Welcome new employee!

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

We believe that each employee contributes directly to the Brookfield 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 the Brookfield Public Library.

Patrons are among our organization's most valuable assets. Every employee represents the Brookfield Public Library to our patrons and the public at large. The way we do our jobs presents an image of our entire organization. Patrons judge all of us by how they are treated with each employee contact. Therefore, one of our first priorities is to assist any patron or potential patron. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to patrons.

Our personal contact with the public, our manners on the telephone, and the communications we send to patrons are a reflection not only of ourselves, but also of the professionalism of the Brookfield Public Library. Positive patron relations not only enhance the public's perception or image of the Brookfield Public Library, but also pay off in greater patron loyalty and increased funding for the library.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!
This handbook is designed to acquaint you with the Brookfield 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 the Brookfield 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 the Brookfield Public Library continues to grow, the need may arise and the Brookfield Public Library 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 the Brookfield Public Library 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 the Brookfield Public Library, and I understand that I should consult the Director regarding any questions not answered in the handbook.

BROOKFIELD PUBLIC LIBRARY IS AN AT-WILL EMPLOYER I have entered into my employment relationship with the Brookfield Public Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Brookfield 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 the Brookfield 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 Board of Trustees of the Brookfield Public Library has the authority 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 it and any revisions made to it.

EMPLOYEE’S NAME (printed): _______________________________________________

EMPLOYEE’S SIGNATURE: _________________________________________________

DATE: __________________________________
101 Nature of Employment

BROOKFIELD PUBLIC LIBRARY IS AN AT-WILL EMPLOYER Employment with the Brookfield Public Library is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Brookfield Public Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

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 the Brookfield Public Library and any of its employees. The provisions of the handbook have been developed at the discretion of the governing Board of Library Trustees and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of the Board.

These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of Trustees of the Brookfield Public Library.

Effective Date: 1/2/2002
Revision Date: 1/23/2002
Reviewed and Approved: 3/30/2007
102 Employee Relations

The Brookfield Public Library believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors or the Director.

Our experience has shown that when employees deal openly and directly with supervisors and the Director, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Brookfield Public Library amply demonstrates its commitment to employees by responding effectively to employee concerns.
103 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Brookfield Public Library will be based on merit, qualifications, and abilities. The Brookfield Public Library does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, sex, national origin, age, disability, gender, sexual orientation, marital status, military status, or politics.

The Brookfield Public Library 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 or the Director. 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.

Effective Date: 1/2/2002
104 Ethics and Conduct

The successful operation and reputation of the Brookfield Public Library is built upon the principles of good ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Brookfield Public Library is dependent upon our patrons' trust, and we are dedicated to preserving that trust. Employees owe a duty to the Brookfield Public Library, its patrons, and Trustees to act in a way that will merit the continued trust and confidence of the public.

The Brookfield Public Library will comply with all applicable laws and regulations and expects its director and employees to do their work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Director for advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every Brookfield Public Library employee.

Effective Date: 1/2/2002
Revision Date: 1/23/2002
Reviewed and Approved: 5/30/2007
105 Hiring of Relatives

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or who resides together with the employee in a commonly recognized partnership.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Relatives of the Library’s Board of Trustees will not be considered for open library positions due to conflict of interest and favoritism issues.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned may consult with management to suggest ways in which the situation may be resolved; management, however, will have sole authority and discretion to decide issues of transfer or termination.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Effective Date: 1/2/2002
107 Immigration Law Compliance

The Brookfield Public Library 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.

In compliance with the Immigration Reform and Control Act of 1988, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Brookfield Public Library within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
108 Conflicts of Interest

Employees have an obligation to conduct the library’s business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Brookfield Public Library wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, relative, or friend as a result of the Brookfield Public Library’s business dealings or other operations. For the purposes of this policy, a relative is any person who is related by blood or marriage, or who resides together with the employee in a commonly recognized partnership.

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 the Director of the Brookfield Public Library as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, relative, or friend has a significant ownership in a firm with which the Brookfield Public Library does business, but also when an employee, relative, or friend receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Brookfield Public Library. In such cases, the Library may refer such matters to the proper law enforcement agency.

Effective Date: 1/2/2002
110 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Brookfield Public Library. All employees will be judged by the same performance standards and will be subject to the Brookfield Public Library's scheduling demands, regardless of any existing outside work requirements.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Brookfield Public Library for materials produced or services rendered while performing their jobs.

