



North Suburban Library System

PERSONNEL POLICIES

November 2007

TABLE OF CONTENTS

INTRODUCTION.....	3
GENERAL EMPLOYMENT PRACTICES.....	4
Equal Employment Opportunity	5
Employment-At-Will	5
Americans with Disabilities Act (ADA)	5
Smoke Free Illinois	5
Drug and Alcohol Policy	6
Drug and Alcohol Testing	6
Harassment and Other Inappropriate Conduct	7
Prohibited Conduct.....	7
Complaint Procedure.....	8
No Retaliation	8
Confidentiality	9
Intellectual Property	9
Computer Hardware, Software, and Internet Use.....	9
Hardware and Software Use.....	9
Internet Use	10
Requests for Information Regarding Current or Former Employees	10
COMPENSATION, HOURS OF WORK, TIME OFF, BENEFITS, AND OTHER PERQUISITES.....	11
Definitions	12
Temporary Employee	12
Full-Time Employees	12
Part-Time Employees	12
Exempt Employees.....	12
Employment and Conditions of Work.....	12
Hours of Work.....	12
Attendance.....	12
Overtime.....	13
Benefits and Leaves	13
Vacation.....	13
Personal Leave	13
Holidays	13
Religious Holidays	14
Leaves For Service in the Military	14
Leave to Vote	14
Jury Duty	14
Family/Medical Leave Under the Family and Medical Leave Act of 1993	14
Leave Without Pay	15
Sick Leave	15
Funeral Leave.....	16
Victims’ Economic Security and Safety Act.....	16
Insurance and Benefits.....	16
Dependent Medical Coverage	17
Retirement	17
Employee Assistance Program	18
Tuition Reimbursement	18

Application Process	18
Reimbursement Process	19
EMPLOYEE CONDUCT AND PERFORMANCE.....	20
Violence in the Workplace	21
Grievances	21
Grievance Procedure	21
Termination.....	22
Use of Phone and Cell Phones	22
Gifts.....	23
Staff Honorarium Policy	23
Workplace Privacy	23
Disciplinary Action	24
Travel Guidelines.....	24
Vehicle Usage.....	24
Safety	25
ACKNOWLEDGMENT AND RECEIPT OF PERSONNEL POLICIES AND PROCEDURES	26
EMPLOYEE ACKNOWLEDGMENT OF DRUG AND ALCOHOL POLICIES	27

INTRODUCTION

These North Suburban Library System (NSLS) Personnel Policies supersede all previous Employee Handbooks and/or Personnel Policies and all management memos that may have been issued in the past on the subjects covered. They will answer many of your questions and provide a continuing source of reference for you.

The Personnel Policies described herein are a general outline of procedures and benefits and are in no way to be construed as a binding contract. All employees, whether temporary, full-time, part-time, or exempt, are terminable at will. Nothing in these Policies is intended or is to be interpreted as an offer of employment or promise of continued employment.

Please read these Policies carefully and keep them handy for future reference. One of your responsibilities is to become familiar and comply at all times with their contents. Please sign the acknowledgement pages provided at the end of these Policies and return them to Human Resources.

Your Supervisor, and/or NSLS Human Resources staff will be glad to answer any questions you may have about these Policies.

Sarah Ann Long
Executive Director

November 2007

GENERAL EMPLOYMENT PRACTICES

Equal Employment Opportunity

Equal Employment Opportunity Commission Statement: The North Suburban Library System (NSLS) is committed to a policy of equal opportunity. NSLS will not discriminate against employees, applicants for employment, patrons, or members seeking to utilize the System's resources on any unlawful basis including, but not limited to, race, color, creed, sex, sexual orientation, gender identity, national origin, religion, citizenship, military status, marital status, disability, age, and all other protected classifications as required by federal, state, and/or local law.

Employment-At-Will

NSLS adheres to the policy of employment-at-will, which permits an employee or NSLS to terminate the employment relationship at any time, for any reason. NSLS does not offer contracts of employment, express or implied, and each employee is an employee-at-will. Neither the policies contained in this handbook, nor any other written or verbal communications are intended to create a contract of employment or a warranty of benefits. The policies contained in this handbook may be added to, deleted, or changed by NSLS at its sole discretion, except that we will not modify our policy of employment-at-will in any case.

Americans with Disabilities Act (ADA)

The Assistant Director, Administrative Services, serves as the ADA officer for the System. Any ADA questions or complaints may be addressed to the Assistant Director confidentially. The question or complaint will be carefully reviewed in a timely manner according to procedures required by law. Please refer to the Americans with Disabilities Act Grievance Procedures available from Human Resources.

Smoke Free Illinois

North Suburban Library System is a no smoking facility in accordance with the requirements of Smoke Free Illinois.

Drug and Alcohol Policy

Drug Free Workplace: NSLS is committed to maintaining a drug free workplace for its employees and members.

