The Director shall attend all meetings of the Board and shall have the right to speak on all subjects under discussion, but he/she may not have the right to vote. The Director is considered a permanent full-time employee of the Library. The Director shall have charge of all properties belonging to the Library and shall be responsible for the proper discharge of duties by all members of the staff. All communications of petitions from the employees to the Board of Trustees shall be made through the Director. The Director is in charge of all personnel and is responsible for the hiring and termination of all employees, the assignment of duties, employee morale, establishing standards of service, and implementations of staff development. It is the responsibility of the Director to annually evaluate each employee in writing. If problems with an employee develop, the Director may review them with the Board. In the event that the Director is incapacitated, the Board will appoint an acting director.

THE STAFF

The library staff is the Library's representative to the community, and as such, the staff implements the objectives and the general purpose of the Galva Public Library District in providing effective and comprehensive library service to all members of the community. In a public institution, the ultimate employer is the community. The Library Board and the community desire a library service of which they can be proud. The responsibility of the staff is to provide that service by giving their full energies and talents each day. Service is the only reason for the Library's existence. This service comes before convenience, or personal opinions. Each staff member will strive to give courteous and efficient service. Library records are confidential, and staff will not discuss circulation records outside the Library or outside legal procedures. A person who accepts a position on the staff of the Galva Public Library District will be given a copy of this policy. Employees are responsible for familiarizing themselves with its contents. It is neither possible nor intended that is shall anticipate every problem concerning employment. The Library Board of Trustees specifically reserves the right to modify any and all portions of this policy at any time without notice to the employee.

CATEGORIES OF EMPLOYEES

Permanent Full-Time Employees

These employees are regularly scheduled for not less than an average of 30 hours per week and not more than 40 hours. These employees are eligible for Illinois Municipal Retirement Fund (IMRF), IMRF sick/personal time, health insurance, and vacation time. This position is eligible for the 'Illinois Time for All Workers' policy. These employees, with the exception of the Director, are hired by the Director who schedules them according to the need of the Library. With the exception of the Director, they are paid hourly.

Permanent Part-Time Employees

These employees are regularly scheduled for an average of 20 to 29 hours per week. They are eligible for IMRF and IMRF sick/personal time, but not health insurance or vacation. This position is eligible for the 'Illinois Time for All Workers' policy. These employees are hired by the Director who schedules them according to the need of the Library. They are paid hourly.

Part-Time Employees

These employees are regularly scheduled for an average of less than 20 hours per week. They are not eligible for IMRF, health insurance, or vacation. This position is eligible for the 'Illinois Time for All Workers' policy. These employees are hired by the Director who schedules them according to the need of the Library. They are paid hourly.

Page/Student Worker

These employees are regularly scheduled for an average of less than 20 hours per week. They are not eligible for IMRF, health insurance, or vacation. This position is eligible for the 'Illinois Time for All Workers' policy. These employees are hired by the Director who schedules them according to the need of the Library. They are paid hourly.

Custodian

The custodian is responsible for the care of the building, furnishings, and has some care of the grounds. This employee works two hours per day, six days a week. The maximum amount of hours for this position is 12 hours per week. This position is not eligible for IMRF, health insurance, holiday pay or vacation. This position is eligible for the 'Illinois Time for All Workers' policy. This employee is hired by the Director who schedules him/her according to the need of the Library. He/She is paid at an hourly rate.

APPLICATION AND APPOINTMENT

A letter of application is required of all individuals seeking employment. References and/or additional credentials may be required. The Director selects the employee on the basis of educational and technical qualifications and experience, with the approval of the Board of Trustees. Except for student workers, each applicant is expected to be a high school graduate and preferable have some college and library training or equivalent. There shall be no discrimination in selection of new employees on the basis of sex, race, marital status, politics, religion, national origins or any other consideration which is unrelated to published qualifications.

The library staff consists of the Director, Assistant Director, and Library Assistants. The Director is selected and appointed by the Board of Trustees; all other employees are recruited, selected, and appointed by the Director, subject to Board approval.

Employees shall be in the orientation phase for the first 90 calendar days of employment. The Director is evaluated by the Board of Trustees, while the Director evaluates other library staff. After an employee has worked for 90 days, their work record will be formally evaluated in writing by the Director. If the evaluation is satisfactory, the orientation phase of employment will end. If the evaluation is unsatisfactory at the end of 90 days, employment may be terminated. Thereafter, written evaluations will be done on an annual basis and placed in the employee's file.

SALARY

Salaries are paid by check twice monthly, on the 8th and the 22nd of each month. Time reports shall be kept by employees indicating vacation, sick leave, or other leave taken. This report must be completed and turned in to the Director on or before the 15th of the month and again by the end of the month. The Director will report this information to the Board at the monthly trustee meeting.

HOURS OF WORK AND SCHEDULES

Schedules are made by the Library Director. Employees will be scheduled to work evening hours each week, as well as, assigned Saturdays each month to meet staffing needs.