Effective Date: 1/2/2002
Revision Date: 1/23/2002
Reviewed and Approved: 5/30/2007
112 Non-Disclosure

The protection of confidential information is required by Illinois Law. Such confidential information includes, but is not limited to, the following examples:

* patrons' registration records
* patrons' circulation records
* employees' personnel files
* sealed executive session recordings and minutes

Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
114 Disability Accommodation

The Brookfield Public Library 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. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant’s ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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.

The Brookfield Public Library 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. The Brookfield Public Library will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Brookfield Public Library 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.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
116 Job Posting

The Brookfield Public Library provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Brookfield Public Library reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and in the e-mail system, and normally remain open for 7 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning of less than a year old on file are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the Director listing job-related skills and accomplishments. It should also describe how their current experience with the Brookfield Public Library and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Effective Date: 1/2/2002
Revision Date: 1/23/2002
Reviewed and Approved: 5/30/2007
201 Employment Categories

It is the intent of the Brookfield Public Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Brookfield Public Library.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT 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. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Brookfield Public Library management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Brookfield Public Library's full-time schedule. Generally, they are eligible for the Brookfield Public Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Brookfield Public Library, 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 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers’ compensation insurance), they are not eligible for any of the Brookfield Public Library's other benefit programs.

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. While temporary employees receive all legally mandated benefits (such as workers’ compensation insurance and Social Security), they are not eligible for any of the Brookfield Public Library's other benefit programs.

Effective Date: 1/2/2002
202 Access to Personnel Files

The Brookfield Public Library maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, sick day and vacation records, disposed disciplinary proceedings (if any), and other employment records.

Personnel files are the property of the Brookfield Public Library, and access to the information they contain is restricted. Generally, only management personnel of Brookfield Public Library who have a legitimate reason to review information in a file are allowed to do so. Members of the Board of Trustees of the Brookfield Public Library may have access to the Library's personnel records only after review of the request by the Library Board's Personnel Committee and upon a majority vote of the Library Board at an official Library Board Meeting.

I. Additional access guidelines:

a. The employee must fill out and submit the Personnel Records Request Form that follows this policy.

b. The employer shall grant at least two inspection requests by an employee in a calendar year when requests are made at a reasonable interval, unless otherwise provided in a collective bargaining agreement.¹

c. The designee will provide the employee the opportunity for inspection within seven working days after the request, or if the employer can reasonably show such deadline cannot be met, the employer shall have an additional seven days.²

d. The employee will inspect the personnel record at the employer's administrative office during normal working hours or at another time mutually convenient to the employer and employee.

e. Inspection of records will be done under the supervision of an administrative staff member.

f. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the employer will mail a copy of the specified records upon request.³

g. The employee may copy material maintained in his or her personnel record. Payment for copying shall be based on actual costs.⁴

h. The employee may not remove any part of his or her record from the file and may not remove any part of the record from the administrative office.⁵

i. Should the employee be involved in a current grievance proceeding against the employer, the employee may designate in writing a representative who has authority to inspect the records under the same rights as the employee.⁶

¹ Personnel Record Review Act, 820 ILCS 40/2
² Id.
³ Id.
⁴ 820 ILCS 40/3
⁵ 820 ILCS 40/2
⁶ 820 ILCS 40/5
j. If the employee disagrees with any information contained in the record, a removal or correction of that information may be mutually agreed upon by the employer and employee. If an agreement cannot be reached, the employee may submit a written statement explaining his or her position. The employer will attach the employee's statement to the disputed portion of the record, and the statement will be included whenever that record is released to a third party. Inclusion of any written statement attached to the disputed record in a personnel file without any further comment or action by the employer will not imply or create any presumption that the employer agrees with the statement's contents. 7

k. The employer shall not gather or keep a record in an employee's personnel file of an employee's associations, political activities, publications, communications, or nonemployment activities, unless the employee submits the information or authorizes the employer in writing to keep such records; providing, however, that nothing herein shall be construed to prohibit the employer from gathering or keeping records concerning activities that occur on the employer's premises or during the employee's working hours which interfere with the performance of the employee's duties or the duties or activities of other employees, regardless of when and where occurring, which constitute criminal conduct or may reasonably be expected to harm the employer's property, operations, processes, or programs, or could, by the employee's actions, cause the employer financial liability. 8

l. When the employer receives a written request for personnel records from a third party, the employer shall review the requested records and, before releasing them, delete disciplinary reports, letters of reprimand, or other records of disciplinary actions which are more than four years old, unless the release is ordered to a party in a legal action or proceeding. 9