Drug and Alcohol Testing

Purpose: The North Suburban Library System has a vital interest in maintaining a safe, healthful, and productive working environment for its employees. Being under the influence of drugs or alcohol while on the job poses serious safety and health risks to the user, other NSLS employees, its members, and the outside community. NSLS is therefore committed to making a good faith effort to reach the goal of maintaining a drug and alcohol free workplace through the implementation of the following rules, policies, and procedures entitled "Drug and Alcohol Policy". Your cooperation in the implementation and enforcement of this policy will assist you and your fellow employees in reaching such a goal.

Prohibitions: Employees are prohibited from consuming, possessing, selling, purchasing, or delivering alcohol or illegal drugs at any time during the workday or anywhere on NSLS premises or property, or failing to report to their supervisor any known side effects of medication or prescription drugs which they are taking.

Drug and Alcohol Testing: Where NSLS has reasonable suspicion that an employee is under the influences of alcohol or illegal drugs during the course of the work day or on system property, NSLS shall have the right to require the employee to submit to alcohol or drug testing. Employees who are involved in safety-sensitive positions such as drivers shall also be subject to pre-employment and random testing.

Refusal to Take Test: Refusal to comply with an order to test may subject the employee to discipline, including discharge.

Procedure: NSLS shall use a clinical laboratory or hospital facility that is licensed per the Illinois Central Laboratory Act, which laboratory shall comply with all National Institute on Drug Abuse (NIDA) standards. NSLS shall establish a chain of custody procedure to ensure the integrity of samples and test results, and shall not permit the employee to be a part of such chain. Sufficient samples shall be collected so as to permit an initial test, a confirmatory test, and a subsequent test to be arranged at a facility of the employee's choosing. Confirmatory testing shall be by gas chromatography, plus mass spectrometry (GCMS) or an equivalent scientifically accurate test.

Results: As to drug or alcohol testing, NSLS shall only be notified in the event that a sample has tested positive for a particular drug or alcohol on both the initial and confirmatory test. The employee shall receive a copy of all test results, information, documents, and other reports received by the System.

Voluntary Requests for Assistance: An employee may voluntarily seek assistance for alcohol or drug related conditions prior to being ordered to take a test or being discovered

in possession or under influence of drugs and alcohol. NSLS may temporarily reassign an employee if he/she is then unfit for duty in his/her current assignment. All such requests shall be held strictly confidential and not released or used in any manner or forum contrary to the employee's interests.

Discipline: An employee who is in possession of, or under the influence of illegal drugs or alcohol while on duty or on system property who tests positive as defined above on a drug or alcohol test, may be subject to disciplinary action, including discharge. An employee who participates in an appropriate treatment program determined by his/her physician, discontinues his/her use of prohibited drugs or abuse of alcohol, and submits to random testing as directed by his/her counselors in an appropriate after care program may be given one last chance at the discretion of the Executive Director. Employees who do not comply with the conditions of this provision, or who test positive for the second time, shall be subject to dismissal.

Harassment and Other Inappropriate Conduct

Prohibited Conduct

The System strictly prohibits harassment and other inappropriate conduct by its employees, vendors, and customers toward any person, whether on system premises or in connection with the System's business (including by telephonic, e-mail, or other electronic or paper-based communication).

Harassment is unwelcome conduct (verbal, visual, or physical) that is based upon a person's gender, sexual orientation, color, race, ancestry, religion, national origin, age, disability, or other characteristic protected by law. The System will not tolerate harassing conduct that affects an individual's job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment for any person. All employees have a personal responsibility to keep the workplace free of any such harassment. No one, including a System member, board member, officer, manager, supervisor, or employee has the authority to request or require an employee or applicant to submit to harassment as a condition of receiving any job benefit (such as a raise or a promotion) or avoiding any job detriment (such as a pay cut or a demotion).

The System's prohibition against harassment includes sexual harassment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Sexual harassment may include sexual propositions; suggestive comments; sexually oriented kidding, teasing, or practical jokes; offensive gender-based comments; discussions of a sexual nature; foul or obscene language or gestures; displays of foul or obscene printed material, pictures, and photographs; and physical contact such as patting, pinching, grabbing, or brushing against another's body.

Any employee who engages in conduct prohibited by this policy can expect disciplinary action, up to and including immediate termination, depending upon the circumstances.

