

PERSONNEL

Adopted: 1983

Revised: April 2025

Last Reviewed: April 2025

Hiring and Employment

The library is committed to hiring qualified candidates who align with its mission, values, and operational needs. The hiring process is conducted in a fair and non-discriminatory manner, ensuring equal opportunity for all applicants. To maintain fairness and avoid conflicts of interest, immediate family members of the Library Board of Trustees may not be employed by the library.

Employees are classified into the following five categories:

1. **Director** – The director is the only full-time position and is paid a set salary regardless of the number of hours worked. The director does not need to make up time off for illness or appointments but is expected to work additional hours as needed to fulfill job responsibilities. This position includes IMRF benefits, paid time off (PTO), and holiday pay.
2. **Full-Time Employee** – An employee who works 40 hours a week and has completed the probationary period. This classification includes benefits described in this policy: IMRF, PTO, holiday pay, bereavement leave, jury duty, and emergency closure pay.
3. **Senior Part-Time Employee** – An employee who has a seniority of at least five years, works 600 hours or more per anniversary date, and has completed the probationary period. This classification includes benefits described in this policy: IMRF, PTO, bereavement leave, jury duty, and emergency closure pay.
4. **Part-Time Employee** – An employee who has a seniority of less than five years, works 600 hours or more per anniversary date, and has completed the probationary period. This classification includes benefits described in this policy: IMRF, PTO, and emergency closure pay.
5. **Limited Part-Time Employee** – A part-time hourly employee who works less than 600 hours per anniversary date and has completed the probationary period. This classification includes PTO and emergency closure pay and is not eligible for IMRF.

Probationary Period: All new employees are considered temporary during a three-month probationary period and are not entitled to PTO or holiday pay. However, upon successful completion of the probationary period, PTO will be applied retroactively. The Library Director is responsible for determining and formalizing in writing any updates to an employee's status.

Background Checks

The library is committed to providing a safe, welcoming and secure environment for its patrons, volunteers, and employees. To support this commitment, background checks are conducted on all prospective employees as part of the hiring process. This policy ensures that hiring decisions align with the library's mission, values, and legal obligations while maintaining fairness and transparency.

The library complies with all federal and state laws regarding background checks for employees. Under the Illinois Library Records Confidentiality Act (75 ILCS 70/1 et seq.) and the Illinois Child Care Act (225 ILCS 10/4.3), libraries are authorized to conduct criminal background checks, particularly for positions involving direct interaction with minors or vulnerable populations. In accordance with the Illinois Uniform Conviction Information Act (20 ILCS 2635/1 et seq.), the library may obtain conviction records through the Illinois State Police or other authorized agencies. All offers of employment are contingent upon the successful completion of a background check. A prior conviction does not automatically disqualify a candidate; each case is reviewed individually, considering the nature of the offense, its relevance to the position, and the time elapsed since the conviction. Background checks are conducted in compliance with the Fair Credit Reporting Act (FCRA) to ensure privacy and fairness in the hiring process.

Process For Background Checks

The library conducts background checks on prospective employees in compliance with all applicable federal and state laws, regulations, and guidelines. This process helps ensure a safe and secure work environment.

1. Authorization & Consent

Candidates selected for employment must complete and sign a background check consent form, authorizing the library or an authorized third-party entity to conduct the screening.

2. Screening Process

Background checks may include searches of local, state, and federal public databases, including but not limited to Winnebago County, the State of Illinois, and the Illinois State Police. Additional screening methods may be used as appropriate.

3. Employment Decisions

If a background check reveals findings that adversely impact employment eligibility, the applicant will be notified and withdrawn from consideration. If a criminal conviction is found that affects the candidate's ability to perform the specific job, the library will follow all legal requirements, including providing the applicant with the necessary notifications under the Fair Credit Reporting Act and applicable laws.

Use of Background Investigation Information:

Information obtained through a background investigation will be used solely for employment purposes in compliance with federal and state laws and in accordance with library policy. The information will be reviewed to assess:

- Whether an applicant or employee has provided false statements or omitted material information on an application, résumé, or during an interview.