COMMUNITY SERVICE

The Library is a community space and needs to be represented as such during certain community activities. As of 01/01/24 the Library currently has a presence in the 'Galva Ready to Grow: Trunk or Treat' activity which is held at the end of October annually and the 'Galva Chamber of Commerce Lighted Holiday Parade' which is held at the end of November annually.

Any staff representing the Library at *any* community event, including those listed above, which are held outside of the physical Library and outside of working Library hours, is considered to be representing the Library on a volunteer basis and this time is unpaid. While no staff member is *required* to represent the Library in these events, they are encouraged to do so. Community service is an important part of the Library and the Library's presence at such events will only foster a better relationship between the Library and the community it serves.

REST PERIODS

Rest periods of 15 minutes each shall be given during any four hour work period.

SEPARATIONS

Retirement

There is no mandatory retirement age. However, after an employee has reached the age of 65, there will be an annual review of his/her situation by the Library Director and the Board.

Resignations

Resignations must be submitted in writing to the Library Director with at least two weeks notice.

Dismissals

Dismissals may be made for incompetence or for failure to adapt to the policies and standards of the Library. Two weeks notice will be given by the Library Director; accrued vacation shall be part of the notice period.

CONTINUING EDUCATION

The Library Director will schedule hours so the staff may attend a variety of Continuing Education classes provided by the Alliance Library System.

LEAVES

Employees are provided with different types of **paid** leave based upon employment status (Full Time, Permanent Part Time and Part Time). Employees may only take paid time for the hours in which they are permanently scheduled weekly. No employee is permanently scheduled for Saturdays.

Employees must use paid leave (vacation, sick/personal and Illinois Time for All Workers) for all absences from work before they are able to take any time off unpaid. Unpaid absences may be subject to disciplinary procedures and policies

Vacations and Holidays

Permanent Full-Time Employees are entitled to vacation in the following manner:

After 1 year – 2 weeks paid vacation

After 10 years – 3 weeks paid vacation

After 20 years – 4 weeks paid vacation

Vacation time is front loaded on January 1st and must be used within the calendar year.

Vacation time does not roll over nor accumulate otherwise. Vacations should be scheduled with the Library Director to meet both the needs of the Library and the employee. Requests must be made first with the Library Director; then substitute arrangements will be made. Vacation days are eligible to be taken in either full day, 8 hour increments, or half day, four hour increments. Any unused **vacation days** are subject to be paid out upon an employee's termination (either voluntary or involuntary).

Holidays

The Library is closed on certain holidays each year and the Library Board approves closures each year. There is a separate list of the holidays the library will be closed each year on the Library website.

Permanent Full-Time Employees shall be paid for their scheduled hours when a holiday falls on their regular working day and paid for the hours the library is open if a holiday falls on their regular day off. Part-time employees will receive holiday pay for their scheduled hours when a library holiday falls on a normally scheduled work day. Part time employees **are not paid** holiday pay on days they are not scheduled to work. The Custodian does not receive holiday pay.

Illinois Paid Leave for All Workers Act:

In order to maintain compliance with Illinois law, **all employees** (Salary, Permanent Full Time, Permanent Part Time, Part Time, Page/Student Worker and Custodian) will receive **20 hours of paid time** annually*. The 20 hours will be front-loaded on the 1st of January, 2024, and then yearly for current employees. New employees will receive the 20 hour front load on day one of employment, however the leave is not eligible to be used until 60 days past their hire date.

This time will be referred to as ‘Illinois Time for All Workers’ at the Galva Public Library District. Since this time is front loaded into a separate bank, unused time will not roll over at the end of the calendar year, unused time will not be paid out at the end of the year, and unused time will not be paid out upon termination of employment (either voluntary or involuntary).

Every employee is entitled to take this time during the current calendar year at their discretion. This time may be used in 15, 30 or 60 minute increments by all employees. It may be used as a full day (8 hours) or a half day (4 hours) for Full Time and Permanent Part Time staff **only**.

There is no requirement, on the part of the employee, to provide a reason for this time or provide any documentation related to the absence. Employees, however, are required to provide prior notice of their indication to take this time to the Director in good faith and when at all possible. **The Director still reserves the right to consider all time off requests and approve/deny them based upon staffing and scheduling needs.**

*Per current state law, January 1st, 2024, all employees in the state of Illinois, regardless of hours worked weekly, will receive 1 hour of paid time off for each 40 hours worked. The ‘Illinois Time for All Workers’ policy at the Galva Public Library District is calculated based upon the Custodian and Clerk positions at a maximum of 12 hours per week as of 10/01/2023. **This time is not related to any current vacation pay, or the IMRF-eligible sick/personal time, and will be tracked in a separate bank.**

12 hours x 52 weeks in a year = 624 hours a year. $624/40 \text{ hours} = 15.6$. The 20 hour amount is a rounded up amount to ensure compliance with current Illinois law. Full time employees meet the 40 hour standard via vacation pay and IMRF sick/personal time.