Complaint Procedure

- 1) Any person who believes that he/she has been a victim of a violation of this policy, or who becomes aware of conduct that may violate this policy, must immediately report it to a supervisor or any other member of management.
- 2) Supervisors must immediately report any conduct that may violate this policy of which they become aware to Executive Director.
- 3) All reported violations of this policy will be investigated.
- 4) The investigation will be conducted thoroughly and promptly. It may include interviews with the person making the complaint, the person against whom the complaint is made, and any potential witnesses identified by either person against whom the complaint is made, any potential witnesses identified by either person, as well as with others whom the System believes may have relevant information. Employees are expected to cooperate in this process. The investigation may also include a review of pertinent documents and other materials. The person making the complaint normally will be requested to put his/her complaint in writing, setting forth full particulars (such as the date, time, location, presence of any witnesses, etc.) to ensure that all possible violations of this policy are investigated.
- 5) The investigation will be conducted in a manner that protects the confidentiality of those involved to the greatest extent possible. Employees involved in an investigation are required to refrain from discussing it with their co-workers.
- 6) The results of the investigation will be discussed with the person making the complaint and the person against whom the complaint is made.
- 7) If warranted, appropriate disciplinary action will be taken, up to and including discharge.

Employees are expected to use this procedure in a responsible manner. Any employee who makes a complaint that he/she knows to be false may be subject to disciplinary action.

This complaint procedure is a critical part of the System's efforts to eliminate workplace harassment. Persons who believe they have been harassed or who receive reports of harassment of others are required to report it.

A request not to investigate a reported violation of this policy cannot be honored.

No Retaliation

The System will not retaliate against or discipline any person for making a good faith complaint under this procedure, regardless of the outcome of the investigation. Similarly, the System will not retaliate against or discipline any person (other than a person who is found to have violated this policy) who provides truthful information in connection with an investigation. Any person who retaliates against another person in violation of this policy can expect disciplinary action, up to and including discharge.

Confidentiality

In the course of the employee's association with NSLS, he/she will learn certain confidential information concerning NSLS, including information about our member libraries, future plans or events, news stories prior to their release, and other similar information. The employee also may learn confidential personal information about some of his/her fellow employees. NSLS requires that the employee keep such information confidential both during and after his/her employment with NSLS. Unauthorized use or disclosure of any such information to any person or entity, or allowing any person to examine or make copies of any reports or any documents prepared by the employee or which otherwise come into his/her possession or under his/her control by reason of the performance of his/her job with NSLS, is strictly prohibited.

Intellectual Property

All papers, drawings, logos, marketing materials, improvements, business innovations, computer software, programs, or copyrighted materials which are made or acquired by the employee (either solely or jointly with others) or which employee has access to as a result of the employment relationship with NSLS shall become the property of North Suburban Library System. The employee's obligations regarding intellectual property use will survive termination of his/her employment relationship with NSLS.

Computer Hardware, Software, and Internet Use

NSLS provides certain employees with personal computers as tools to perform their job functions. It is important to understand that these computers and their software are the property of NSLS, and the use of these computers is provided solely for the effective performance of the employee's job.

Hardware and Software Use

NSLS has developed both hardware and software standards for all desktop and laptop computers (collectively "computers" and individually a "computer") in order to protect the network and to maintain full access to the network. Loading unauthorized individual software programs can affect your computer and has the ability to affect the entire network and, therefore, other users.

For these and other reasons, no software should be installed or configurations changed without advance approval from NSLS IT staff. If circumstances require such installation and no IT staff is available, an NSLS Assistant Director should be notified of any and all changes to the computer.

All personnel must respect copyrights and other restrictions that pertain to outside materials and that prohibit downloading of software. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

Internet Use

The Internet is a powerful communication tool and a valuable source of information for business use. At the same time, NSLS has no control over the information on the Internet and is not responsible for its content. In addition, NSLS is not responsible for any unauthorized charges or fees resulting from communication via the Internet. Each individual is responsible for what he/she views and downloads, and for what he/she transmits or otherwise communicates by e-mail or the Internet. All Internet use is subject to this policy, and NSLS's harassment, discrimination, and other policies. Any unauthorized or inappropriate use of the Internet or NSLS's computers may result in disciplinary action up to and including termination.

Examples are:

- Engaging in conduct that is illegal, fraudulent, libelous or malicious, or against NSLS policy or contrary to NSLS's best interest.
- Engaging in conduct that is annoying, harassing, or disruptive to others.
- Sending, retrieving, accessing, downloading, or storing any communications of a discriminatory, offensive, or harassing nature, including messages with threatening, derogatory, or inflammatory remarks about an individual's or group's race, color, sex, age, disability, religion, national origin, sexual preference, or other protected characteristics.
- Transmitting unauthorized data.
- Using profane, offensive, or abusive language.
- Attempting to gain unauthorized access into any computer.

Requests for Information Regarding Current or Former Employees

During the course of business, it is fairly common to receive inquiries from outsiders for various information regarding current or former employees. In the event of such an inquiry, it is the policy of NSLS to limit its response to confirm dates of employment and position held. Additional information will be provided only if the employee or former employee has provided signed authorization in advance to release additional specified information.

If you receive a telephone call, letter, or any other request for information about a current or former employee of NSLS, you should immediately direct the inquiry to the Business Manager or Business Office Assistant with no further response.