Before the employer divulges disciplinary reports, letters of reprimand, or records of other disciplinary action which are less than four years old to a third party, to a party who is party of the employer's organization, or to a party who is part of a labor organization representing the employee, the employer will provide the employee with written notice. The notice shall be mailed to the employee's last known address and will be mailed on or before the day the information is divulged to any of the aforementioned parties. No notice is required if the employee has specifically waived written notice as part of a written, signed employment application with another employer, the disclosure is ordered to a party in a legal action or arbitration, or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency. 10

m. The right of an employee or employee's representative to inspect personnel records does not extend to:

1) Letters of reference for that employee
2) Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
3) Materials relating to the employer's staff planning, such as matters relating to the employer's development, expansion, closing, or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been, or are intended to be used by the employer in determining an

7 820 ILCS 40/6
8 820 ILCS 40/9
9 820 ILCS 40/8
10 820 ILCS 40/7
11 820 ILCS 40/10
individual's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual's discharge or discipline.

4) Information of a personal nature about a person other than an employee if disclosure would constitute a clearly unwarranted invasion of the other person's privacy.

5) Records relevant to any other pending claim between the employer and employee which may be discovered in a judicial proceeding.

6) Investigatory or security records maintained by the employer to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the employer's property, operations, process, or programs, or could by the employee's activity cause the employer financial liability, unless and until the employer takes adverse personnel action based on information in such records.

Effective Date: 1/2/2002
Brookfield Public Library Personnel Records Request Form

Requestor’s Name: __________________________  Date of Request:_______________

Phone Number:___________     Address:______________________________________

Description of Records
Requested:____________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Library Response (Requestor does not fill in below this line)
-----------------------------------------------------------------------------------------------------------------------------------

Approved:

(   ) You may inspect the records at _________________________ on the date
of_______________. (Under section 2 of the Personnel Record Review Act, the employer has seven
business days to comply.)

(   ) The documents will be made available to you upon payment of copying costs in the amount of
$________ (pursuant to section 3 of the Act).

(   ) The documents you requested are enclosed (upon demonstration by the employee that he/she is
unable to review the records in person, pursuant to section 2 of the Act).

Denied:

(   ) Request delayed for the following reasons:_______________________________________

_____________________________________________________________________________

(pursuant to section 2 of the Act, the employer has an
additional seven days to comply if reason for the delay is reasonable).

(   ) The requested materials are exempt under section 10 of the Personnel Records Review Act for the
following reasons:__________________________________________

_____________________________________________________________________________

Individual that determined request is to be denied:_____________________________.

Personnel Officer:_________________________  Date of Reply:_______________
203 Employment Reference Checks

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

Reference Checks of Current or Former Employees Without written employee authorization, the Director or his/her designee will respond to reference check inquiries by providing only basic, factual information such as name, title, dates of employment, and employment status. When an employee has given authorization for a reference check, managers should still stick with factual information and steer clear of judgmental statements, especially if one cannot back them up with documented facts. An exception to providing ‘negative’ information about an employee should be made when the negative information would impact the safety or security of the new workplace (for example, an employee terminated for theft).

Reference check inquiries about the Director must by submitted in writing to the Library Board, which will respond in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

Effective Date: 1/2/2002
204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Brookfield Public Library of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Director or his/her designee.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
205 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Brookfield Public Library uses this period to evaluate employee capabilities, work habits, and overall performance. THE BROOKFIELD PUBLIC LIBRARY IS AN AT-WILL EMPLOYER. Either the employee or the Brookfield Public Library 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. Employees who are promoted or transferred within the Brookfield Public Library must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the Brookfield Public Library 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.

In cases of promotions or transfers within the Brookfield Public Library, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Brookfield Public Library's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" or "part-time" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers’ compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Brookfield Public Library-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within the Brookfield Public Library.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
208 Employment Applications

The Brookfield Public Library 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.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
209 Performance Evaluation

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. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted at least annually 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.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
210 Job Descriptions

The Brookfield Public Library makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes an education, training, and experience section, an essential duties and responsibilities section, a required competencies section, and a physical demands and working conditions section.

The Brookfield Public Library maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Director and the Department Head prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position’s duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your Department Head or the Director if you have any questions or concerns about your job description.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
280 Normal Weekly Hours

Calculation of Normal Weekly Hours Normal weekly hours are used primarily, though not exclusively, for benefits calculations. Normal weekly hours are established through current Library personnel records only and represent the number of hours an employee is expected to work in one week. The "Normal Weekly Hours Form" controls until a "Status Change Form" is filed with the Director. Weekly variations in hours actually worked do not constitute a change in the employee’s normal weekly hours.