Sick Leave & Compassionate Leave

Sick & compassionate leave of ten working days per year for all Permanent Full-Time Employees and Permanent Part Time employees, who work the 1000 hour standard and are eligible for IMRF, is allocated each year on January 1st. Permanent Full Time and Permanent Part-Time Employees will receive pay for their scheduled hours for each leave day. Sick leave

may also apply to absence due to care for a member of the immediate family or for medical appointments which can only be scheduled during regular working hours. Leave may be taken in the case of death in the immediate family. Immediate family includes grandparents, parents, siblings, spouse, or child. In order for leave to be approved, employees should call the Library Director as soon as possible. Ten days are front-loaded into the eligible employee's sick/personal bank per year for IMRF (8 sick and 2 personal). The unused sick/personal days, at the end of the calendar year, are tracked for **IMRF service credit only** and do not roll over or accumulate otherwise. The service credit days are not paid out upon termination (either voluntary or involuntary) rather they are reported to IMRF and calculated into the employee's service credit **only**.

Jury Duty

Employees who are required to serve jury duty are granted leave with pay minus the amount received for their services only if on a scheduled working day.

Leave of Absence Without Pay

Leaves of absence without pay may be granted for educational purposes, travel, serious illness, when all sick, vacation and Illinois Time for All Workers leave is exhausted and for certain personal reasons. If no longer than one month, leave may be approved by the Library Director. If a longer period is necessary, the Board must approve the leave.

Bereavement

All employees, full time and part time, are entitled to take up to 3 paid days for the death of an immediate family member (child/parent/sibling/spouse/grandparent/in-law). Employees need to notify the Director as soon as possible if Bereavement time is needed. This time does not need to be taken all at once however it does need to be scheduled and approved by the Director. Documentation will be provided to the Director upon request.

BENEFITS

Illinois Municipal Retirement Fund

All employees (under age 60) working over 1000 hours annually are required to belong to IMRF. Contributions are deducted from each payroll and are matched by the Galva Public Library District. Employee contributions may be withdrawn at time of termination. According to a policy developed by IMRF and adopted by the Board of Trustees, Galva Public Library District on November 14, 1989, employees covered by IMRF are eligible for unused and unpaid sick leave service credit at the time of retirement (IMRF benefits, 5.20B3).

Social Security

All employees participate in social security. Contributions are deducted from each payroll and are matched by Galva Public Library District.

Workmen's Compensation

All employees are insured against accidents and injuries sustained in performance of their duties. All such accidents and injuries must be reported immediately to the Library Director.

Group Health Insurance

Group health insurance is available to Permanent Full-Time Employees who work more than an average of 30 hours per week. Eligible employees may choose to waive coverage however at least ¼ of the fulltime workforce must be enrolled to keep the policy active. Open enrollment is every December, annually. Employees may choose to enroll in the insurance or waive coverage at that time, unless there is a qualifying life event. The Board will decide on an annual basis what the employee contribution will be.

GRIEVANCE PROCEDURE

Any employee having a complaint is to bring it to the attention of the Library Director. If the problem is not handled to the employee's satisfaction, it may be brought to the attention of the Board of Trustees.

Procedure:

1. The employee appeals to the Library Director.
2. If the problem is not settled, it is then taken to the Board of Trustees.
3. The Library Director appeals directly to the Board.

Appeal Procedure:

After normal channels have been followed with unsatisfactory results, a formal written statement may be filed with the Board in the following prescribed form:

1. Statement of problem.
2. Reply by the person(s) involved.
3. Action taken at the conclusion of each step of the procedure.
4. Statement of each action signed by the appropriate persons.

HARASSMENT

It is the policy of the Library that the workplace is for work. It is the Library's goal to provide a workplace free of tension involving matters which do not relate to the Library's service. In particular, an atmosphere of tension created by personal, ethnic, or religious insults or animosity, profanity, unwelcome advances, and requests for sexual favors or other conduct of a sexual nature do not belong in the workplace.

Equally important, where any such verbal or physical conduct unreasonably interferes with any individual's work performance or creates an intimidating, hostile, or offensive work environment, the Library urges that the offended individual notify the Library Director or follow the grievance procedure so that the Library may have an opportunity to investigate and deal with

the problem. All inquiries will be held in the utmost confidence, and the matter will be investigated and dealt with expeditiously.

The Library does not discriminate against **‘whistleblowers’** nor retaliate against **‘whistleblowing’** of any kind. This includes, but is not limited to, protection for employees from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

AT WILL EMPLOYMENT

It is the policy of the Galva Public Library District that all employment is on an ‘at will’ basis which allows the employment to be terminated at any time by either the employee or the Library ‘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.

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