COMPENSATION, HOURS OF WORK, TIME OFF, BENEFITS, AND OTHER PERQUISITES

Definitions

Temporary Employee – A Temporary Employee is one hired by NSLS for a limited time (which may be renewed) or a specific task, paid at an hourly rate with no other benefits, and is supervised by a member of NSLS staff. A temporary employee may not work more than 999 hours per year in any 12-month period.

Full-Time Employees – Full-time employees are regularly scheduled to work at least 37½ hours per week.

Part-Time Employees – Part-time employees are regularly scheduled to work less than 37½ hours per week.

Exempt Employees – Exempt employees are those employees in executive, administrative, or professional positions as defined by the Department of Labor and are not covered by the Fair Labor Standards Act. Non-exempt refers to those employees who are covered by the Fair Labor Standards Act.

Employment and Conditions of Work

Wages, salaries, employee benefits, and working conditions provided by NSLS are reviewed periodically to maintain equitable and fair standards.

Hours of Work

- 1) The regular work week for full-time staff is 37½ hours, Monday through Friday from 8:30 a.m. through 5:00 p.m. Van delivery, building and grounds, and duplication staff are normally scheduled to work 40 hours, Monday through Friday, on individual schedules based on NSLS's business need.
- 2) Flexible scheduling may be approved by the employee's manager so long as it does not impede workflow and so long as core hours (10:00 a.m. to 3:00 p.m., Monday through Friday) are covered.
- 3) Employees working 37½ hour schedules are entitled to a 15 minute break for every 3¾ hours of consecutive work. Breaks should be coordinated with coworkers to ensure coverage.
- 4) Non-exempt (hourly) staff who work 37½ hours or more are required to take a 20 minute uncompensated meal period beginning no later than the end of the fifth hour.
- 5) For flexible work arrangements such as telecommuting and compressed work week options, refer to the Flexible Work Arrangements Policy and the Application Form, Agreement and Waiver available from Human Resources.

Attendance

Consistent attendance and punctuality contribute to the success of North Suburban Library System. Attendance problems disrupt operations, lower productivity, and create a burden for other employees. All employees of North Suburban Library System are expected to assume responsibility for their attendance and promptness. Poor attendance

will be dealt with by supervisors and will be reflected in an employee's performance review, and is subject to disciplinary action.

An employee who is unable to report to work as scheduled must contact his/her immediate supervisor and the operator (receptionist) voicemail as soon as possible before his/her starting time, providing the reason for the absence, and the estimated time of return. Employees who are absent for three or more days without calling are considered as having voluntarily quit.

Overtime

- 1) All compensated overtime must receive prior approval. The immediate supervisor may approve up to 2½ hours per week. Overtime in excess of 2½ hour per week must be approved in advance by the Executive Director.
- 2) Non-exempt employees on a 37½ hour work schedule shall receive at their option compensatory time for up to 2½ hours overtime earned in any week or pay at regular rate.
- 3) Non-exempt employees who work more than 40 hours in a week will receive, at their option, compensatory time off from work at a rate of one-and-one-half hours times each hour worked over 40 hours, or overtime pay at one-and-one half times their regular hourly wage rate.
- 4) Compensatory time off from work can only be taken within the same pay period in which the overtime was worked. Compensatory time off should be scheduled to ensure continuity of work. It may be scheduled in one hour increments.

Benefits and Leaves

Vacation

Full-time employees earn 20 days per year annual leave (1⅓ days per month). Employees who work at least 60% of full-time hours earn annual leave on a prorated basis. Annual leave days should be taken within the calendar year earned. No more than 20 days may be carried over beyond January 31 of the next calendar year.

Personal Leave

Full-time employees at the end of one year's employment are entitled to two personal leave days. Personal leave is not cumulative and may only be used in the subsequent 364 days. Personal leave will be credited on the employee's first anniversary date and annually on that date thereafter.

Holidays

Regular full-time employees are paid for the following fixed and floating holidays. Regular part-time employees who work 30 or more hours per week are paid for the following fixed holidays.

Fixed Holidays

- New Year's Day
- Memorial Day (last Monday in May)
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

Floating Holidays

- Martin Luther King, Jr. Day
- Veteran's Day
- Christmas Eve
- New Year's Eve

Religious Holidays

Employees may use personal leave, vacation time, or unpaid leave to observe religious holidays.

Leaves For Service in the Military

Leaves for service in the military and National Guard, as well as any re-employment rights, shall be granted in accordance with state and federal law. Please contact the Assistant Director of Administration to request military leave or if you have any questions regarding military leave.

Leave to Vote

Illinois law now provides all employees, upon at least one day's notice, up to two paid hours during the work day in order to vote. The leave is applicable to all scheduled and special elections, including primaries. To be eligible for this paid leave, an employee's working hours must begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls.