For employees who work an unbalanced or irregular schedule, normal weekly hours will be calculated by dividing the total number of hours that the employee is expected to work in one year (according to the forms listed above) by 52 weeks.

For most employees, a "week" for the purpose of calculating normal weekly hours runs from Sunday through Saturday.

Maximum Benefit Hours Allowed in One Day/Week Benefit hours cannot be combined with hours worked or with other benefit hours to increase an employee's compensable hours to more than 8 hours per day or 40 hours per week unless permission is granted in writing by the Director. Such permission will only be given in extraordinary circumstances.

Effective Date: 1/2/2002
Revision Date: 1/23/2002
Reviewed and Approved: 5/30/2007
301 Employee Benefits

Eligible employees at the Brookfield Public Library are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. The Board of Library Trustees retains the right to change or eliminate benefits at its sole discretion.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

* Auto Mileage Reimbursement
* Bereavement Leave
* CTA Transit Card
* Dental Insurance
* Employee Assistance Program
* Family Leave
* Health Insurance
* Holidays
* Jury Duty Leave
* Life Insurance
* Long-Term Disability
* Medical Leave
* Membership Dues (for professional library associations)
* Military Leave Assistance
* Pension Plan (Illinois Municipal Retirement Fund)
* Personal Leave
* Pharmacy
* Sick Leave
* Travel Allowances
* Tuition Reimbursement for Library Science Programs
* Vacation
* Witness Duty Leave

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

Effective Date: 1/2/2002
Revision Date: 5/30/2007
303 Vacation Benefits

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:

* Regular full-time employees
* Regular part-time employees

Once employees enter an eligible employment classification, they begin to earn paid vacation time immediately upon commencement of work. However, before vacation time can be used, a waiting period of 90 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period. Paid vacation benefits are earned with the completion of each pay period; therefore, one twenty-sixth of the employee's annual paid vacation leave is earned for each pay period.

Amount of Paid Vacation Leave

Regular full-time professional employees are entitled to annual paid vacation days equaling their "normal weekly hours" times 4.00 in their first through tenth years of employment; and their "normal weekly hours" times 5.00 in their eleventh year of employment and beyond. Professional employees are those who (1) hold an MLS or MLIS from an accredited library school; (2) hold a position in the Library requiring an MLS, MLIS, or equivalent experience; and (3) are scheduled to work at least six three or more consecutive months in any 12-month period. Other professionals may include, but not be limited to, those who would qualify as "exempt professionals" under the Fair Labor Standards Act of the United States.

All other regular full-time employees and regular part-time employees scheduled to work at least 20 or more "normal weekly hours" and who are scheduled to work at least six three or more consecutive months in any 12-month period are entitled to annual paid vacation days equaling their: "normal weekly hours" times 2.00 in their first through fifth years of employment; "normal weekly hours" times 3.00 in their sixth through tenth years of employment; "normal weekly hours" times 4.00 in their eleventh year of employment and beyond.

Part-time employees scheduled to work less than 20 "normal weekly hours" do not earn paid vacation. Such an employee may, however, be granted vacation leave without pay upon consultation with his or her Department Head.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time, in other words, at the time of commencement of work. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

No loss of vacation accrual will result from personal illness covered by sick leave.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including operational needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation.
As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to 1.5 times the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Effective Date: 1/2/2002
305 Holidays

The Brookfield Public 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)

The Brookfield Public Library will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. 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. This number of hours is calculated by dividing the employee's "normal weekly hours" by five. Eligible employee classification(s):

* Regular full-time employees
* Regular part-time employees

When a recognized holiday falls on a Saturday, Sunday, or weekday that is normally the employee's day off, the employee will choose a day in the week preceding or following the holiday as a substitute paid holiday. The substitution must be requested from the employee's Department Head in writing at least two weeks in advance and is subject to staffing and operational needs.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

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

The Library will be closed, but no holiday pay awarded, for Easter Sunday, the Sunday preceding Memorial Day, and the Sunday preceding Labor Day.

In addition to the recognized holidays previously listed, eligible employees will receive 4 floating holidays in each anniversary year. Paid floating holidays must be used in the benefits year in which they are earned. Use of paid floating holidays must be requested in writing from the employee's Department Head at least two weeks in advance and are subject to staffing and operational needs.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.
306 Workers' Compensation Insurance

The Brookfield Public Library provides a comprehensive workers’ compensation insurance program at no cost to employees. 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 on the first day of employment with the Library.