- Whether an applicant or employee, based on the responsibilities of the position, may pose a risk to the security of the library, the safety of patrons (including minors), or the well-being of employees.
- The applicant's or employee's suitability for the position and their potential for success and productivity in the role.

This process ensures that hiring and employment decisions are made with fairness, integrity, and a commitment to maintaining a safe and professional workplace.

Payroll and Deductions

Employees are paid on a biweekly basis for work performed during the preceding two-week pay period. The library processes all required deductions, including federal and state withholding taxes and contributions to the Illinois Municipal Retirement Fund (IMRF), where applicable.

Work Schedule & Timekeeping

Employees must adhere to their assigned work schedules and may not modify their scheduled hours without prior approval from their supervisor. This includes arriving early, leaving early, or staying late without authorization.

Employees are not permitted to trade shifts or work hours without supervisor approval. Any approved schedule changes must be documented on the official employee calendar in the staff workroom.

Work schedules are established based on the library's operational needs and budget. Employees may be required to work evening and/or weekend shifts. Scheduling will follow a consistent structure Monday through Friday, with rotating Saturday shifts.

Breaks & Meal Periods

Employees working 4.5 hours or more in a workday will receive a paid 30-minute meal break. Employees working 6 or more hours in a workday are also eligible for a 15-minute break.

Overtime

Employees may not exceed 40 hours per week without prior approval from the library director. Approved overtime will be compensated at 1.5 times the employee's regular hourly rate.

Paid Time Off (PTO)

Employees are encouraged to submit PTO requests as early as possible, preferably before the next monthly schedule is finalized. Requests must be submitted using the official PTO Request Form, available in the staff workroom.

The library director will review employee requests for time off, whether using PTO or unpaid leave, in accordance with the Paid Leave for All Workers Act (PLAWA) and the library's staffing requirements during operating hours. Approved forms will be signed and submitted to the bookkeeper for payroll purposes. PTO requests are considered during the scheduling process and will be granted to the greatest extent possible while ensuring the library's operational needs are met.

Paid Leave for All Workers Act (PLAWA)

Effective January 1, 2024, the Paid Leave for All Workers Act grants all employees the right to accrue paid leave beginning on their first day of employment. Employees may utilize accrued paid time off (PTO) after 90 days of employment. Non-full-time employees who do not already receive paid time off benefits will accrue one hour of paid leave for every 40 hours worked within a 12-month period, up to a maximum of 40 hours annually. Paid leave may be used for any reason, and employees are not required to disclose the reason for their absence. Additionally, employers may not mandate that employees secure a replacement to cover their shift. Unused paid leave is not required to be paid out upon separation from employment.

In cases of unforeseen absences, employees must notify the library within a reasonable timeframe to use paid leave. Failure to report an absence in a timely manner will result in the absence being classified as a no-call/no-show, which will be documented in the employee's personnel file.

Employees attending approved trainings or conferences will be compensated at their regular rate of pay, with mileage reimbursed at the current IRS-approved nonprofit business rate.

Holiday Pay

Full-time employees will receive eight hours of holiday pay for designated holidays when the library is closed, as outlined in the Hours of Operation policy.

Emergency Closure Pay

In the event that the library is closed due to an emergency, such as severe weather or other unforeseen circumstances, employees scheduled to work during the closure will receive their regular pay as if they had worked their scheduled hours. However, if an employee calls in to report that they will not be coming to work before the library is officially closed, they will not receive emergency closure pay and must use available PTO to cover their absence. The library director or designated authority will determine and communicate closures as needed.

PTO Accrual & Usage

PTO is accrued based on hours worked and is calculated at the end of each pay period. Employees may use accrued PTO in one-hour increments for approved time off. Any PTO balance exceeding 40 hours that is not used by the end of the fiscal year will be forfeited and will not carry over into the next year. Upon separation from employment, full-time employees will be compensated for any unused accrued PTO.