Jury Duty

NSLS strongly encourages all employees to fulfill their civic obligation to serve on jury duty. NSLS will provide regular pay to regular full-time and part-time employees for work hours missed due to jury duty, up to 10 days. An employee called for jury duty must present his/her supervisor with a copy of the jury summons in advance of the jury duty dates. Employees are permitted to keep any payment received from the court.

Family/Medical Leave Under the Family and Medical Leave Act of 1993

Pursuant to the Family and Medical Leave Act (FMLA), NSLS offers unpaid family or medical leave to all eligible employees (generally, those who have been employed by NSLS for one year and have worked at least 1,250 hours in the past year) to attend to the birth, adoption, or care of a child; to care for a spouse, child, or parent with a serious

health condition; or in the event the employee suffers from a serious health condition which renders the employee unable to perform his/her job.

For purposes of calculating FMLA eligibility, NSLS will use a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave. This means that each time the employee requests FMLA leave, the maximum amount of leave for which he/she will be eligible will be calculated based on the amount of leave he/she has been granted in the 12 months prior to his/her leave request.

If the employee has any accrued vacation, sick, or other paid personal time, this paid time must be used before the unpaid leave begins, depending upon the reason for the leave. All paid leave (including periods covered by short or long term disability pay) will run concurrently (at the same time) with any FMLA leave entitlement.

If the employee’s need for leave is foreseeable, he/she should provide NSLS with at least 30 calendar days’ advance notice prior to the expected start of the leave. In all cases, to minimize disruption to the business and any hardship caused by his/her absence, he/she should provide NSLS with as much advance notice as possible, ordinarily within one or two business days of when he/she learns that he/she will need FMLA leave.

A complete copy of the North Suburban Library System’s FMLA policy is available from Human Resources. If an employee believes that he/she may be entitled to FMLA leave or just would like further information about his/her rights under the FMLA, he/she should contact Human Resources.

Leave Without Pay

Employees may apply to the Executive Director for leave without pay. This will be granted at the discretion of the Executive Director for up to one year. Employees must indicate their work availability two weeks before the end of the leave period and will be considered for the next available position in their previous classification.

Employees who are on leave without pay do not earn any leave. Employees who do not notify the system of their availability will be considered having resigned on the 366th day after beginning leave without pay.

Sick Leave

Full-time employees earn one day sick leave per month. Part-time employees who work at least 60% of full time earn sick leave on a prorated basis.

Employees may use sick leave for medical appointments in two-hour increments. Sick leave may be accumulated up to 130 days. If an employee is absent for reasons of health, certified to by a doctor, and has exhausted his/her sick and annual leave, he/she may be carried in-leave-without-pay status until the employee resigns or NSLS's long-term disability benefits begin.

Funeral Leave

In the event of a death in the immediate family (parents, grandparents, sister, brother, spouse, significant other, or child), a regular full-time employee or a regular part-time employee who works 30 or more hours per week will be allowed up to three days leave from the date of death to the date of funeral, provided the following qualifications are met:

- 1) The employee must attend the funeral of the deceased;
- 2) Upon request, the employee shall be required to furnish proof as to the relationship to the deceased, attendance at the funeral, and/or the death; and
- 3) The compensable day(s) must fall within the employee's regularly scheduled workweek.

The System may, at its discretion, permit employees to take up to one week of unpaid leave to attend a funeral of a non-covered relative or significant other, or to attend to personal business related to the death of an immediate family member as defined above.

Victims' Economic Security and Safety Act

In recent years, domestic and sexual violence have become major concerns throughout the country. In an effort to provide time off from work as necessary to address these issues, the Illinois legislature has enacted the Victims' Economic Security and Safety Act (VESSA). VESSA provides that employees who are victims of domestic or sexual violence or have a family or household member who is a victim of domestic or sexual violence may, under certain circumstances, take up to 12 weeks of leave from work on an unpaid basis during any 12 month period in order to address these issues. Please contact Human Resources for further information about taking leave as provided by VESSA.

Insurance and Benefits

The North Suburban Library System Board authorizes the purchase of insurance listed in items a) through c) for all regular full-time employees. Each full-time employee of NSLS pays \$10 per month toward his/her insurance benefits. For regular part-time employees, whose work hours average over 30 hours per week, NSLS will pay 80% of the cost of items a) through c). The remaining 20% is the employee's responsibility.

- a) Basic medical and dental expense benefits and major medical expense benefits, and HMO or Medicare payments when appropriate.
- b) Term life insurance coverage for each employee providing a death benefit equal to one year's salary up to \$50,000.
- c) Long Term Disability income in accordance with the terms of the current insurance coverage.

Employees of NSLS will be covered by the Federal Social Security Act and amendments thereto.