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

Neither the Brookfield Public Library nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Brookfield Public Library.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
307 Sick Leave Benefits

The Brookfield Public Library provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

* Regular full-time employees
* Regular part-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 prorated days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. Sick leave is calculated as follows: (the employee's "normal weekly hours" divided by 5 days per week) times 12 days per year = the maximum number of hours of sick leave allowed in the benefit year.

Paid sick leave can be used in minimum increments of one-half hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee. Because the Brookfield Public Library believes that preventive health care can reduce absences from work due to illness, employees may use sick leave benefits for an absence due to the employee's scheduled appointments with doctors, dentists, etc.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for seven or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of 30 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days (675 hours) worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave 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.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
308 Time Off to Vote

The Brookfield Public Library 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. If employees are unable to vote in an election during their nonworking hours, the Brookfield Public Library will grant up to 2 hours of unpaid time off to vote.

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.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
309 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 prorated days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Bereavement leave will be calculated as follows: (the employee’s "normal weekly hours" divided by 5 days per week) times 3 days = the maximum number of hours of bereavement leave allowed per year.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors’ approval, use any available paid leave for additional time off as necessary.

The Brookfield Public Library defines "immediate family" as the employee’s spouse, parent, child, sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
311 Jury Duty

The Brookfield Public Library encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 2 weeks of paid jury duty leave over any 1 year period.

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, such hours to be calculated by dividing the employee's "normal weekly hours" by five days per week. Employee classifications that qualify for paid jury duty leave are:

* Regular full-time employees
* Regular part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

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.

Either the Brookfield Public Library or the employee may request an excuse from jury duty if, in the Brookfield Public Library's judgment, the employee's absence would create serious operational difficulties.

The Brookfield Public Library will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Effective Date: 1/2/2002
Revision Date: 1/23/2002
Reviewed and Approved: 5/30/2007
312 Witness Duty

The Brookfield Public Library encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the Brookfield Public Library, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of one week of normal weekly hours of paid time off to appear in court as a witness at the request of a party other than the Brookfield Public Library. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
313 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Brookfield Public Library's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Brookfield Public Library's group rates plus an administration fee. Each eligible employee will receive a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Brookfield Public Library's health insurance plan. The notice contains important information about the employee's rights and obligations.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
314 Educational Assistance

The Brookfield Public Library 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 ability to compete for reasonably attainable jobs within the Brookfield Public Library.

The Brookfield Public Library will provide educational assistance to all eligible employees who have completed one year of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

* Regular full-time employees
* Regular part-time employees

Individual courses or courses that are part of a library degree or library certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. Brookfield Public Library has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the Director for more information or questions about educational assistance. Educational assistance must be approved in writing by the employee's Department Head and the Director.

Because the Brookfield Public Library's educational assistance program is contingent on the availability of funds allocated in the library's budget, early application for educational assistance is highly encouraged.

The library will reimburse the employee for up to six credit hours per semester (or quarterly equivalent) according to the following schedule:

* Regular full-time employees (37.50 normal weekly hours) will have 50% of their tuition reimbursed by the library.
* Regular part-time employees working 30.00 to 37.25 normal weekly hours will have 40% of their tuition reimbursed by the library.
* Regular part-time employees working 20.00 to 29.75 normal weekly hours will have 30% of their tuition reimbursed by the library.

The Brookfield Public Library will pay one-half of the reimbursement, as indicated above, upon enrollment and the balance upon the successful completion of the course with a grade of B or better. Proof of course completion and grade attained must be presented before reimbursement is made. If the employee does not complete the course or fails to attain a final grade of B or better, he/she will be required to reimburse the Brookfield Public Library for any payments made by the library for that course.

Educational assistance in the form of tuition reimbursement as described above is considered a loan that will be forgiven after 18 months of employment by the employee after completion of the course. Completion of the course is defined as the date indicated on the final grade report of the course. If the employee terminates prior to the aforementioned employment for 18 months, the employee shall reimburse the Brookfield Public Library for all payments made by the Library to the employee for educational assistance.

Time spent traveling to and attending class is not considered part of the employee's work week and is not compensable.

While educational assistance is expected to enhance employees performance and professional abilities, Brookfield Public Library cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Effective Date: 1/2/2002
Revision Date: 12/18/2002, 11/15/2005
Reviewed and Approved: 5/30/2007
316 Health Insurance

The Brookfield Public Library’s health insurance plan provides employees access to medical and dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Brookfield Public Library and the insurance carrier.