All Part Time Employees

Rate (hours) of PTO per hour worked

Starting employment date*	0.0310
after two years of employment	0.0503
after four years of employment	0.0695

*PTO is paid retroactively for the first 90 days

Full Time Employees

Rate (hours) of PTO per hour worked

Beginning employment date*	0.0541
Beginning after two years of employment	0.0733
Beginning after four years of employment	0.0926

*PTO is paid retroactively for the first 90 days

Leaves of Absence

All requests for a leave of absence must be submitted in writing and include the anticipated start and end dates. Leave without pay requires approval from the director, and any request exceeding three months must also be approved by the board of trustees. If the director requests unpaid leave, the board of trustees will review and determine approval.

Family Medical Leave (FMLA)

The library complies with the Family and Medical Leave Act (FMLA), as amended. Full-time employees may be eligible for up to 12 weeks of unpaid leave within a rolling 12-month period for qualifying reasons, including the birth or adoption of a child, care of an immediate family member with a serious health condition, or the employee's own serious health condition that prevents them from performing essential job functions. Employees must submit a written request to the director (or the board president in the case of the director), detailing the reason for the leave, the start date, the expected return date, and any supporting documentation.

While the library will make efforts to reinstate employees to their previous position, reinstatement is not guaranteed. Employees must exhaust accrued paid time off (PTO) before beginning unpaid FMLA leave, and PTO does not continue to accrue during FMLA leave.

Bereavement Leave

Employees may receive up to five days of paid leave for the death of an immediate family member, compensated based on their average weekly scheduled hours.

Immediate family includes a spouse, children, stepchildren, domestic partner, parents, stepparents, grandparents, grandchildren, siblings, and legal guardians. For the loss of extended family members (such as aunts, uncles, nieces, nephews, or in-laws), employees may take one paid day off.

Jury Duty

Employees summoned for jury duty must notify the director as soon as possible. Employees serving during their scheduled work hours will receive their regular rate of pay upon submitting official jury attendance documentation from the Jury Commission. For jury duty that extends beyond two weeks, employees will receive leave without pay.

Military Leave

The library grants leave for military service in the U.S. Armed Forces, National Guard, or reserve components in compliance with federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees are entitled to re-employment rights and protections as outlined in applicable regulations.

Disability Leave

The library complies with all applicable federal and state laws regarding disability leave, including the Americans with Disabilities Act (ADA) and the Family and Medical Leave Act (FMLA), where applicable. Employees who require leave due to a disability may be eligible for reasonable accommodations, including medical leave or modified work arrangements, in accordance with legal requirements. Requests for disability leave must be submitted in writing with appropriate medical documentation. The library will engage in an interactive process to determine suitable accommodations while ensuring compliance with all relevant regulations.

Illinois Municipal Retirement Fund

The library participates in the Illinois Municipal Retirement Fund (IMRF), a statewide public pension system that provides retirement, disability, and death benefits to eligible employees. In accordance with Illinois state law (40 ILCS 5/IMRF Article), employees who work 600 or more hours per year are required to participate in IMRF. Contributions to the fund are made by both the employee and the library, with deductions automatically taken from each paycheck. Upon retirement, vested employees may receive pension benefits based on their years of service and salary history. IMRF also provides disability benefits for qualified employees who become unable to work due to injury or illness. Employees can access their account details, estimate retirement benefits, and find additional resources through the IMRF website or by contacting IMRF directly.

Workers' Compensation

The library complies with the Illinois Workers' Compensation Act, which provides benefits to employees who suffer job-related injuries or illnesses.

Workers' compensation covers medical expenses, lost wages, and rehabilitation services for eligible employees who sustain injuries in the course of their employment. Employees must report any work-related injury or illness to the director immediately, and a formal claim must be filed in accordance with state law. The library's workers' compensation insurance provider will review claims and determine benefit eligibility. Employees are protected from retaliation for filing a legitimate claim. For more information, employees can contact the Illinois Workers' Compensation Commission (IWCC) or visit its official website.