Dependent Medical Coverage

- 1) The System will pay for 65% of the premium for medical dependent coverage for NSLS full-time employees. The employee is responsible for the balance through a payroll deduction each payroll.
- 2) Employees who work 30 hours or more per week on a regular basis may elect at their own expense the following:
 - a) Short Term Disability, for a premium based on each person's salary.
 - b) Family medical coverage. Employee pays 35% through payroll deduction.
 - c) The U.S. Internal Revenue Code, the Section 125 Cafeteria Plan, is offered to NSLS full time employees, allowing them to have any employee contributions deducted from their checks before taxes.
 - d) The Section 125 Plan also offers a Flexible Spending Account, which is a budget plan that allows an employee to set aside pretax dollars (through payroll deductions) to cover certain medical and dental expenses not covered by insurance.
- 3) Benefits are based upon the provisions contained in the applicable plan document and/or insurance contract, which control in all cases. NSLS may amend, modify, change, or terminate these plans or insurance contracts at any time. This may result in a termination or change in coverage, insurance carriers, premiums, or employee co-payments.

Retirement

The North Suburban Library System provides a deferred compensation retirement program for regular employees who work over 1,000 hours in a 12-month period. The Plan document should be reviewed for the details of the plan, which may be changed at any time. A summary of the plan provides:

- 1) Contributions for all employees from the date of adoption forward shall be an amount equal to 9% of employee's monthly compensation and 5.7% of such compensation, if any, over Social Security taxable earnings base. Such other combination as will provide in the aggregate for all employees an amount up to the NSLS Board's allocation for the program, not to exceed the maximum allowed by U.S. Internal Revenue Service Code Sec. 457, which limits all provisions of the plan.
- 2) The contributions shall be invested in deferred annuity policies providing a death benefit equal to the accumulated cash values.
- 3) Transactions will be based on a calendar year.
- 4) Contributions will be revised as necessary to reflect salary changes.
- 5) The eligibility of an employee to participate in the program occurs on the first day of the month following the 12th full month of employment and the employee will become fully vested on the first day of the month following two full years of participation in the program. That is, the value of an individual's account is vested upon the completion of three years of service. Furthermore, the account value of contributions is fully and automatically vested when retirement age is reached.

- 6) For the sole purpose of the eligibility requirement for participation in the program, not for vesting, any employee who within the three years immediately prior to employment by NSLS was employed full time in a library or a non-profit health or social service organization 12 months or more, will meet the eligibility requirements immediately; employees with less than 12 months of such employment will be credited for each month of such service.
- 7) Employees who are vested in the program and leave employment may access their funds. It is understood that the employee would be responsible for any tax and/or penalties that accrue from a non-rollover option.
- 8) Employees of the North Suburban Library System will be covered by the benefits of the Federal Old Age, Survivors, and Disability Insurance provisions of the Federal Social Security Act and amendments thereto.

Employee Assistance Program

NSLS provides an Employee Assistance Program (EAP) for all System employees and their immediate families. The purpose of the program is to provide employees and their family members with a method of obtaining professional assistance to help resolve difficult personal problems such as family, marital, or emotional problems, alcoholism, drug abuse, legal problems, or financial difficulties. There is no charge for an initial interview or conversation with the EAP.

An employee or family member who desires confidential assistance for a personal problem should contact the employee assistance counselor at the phone number provided by Human Resources. The counselor will either provide the necessary information or assistance over the telephone or will arrange an appointment for further confidential consultation. All contacts, verbal or written communications, or reports between the employee or family member and the counselor will be held in strict confidence unless the employee or family member requests, through a signed waiver, that NSLS be notified.

Tuition Reimbursement

NSLS will make available employee reimbursement for MLS classes from an ALA-accredited library school, LTA classes from an accredited institution, or other work-related degree/certification program.

Application Process

To receive tuition reimbursement, an employee must apply and be approved before the course begins. The employee will need to complete the following steps:

- Discuss with supervisor first
- Develop a Statement of Intent addressing the following areas:
 - A description of the degree or certification program
 - How this will make you more effective in your job
 - Timeframe for completing the program
 - How the employee will manage classes and the work schedule at NSLS
- Complete the Tuition Reimbursement Form available from Human Resources

- Submit the Statement of Intent and the Tuition Reimbursement Form to supervisor

The Executive Director, in consultation with the Assistant Directors, (“the Cabinet”) will review the application and notify employee of their decision. Final approval for the reimbursement resides with the Executive Director.

Reimbursement Process

If approved, the employee pays the initial course fees. Once the employee receives his/her grade(s), the employee should attach the tuition bill and the final grade(s) to a copy of the initial Tuition Reimbursement Form and send it to the Business Office Manager within 45 days of completing the class. Within 60 days, the employee will receive a reimbursement check. No reimbursement will be provided for a grade below a “B.”

Tuition is reimbursed at 50% per class, up to \$1,500 per fiscal year per employee. Tuition reimbursement would be subject to available funds in the System’s budget.

Employees whose employment with NSLS terminates prior to completion of a course will not be eligible for reimbursement unless termination is the result of reduction in workforce.