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 the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Contact the Director for more information about health insurance benefits.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
317 Life Insurance

Life insurance offers you and your family important financial protection. The Brookfield Public Library provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

* Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the Brookfield Public Library and the insurance carrier.

Contact the Director for more information about life insurance benefits.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
319 Long-Term Disability

The Brookfield Public Library provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classification are eligible to participate in the LTD plan:

* Employees enrolled in the Illinois Municipal Retirement Fund (IMRF)

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Brookfield Public Library and the insurance carrier. Eligible employees may begin LTD coverage only after completing 30 calendar days of service.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Director for more information about LTD benefits.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
324 Employee Assistance Program

The Brookfield Public Library cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), the Brookfield Public Library provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. To contact an EAP counselor, refer to the telephone number posted in the Staff Room or see the Director or his/her designee.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
401 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Brookfield Public Library to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Exempt employees should also record time worked for purposes of public accountability.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
403 Paydays

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts by filling out the necessary forms in the Library Business Office. Employees will receive an itemized statement of wages when the Brookfield Public Library makes direct deposits.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
405 Employment Termination

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 - voluntary employment termination initiated by an employee.
* Discharge - involuntary employment termination initiated by the organization.
* Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.
* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with the Brookfield Public Library is based on mutual consent, both the employee and the Brookfield Public Library have the right to terminate employment at will, with or without cause, at any time.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
409 Administrative Pay Corrections

The Brookfield Public Library takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director or his/her designee so that corrections can be made as quickly as possible.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
410 Pay Deductions

The law requires that the Brookfield Public Library make certain deductions from every employee’s compensation. Among these are applicable federal, state, and local income taxes. The Brookfield 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." The Brookfield Public Library also makes federally mandated contributions to Social Security for each employee.

The Brookfield Public Library offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, the Director can assist in having your questions answered.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
**501 Safety**

The Brookfield Public Library 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 with another supervisor or manager, or bring them to the attention of 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. Employees are expected to obey all library safety rules, not just those in their own department, and will take steps to become familiar with the emergency procedures in the Library’s disaster plan.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Director or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.

Effective Date: 1/2/2002
Revision Date: 05/30/2007
502 Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules by preparing a departmental schedule a minimum of two weeks in advance. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
504 Use of Phone and Mail Systems

Employees may be required to reimburse the Brookfield Public Library for any charges resulting from their personal use of the telephone.

The use of Brookfield Public Library-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
505 Smoking

In keeping with the Brookfield Public Library's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, patrons, and visitors.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
506 Rest and Meal Periods

For every 3.75 continuous hours of work, employees are provided with a rest period of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All full-time regular employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
507 Overtime

When operating requirements or other needs cannot be met during regular working hours, 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. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
508 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
510 Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt the library's operations. In extreme cases, these circumstances may require the closing of the library. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees will be paid for the hours they were scheduled to work, not to exceed two days per incident, had the library been open.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
512 Business Travel Expenses

The Brookfield Public Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in writing by the Director.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Brookfield Public Library. Such reimbursement will not exceed an estimated budget without the written approval of the Director. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

* Airfare or train fare for travel in coach or economy class or the lowest available fare.
* Car rental fees, only for compact or mid-sized cars.
* Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
* Taxi fares, only when there is no less expensive alternative.
* Mileage costs for use of personal cars, only when less expensive transportation is not available. Mileage reimbursement will be keyed to current Federal tax provisions.
* Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
* Cost of meals, no more lavish than would be eaten at the employee's own expense.
* Tips not exceeding 20% of the total cost of a meal or 10% of a taxi fare.
* Charges for telephone calls, fax, and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Director or to their immediate supervisor and, at the earliest possible moment, submit a written report of the accident. Vehicles owned, leased, or rented by the Brookfield Public Library may not be used for personal use without prior approval from the Director.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to the Director when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within 14 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, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

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

Effective Date: 1/2/2002
Revision Date: 5/30/2007
514 Visitors in the Workplace

To provide for the safety and security of patrons, employees, and the facilities at the Brookfield Public Library, only authorized visitors are allowed in the staff-only areas. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the Brookfield Public Library at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed in staff-only areas of the library, employees should direct the individual to a public area and immediately notify their supervisor. If a dangerous situation occurs, employees should immediately dial 911 and tell their supervisor.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
516 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are Brookfield Public Library property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The Brookfield Public Library strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Brookfield Public Library prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The Brookfield Public Library purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Brookfield Public Library does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Brookfield Public Library prohibits the illegal duplication of software and its related documentation.