Unemployment Insurance

The library complies with all federal and state laws regarding unemployment insurance. Under the Federal Unemployment Tax Act (FUTA) and Illinois Unemployment Insurance Act, eligible employees who lose their jobs through no fault of their own may qualify for unemployment benefits. These benefits are administered by the Illinois Department of Employment Security (IDES) and are designed to provide temporary financial assistance while the individual seeks new employment. To qualify, employees must meet state-specific requirements, including sufficient earnings history and active job search efforts. Unemployment benefits are not available to employees who resign voluntarily without good cause, are terminated for misconduct, or fail to meet eligibility criteria. Employees seeking more information or wishing to file a claim should contact IDES or visit its official website.

Drug-Free Workplace

The library is committed to maintaining a safe, healthy, and productive work environment for all employees. In accordance with the Drug-Free Workplace Act of 1988 and applicable state laws, the use, possession, distribution, sale, or being under the influence of illegal drugs, controlled substances, or unauthorized prescription medications while on library premises, during work hours, or while conducting library business is strictly prohibited. Employees are also prohibited from reporting to work impaired due to alcohol or drug use. Any violation of this policy may result in disciplinary action, up to and including termination. The library may require drug or alcohol testing when there is reasonable suspicion of impairment or as required by law. Employees struggling with substance abuse are encouraged to seek confidential support through available employee assistance programs (EAP) or external resources.

Performance Evaluations

The library conducts written performance evaluations for all employees on an annual basis. New employees will receive an initial evaluation after three months of employment, followed by annual evaluations thereafter, using a standardized evaluation form. Completed evaluations are maintained in a secure personnel file. These files are the property of the library, and access to their contents is strictly limited to authorized library officials and representatives with a legitimate business need.

Employees may request to review their personnel file up to twice per calendar year by submitting a written request with reasonable advance notice. File reviews must take place in the library office in the presence of the director or a trustee. If an employee disagrees with any content in their file, they may discuss their concerns with the director, who will determine an appropriate resolution. Any resolution will be documented and added to the file.

Employees have the opportunity to provide comments on their evaluation forms and may review their evaluations at any reasonable time.

Grievance

The library is committed to fostering a positive and professional work environment where employee concerns are addressed promptly and fairly. Employees are encouraged to resolve workplace issues informally whenever possible, but a formal grievance process is available when necessary.

Informal Grievance Process

Employees should first attempt to resolve concerns through direct communication with the individuals involved. Open discussion and early resolution help maintain a collaborative work environment and prevent escalation.

1. Employees should bring workplace concerns to the library director for discussion and resolution. If necessary, they may escalate concerns to the board of trustees.
2. The director is responsible for listening to employee concerns, providing guidance, and working to resolve grievances informally.
3. If an issue remains unresolved through informal discussion, the employee may proceed with the formal grievance process.

Formal Grievance Process

If an informal resolution is not achieved, an employee may file a formal grievance by following these steps:

1. The employee must submit a written grievance to the library director within 10 working days of the last informal discussion. The written grievance should:
 - Clearly state the complaint.
 - Identify it as a formal grievance.
 - Specify the desired resolution.The director will review the grievance and provide a written response within 30 working days. (If the grievance involves the director, proceed directly to Step 2.)
2. If the employee is not satisfied with the director's response, they may submit a written appeal to the board of trustees within 10 working days of receiving the director's decision. The board will conduct an objective and confidential review, considering all relevant facts in relation to library policies.
3. The board of trustees will issue a written decision within 30 calendar days, with copies provided to all relevant parties, including the director.

4. If the employee remains dissatisfied with the outcome, they may pursue arbitration or other legal recourse in accordance with applicable laws and regulations.

Additional Provisions

- Time limits for each step in the grievance process may be extended by mutual agreement.
- Employees involved in a grievance process must continue to perform their job duties at an acceptable level.
- Employees will not face retaliation or adverse consequences for filing a grievance in good faith.