EMPLOYEE CONDUCT AND PERFORMANCE

Violence in the Workplace

Unfortunately, certain events in recent years have raised a concern on the part of businesses and employees alike regarding the potential for violence in the workplace. While there is no reason for anyone at NSLS to be more concerned about this potential than other employers, NSLS is committed to promptly respond to situations which are brought to the attention of management and appear to raise the potential for violent behavior.

Any employee who attempts to intimidate or commits an act of violence toward any other NSLS employee, customer, or vendor, or subtly or directly threatens or hints such action, will be subject to discipline, up to and including immediate termination.

If the employee is subjected to such conduct by a fellow employee, he/she is strongly encouraged to immediately report the incident to any supervisor or to NSLS's management. It may not be possible for NSLS to help address incidents which are not promptly reported.

NSLS will promptly and thoroughly investigate any such report. This investigation may include interviewing the employee making the complaint, the employee accused, and any witnesses. As part of its investigation, NSLS may also notify appropriate legal authorities.

If NSLS determines that a violation of this policy has occurred, it will take immediate, appropriate corrective action. Such action may include reassignment or discipline, up to and including immediate termination, notifying appropriate legal authorities, and/or taking legal action against the employee found to have violated this policy.

Grievances

A grievance occurs when an employee has a dispute with NSLS concerning the terms and conditions of his/her employment. Grievances should be initiated in a timely manner either as soon as the action occurs or as soon as it is discovered by the employee.

Grievance Procedure

Step 1: The employee shall discuss the problem with his/her immediate supervisor within 10 business days of discovery. If the grievance is not satisfactorily resolved, the employee may proceed to Step 2.

Step 2: Within 10 business days of completing Step 1, the employee shall submit the grievance in writing to the Assistant Director, Administrative Services. The Assistant Director will respond to the employee in writing within 10 business days of receiving the written grievance. If the grievance is not satisfactorily resolved, then the employee may proceed to Step 3.

Step 3: Within 10 business days of receiving the written response from Step 2, the employee shall submit the written grievance to the Executive Director for final resolution. The Executive Director's decision will be made in writing within 10 business days of receiving the written grievance. The Executive Director's decision is final and binding and is not subject to further appeal.

Termination

Employees who resign are requested to give at least two weeks' written notice.

Full-time employees whose jobs are eliminated (because of downsizing or changes in System's function, or for any other reason) and work until their services are no longer required will be entitled to severance pay of one week's salary for each year of service, with a minimum of two weeks' salary and a maximum of 10 weeks' salary.

All employees who separate from NSLS may elect to be paid for unused accumulated vacation days in one of two ways:

- 1) Vacation payment can be made at the same time that the final check for time worked is issued; or
- 2) Vacation pay can be scheduled over the number of pay periods equal to the accrued number of vacation days. However, employees will not accumulate any vacation or sick leave after the last day worked: that is, the official date of termination.

Certain health insurance payments on behalf of the employee are paid on a monthly basis in advance. Any employee whose official termination date precedes the last day of the month will be continued in the insurance pool until the advance coverage payment expires. For example, if an employee resigns effective the second of the month, certain insurance coverages will continue through the last day of the month of termination. Likewise, if an employee resigns effective the 27th of the month, the same insurance coverages will continue for the remaining last few days of the month of termination. (Please note: This policy does not affect or alter COBRA eligibility or effective dates.)

All other benefits terminate effective the date of termination.

Use of Phone and Cell Phones

North Suburban Library System personnel are required to use NSLS phones in the course of performing their job duties. Such use should be limited to calls that are necessary for the performance of employees' duties. While it is understandable that employees may occasionally need to make brief calls of a personal nature, it is expected that such calls be kept to a minimum.

Use of personal cell phones has become increasingly common in recent years, but can be very disruptive in the workplace. Accordingly, as with employees' use of NSLS phones,

it is expected that employees' use of their personal cell phones at work will be limited to occasional use for brief calls of a personal nature.

If a cell phone call is required while an employee is driving the System van or their personal vehicle for System business, we ask that the employee pull off the road and park his/her vehicle in a safe location in order to conduct the telephone call or make use of a hands-free device.

Gifts

As per the NSLS Ethics Policy and Standards, employees are not to seek or accept any personal gifts or benefit which might reasonably be interpreted as an attempt to influence them in the conduct of their duties nor participate in any "prohibited political activities" as that term is defined in Illinois Law. Such personal benefits include, but are not limited to: gifts, personal loans, advances, discounts, or accommodations – financial or otherwise – not readily available to other persons on similar terms. Situations should be avoided in which personal interests might be gained at the expense of NSLS or its members. Any potential conflict of interest should be reported to the Executive Director.