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.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
517 Internet Usage

Internet access is provided by the Brookfield Public Library to assist employees serving our patrons and in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the Brookfield Public Library and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the Brookfield Public Library. As such, the Brookfield Public Library reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the Brookfield Public Library in violation of law or Brookfield Public Library 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 previously stated or additional actions and activities that are prohibited and can result in disciplinary action (See also Policy 701 in this handbook):

* Sending or posting discriminatory, harassing, or threatening messages or images
* Using the library'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
* Violating copyright law
* Failing to observe licensing agreements
* 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
* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
* Using the Internet for political causes or activities, religious activities, or any sort of gambling
* Jeopardizing the security of the library's electronic communications systems
* Passing off personal views as representing those of the library
* Engaging in any other illegal activities

Effective Date: 1/2/2002
Revision Date: 5/30/2007
520 Telecommuting

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that the Brookfield Public Library may offer to some employees when it would benefit both the organization and the employee.

Employees who believe telecommuting can enhance their ability to get the job done should submit a written request to their managers proposing how it will benefit the Brookfield Public Library and themselves. The request should explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and the Director. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the Director.

During working hours, the employee's at-home work space will be considered an extension of the Brookfield Public Library's work space. Therefore, workers' compensation benefits may be available for job-related accidents that occur in the employee's at-home work space during working hours. All job-related accidents will be investigated immediately. The Brookfield Public Library assumes no responsibility for injuries occurring in the employee's at-home work space outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home work space and to practice the same safety habits as those followed on the Brookfield Public Library's premises.

In the case of an injury while working at home, the employee will immediately report the injury to the Director to get instructions for obtaining medical treatment.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, the Brookfield Public Library has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
522 Workplace Violence Prevention

The Brookfield Public Library is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Brookfield Public Library has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, patrons, volunteers, and guests should be treated with courtesy and respect at all times. Employees, patrons, volunteers, and guests are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Brookfield Public Library without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, patron, volunteer or guest at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by patrons, vendors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The Brookfield Public Library will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Brookfield Public Library may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Brookfield Public Library encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Director before the situation escalates into potential violence. The Brookfield Public Library is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
601 Medical Leave

The Brookfield Public Library provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

* All employees

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Brookfield Public Library. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the Brookfield Public Library will continue to provide health insurance benefits for the full period of the approved medical leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Brookfield Public Library with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Brookfield Public Library will assume that the employee has resigned.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
602 Family Leave

The Brookfield Public Library provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

* All employees

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider’s statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the Brookfield Public Library will continue to provide health insurance benefits for the full period of the approved family leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the Brookfield Public Library with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the Brookfield Public Library will assume that the employee has resigned.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
603 Personal Leave

The Brookfield Public Library provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

* Regular full-time employees

Eligible employees may request personal leave only after having completed 180 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from the Director.

Personal leave may be granted for a period of up to 90 calendar days every 5 years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 90 calendar days. With the supervisor’s approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including length of service, anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, the Brookfield Public Library will continue to provide health insurance benefits for the full period of the approved personal leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Brookfield Public Library cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the Brookfield Public Library will assume the employee has resigned.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
605 Military Leave

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 two-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, as calculated from their normal weekly hours, and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

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.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
607 Pregnancy-Related Absences

The Brookfield Public Library will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

All requests for pregnancy-related absences must be submitted to the Director in writing.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Brookfield Public Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

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
* Fighting or threatening violence in the workplace
* Insubordination or other disrespectful conduct
* 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 absence without notice
* Unauthorized use of telephones, mail system, computer system or other library-owned equipment
* Violation of personnel policies

Employment with the Brookfield Public Library is at the mutual consent of the Brookfield Public Library and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
702 Drug and Alcohol Use

It is the Brookfield Public Library'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.

While on the Brookfield Public Library premises and while conducting business-related activities off the Brookfield Public Library premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their Department Head or the Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Brookfield Public Library policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Brookfield Public Library any undue hardship.