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GRIEVANCE

This form may be used by patrons or employees, and submitted by mail, email, fax, or in person.

DO NOT include sensitive personal information.

Date:

Full Name of Person Filing Grievance:

Address of Person Filing Grievance:

City, State, Zip Code of Person Filing Grievance:

Phone Number/Email Address of Person Filing Grievance:

Date of Incident/Issue

Person Grievance is Filed Against (if applicable):

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Reason(s) for Grievance:

Actions You Feel Would Resolve Grievance:

Please complete the form and mail, email, fax or submit in person. Winnebago Public Library, 210 North Elida Street, Winnebago, IL 61088 Fax: 815.335.7049

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Winnebago Public Library District Job Performance Evaluation

Name: _____

Title/Position: _____

Evaluation Period: _____

Date of Review: _____

Supervisor: _____

Job Description Review

Does the current job description properly describe the duties and responsibilities of this position? Yes / No
Are there significant duties or responsibilities that would materially change the job description that should be:

Added ☐ Deleted ☐ Rephrased ☐ Changes were reviewed with the employee on: __/__/__

If there are any necessary changes, please note them on the current job description and attach a copy with the performance appraisal.

Performance Review

- Rate the employee's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided using the definitions below as a guide.
- There must be supporting comments to justify ratings of "Exceed Expectations", "Needs Improvement" and "Not Applicable".

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency of overall ratings.

EE=Exceeds Expectations-Work performance is consistently above the standard of performance for the position.

ME=Meets Expectations-Work performance consistently meets the standard of performance for the position.

NI=Needs Improvement-Work performance does not consistently meet the standard of performance for the position.

NA=Not Applicable-Employee is not required to perform in a specific rating factor, and it cannot be measured.

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A. PERFORMANCE FACTORS

	EE	ME	NI	NA
Knowledge of Work —Consider employee’s skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience. Additional Comments:				
Planning & Organization —Consider how well the employee defines goals for personal performance; how well work tasks are organized and priorities established; and the amount of supervision required to achieve it. Additional Comments:				
Customer & Work Relations —Consider how well the employee interacts in dealing with all constituents (patrons, vendors, friends of the library, board) Additional Comments:				
Quality of Work —Consider the accuracy and thoroughness in completing work assignments. Consider the individual’s ability to self-identify and correct errors. Take into consideration incomplete assignments. Additional Comments:				
Quantity of Work —Consider the volume of work completed in relation to assigned responsibilities. Consider the ability to meet and stay on schedule and the proper use of work time. Additional Comments:				
Dependability —Consider how well the employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality. Additional Comments:				

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Acceptance of Responsibility—Consider the manner in which the employee accepts new and varied work assignments and assumes personal responsibility for completion. Additional Comments:				
Self-Initiative—Consider how well the employee demonstrates resourcefulness, independent thinking, and the extent to which employee seeks additional challenges and opportunities on their own. Additional Comments:				
Teamwork—Consider how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit. Additional Comments:				
Leadership—Consider effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively. Additional Comments:				
Communication—Consider effectiveness in listening to others, expressing ideas—both orally and in writing—and providing relevant information to management, co-workers. Additional Comments:				
Decision Making/Problem Solving—Consider effectiveness in understanding problems and making timely, practical decisions. Additional Comments:				

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS. Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance. Provide explanation for any “Exceeds Expectations” rating.

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT. Provide explanation for any “Needs Improvement” and “Unsatisfactory Performance” rating.

D. PERFORMANCE IMPROVEMENT PLAN. Describe the coaching, training resources or development activities that would help improve performance in any of the categories.

E. EMPLOYEE COMMENTS. (Optional)

F. SIGNATURES

I have read and discussed this review with my supervisor and I understand its contents.
My signature does not necessarily imply that I agree with the review or its contents.

Employee Signature/Date: _____

Supervisor Signature/Date: _____

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