Staff Honorarium Policy

- NSLS-Related Consulting. Staff members who represent NSLS and are paid an honorarium will donate the honorarium to the Library Partnership Trust (LPT) if company time is used to do the work required to earn the honorarium. If the staff member uses vacation time for all work related to the honorarium, he/she may keep the honorarium.
- Non-NSLS-Related Consulting. An officer, board member, or staff member who is asked to do professional consulting not related to NSLS would retain any honorarium. In this case, staff members must do all related work on their personal time.

Workplace Privacy

NSLS holds the highest regard for its employees' interest in maintaining the privacy of various personal information and materials. For that reason, it is important for employees to understand that all items on NSLS property are subject to inspection at any time. Specifically, NSLS may at any time inspect an employee's office, desk, locker, file cabinet(s), or any other workplace area, particularly where suspicion exists of employee misconduct. NSLS retains duplicate sets of keys for all desks and the cabinets. Employees are advised not to keep confidential and personal information, materials, or belongings on NSLS property or stored in NSLS computers.

In addition, please keep in mind that NSLS's telephone, e-mail, computer, voice mail, Internet, and other communication systems are not intended for personal use. NSLS may monitor any of these systems to prevent abuse and ensure that our communications with vendors, members, the general public, and each other are of the highest quality. By using the telephone, e-mail, voice mail, Internet, or other modes of communication, the employee consents to such monitoring. With regard to the e-mail, computer, voice mail,

and Internet systems, employees are advised that passwords, varying levels of message protection, and other security measures are all accessible by NSLS.

Use of NSLS telephone, e-mail, voice mail, computer, or other communication devices in a manner that does not comply with NSLS's equal employment, harassment, or other policies or standards of conduct is strictly prohibited.

Disciplinary Action

NSLS strives to provide a safe and pleasant workplace for all employees and therefore expects all employees to observe NSLS's rules and policies and to respect their fellow employees and management. In the event an employee engages in inappropriate conduct or exhibits unsatisfactory performance, the employee may expect to be disciplined.

NSLS views discipline as an opportunity to educate and take corrective action. NSLS endeavors to work with its employees to resolve problems. However, NSLS also reserves the right to determine the appropriate form of discipline in every situation depending upon all pertinent circumstances. Depending on the nature of the violation or conduct, there may be instances where employees are subject to termination without prior notice.

Travel Guidelines

North Suburban Library System representatives and employees are encouraged to attend and participate in professional activities – such as conferences, trainings, or seminars – at the local, system, regional, state, and national levels. When such participation is designated by NSLS, the expenses are paid by the System.

Employees should submit all requests for travel and conference/training/seminar enrollments to their immediate supervisor for approval. Once approved, the paperwork should be forwarded to Accounts Payable for processing.

All persons are accountable for expenditures and all expenditures must be supported by acceptable receipts or certificates of expenditure. NSLS will pay the reasonable expenses for transportation, communication, registration, and other fees related to the professional activities, room, meals, tips, and gratuities in an activity as a representative of NSLS.

Vehicle Usage

Staff are encouraged to use the system van for system business when available. If a system vehicle is not available, an employee may use his/her own vehicle. If an employee uses his/her own vehicle, reimbursement will be paid to the staff at the current applicable IRS allowable reimbursement rate.

Safety

At North Suburban Library System, employee safety in the workplace is our highest priority. Safety must be a part of every job. We believe that many workplace injuries and illnesses can be prevented if safe work practices are observed. No job is so important that it should be performed in an unsafe manner or in unsafe conditions. Safety is the responsibility of all employees of NSLS. Employees' supervisors will advise them as to any specific safety policies and requirements associated with their positions. If an employee is experiencing or sees an issue regarding workplace safety, he/she should advise his/her supervisor.

READ CAREFULLY BEFORE SIGNING

ACKNOWLEDGMENT AND RECEIPT OF PERSONNEL POLICIES AND PROCEDURES

This is to certify that I received a copy of North Suburban Library System's Personnel Policies and Procedures. I understand that it is my responsibility to read them and become familiar with the policies and procedures that concern my employment. I understand that these policies and procedures can be changed at any time by NSLS with or without notice. I further understand that these policies and procedures are not intended to create a contract of employment, but that my employment with NSLS is an at-will relationship. That is, NSLS reserves the right to terminate my employment with or without cause at any time, just as I have the right to leave NSLS with or without cause at any time.

Signature of Employee

Date

Signature of System Representative

Date

EMPLOYEE ACKNOWLEDGMENT OF DRUG AND ALCOHOL POLICIES

This is to acknowledge that I have received and read the North Suburban Library System policies on drug and alcohol testing. I agree that as a condition of my employment with NSLS, I will comply with the rules, policies, and procedures therein described and understand that failure to do so may lead to disciplinary action being taken against me, including discharge. Moreover, I agree to notify NSLS as soon as possible, but not later than five days after being convicted for violating any criminal drug statute occurring in the workplace.

Signature of Employee

Date

Signature of Witness

Date