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

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
703 Sexual and Other Unlawful Harassment

The Brookfield Public Library is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments by an employee, patron or other visitor to the library based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

* Unwanted sexual advances.
* Offering employment benefits in exchange for sexual favors.
* Making or threatening reprisals after a negative response to sexual advances.
* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
* Verbal sexual advances or propositions.
* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Director, President of the Library Board, or any other member of the Board or management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.
Any member of the Library Board or Library management who becomes aware of possible sexual or other unlawful harassment must immediately advise the Director or President of the Library Board so the matter can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

If an employee wants further information on harassment in the workplace, he or she can contact: Illinois Department of Human Rights 100 West Randolph Street, Suite 10-100 Chicago, Illinois 60601 312-814-6245

Equal Employment Opportunity Commission (EEOC) 500 West Madison Street, Suite 2800 Chicago, Illinois 60601 312-353-2713

Effective Date: 1/2/2002
Revision Date: 1/23/2002
Reviewed and Approved: 5/30/2007
704 Attendance and Punctuality

To maintain a safe and productive work environment, the Brookfield Public Library expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Brookfield Public Library. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
705 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Brookfield Public Library presents to patrons and visitors. During business hours or when representing the Brookfield Public Library, you are expected to present a clean, neat, and tasteful appearance. Employees above the page level should dress in a business casual style. The books *Business Casual Made Easy* by Amiel and Michael and *Beyond Business Casual* by Sabath contain excellent sample policies, dress code research, and examples.

Should the Library Management Team feel your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Pages and maintenance staff are allowed to wear jeans. These staff members must wear closed shoes for safety reasons. For all library employees, shorts of any kind, bare midriffs, and short shirts are not appropriate attire. Offensive body odor and poor personal hygiene are not professionally acceptable.

Effective Date: 1/2/2002
Revision Date: 5/30/2007
706 Return of Property

Employees are responsible for all Brookfield Public Library property, materials, or written information issued to them or in their possession or control. Employees must return all Brookfield Public Library property immediately upon request or upon termination of employment.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
708 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Brookfield Public Library. Although advance notice is not required, Brookfield Public Library requests at least 2 weeks' written notice of resignation from nonexempt employees and 4 weeks' notice from exempt employees.

Prior to an employee’s departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

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Revision Date: 1/23/2002
Reviewed and Approved: 5/30/2007
710 Security Inspections

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

Desks, lockers, electronic equipment including computers, and other storage devices may be provided for the convenience of employees but remain the sole property of the Brookfield Public Library. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Brookfield Public Library at any time, either with or without prior notice.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
712 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the Brookfield Public Library may not solicit or distribute literature in the workplace without the approval of the Director.

The Brookfield Public Library recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Agendas of Board meetings
- Affirmative Action statement
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Director for approval. All approved messages will be posted by the Director.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
716 Disciplinary Procedures

The purpose of this policy is to state the Brookfield Public Library's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The Brookfield Public Library's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the Brookfield Public Library is based on mutual consent and both the employee and the Brookfield Public Library have the right to terminate employment at will, with or without cause or advance notice, the Brookfield Public Library may use progressive discipline at its discretion.

Disciplinary action may call for any of three steps -- (1) verbal warning, (2) written warning, (3) suspension or 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 Where Possible 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 occurrence of the same or related offense may be followed by a written warning; the third occurrence of the same or related offense may lead to a suspension or termination of employment. The Director may decide to repeat any of the steps listed above. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Brookfield Public Library.

Written warnings will be signed by the Director and the employee's Department Head before being added to the employee's personnel file. The employee will also be asked to sign the warning before it is added to his/her personnel file. The employee's signature simply indicates that he or she has read the warning. The employee may submit his/her own written statement to be added to the personnel file.

Exceptions to Progressive Discipline Brookfield Public Library recognizes that there are certain types of behavior that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. Examples of such behavior include, but are not limited to, acts or omissions which (1) constitute gross insubordination, (2) endanger the health and safety of others, (3) significantly disrupt the operations of the library, or (4) pose a significant threat to the property of the library.

Terminations The Director will not carry out terminations without consultation with the President of the Library Board and the Chairperson of the Personnel Committee. The final decision on termination, however, rests solely with the Director.

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Revision Date: 1/23/2002
Reviewed and Approved: 5/30/2007
800 Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Brookfield Public Library supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the Brookfield Public Library will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The Brookfield Public Library will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Director or the Brookfield Public Library’s Employee Assistance Program for information and referral to appropriate services and resources.

Effective Date: 1/2/2002
Reviewed and Approved: 5/30/2007
802 Recycling

The Brookfield Public Library supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth’s environment.

Special blue recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at the Brookfield Public Library:

* computer paper
* white high grade or bond paper
* ledger paper
* mixed or colored paper
* newspaper
* corrugated cardboard
* brown paper bags
* aluminum
* glass
* plastics
* printer cartridges (Use mail-in recycling program; information by public bulletin board)

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth’s limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

By recycling, the Brookfield Public Library is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Director.

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Reviewed and Approved: 5/30/2007
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