

III. WORKING CONDITIONS

A. Employee Respect and Behavior

Diverse opinions are valuable tools for advancement in any organization. Therefore, Illinois Heartland Library System expects all employees to perform his or her duties honestly, efficiently, and courteously. While IHLS recognizes that informed debates are valuable tools to use in making informed decisions, it is a requirement of each employee to maintain respect and courteousness with one another during any and all interactions.

IHLS makes every attempt to sustain an open line of communication with all staff. Staff are also encouraged to share their feedback with the Board of Directors or with the Executive Director. This can be done with any member of management or with a human resources representative. IHLS also asks that employees be courteous while in an IHLS work environment by lowering voices when talking in work areas and keeping cellular telephones on vibrate.

Committed to maintaining a work environment free from rudeness, violence, threats, intimidation, and other disruptive behavior, IHLS treats violence, threats, coercion, harassment or intimidation of others as interference with an individual's legal rights of movement or expression, or disruptions to the workplace as an intolerable offense. All reports of incidents will be taken with extreme seriousness and will be dealt with appropriately.

Firearms and other dangerous weapons or materials are not allowed on IHLS property. Every employee's cooperation is expected in order to maintain a safe working environment. Any display of violent, threatening, intimidating, or other disruptive behavior should never be ignored. IHLS implores all employees experiencing or witnessing imminent danger or actual violence involving weapons or personal injury in or on IHLS property to call 911 immediately and then notify a supervisor as soon as possible. Supervisors who receive such reports should immediately report the incident to human resources to begin an investigation.

Any employee observing or experiencing other inappropriate behavior by anyone on IHLS premises, whether he or she is an IHLS employee or not, should report it immediately to a supervisor. Inappropriate behavior by the Executive Director should be reported to the President of the Board of Directors. Employees displaying inappropriate behavior may be referred to counseling and/or may be subject to disciplinary action. Anyone who commits other less serious violent acts may still be removed from the premises and may be subject to disciplinary action. All employees who commit a serious violent act will be removed from the premises, be subject to immediate dismissal, and may be subject to criminal charges.

IHLS has a zero tolerance for bullying, discrimination, violence and/or sexual harassment behaviors.

B. Personal Appearance

Illinois Heartland Library System values the relationship with its members and staff. In order to maintain a comfortable and professional work environment all employees must dress appropriately and maintain a high standard of personal hygiene. Clothing should not contain any advertisements of alcohol or cigarettes and should not have any offensive language or images of any kind.

Due to the nature of work performed, IHLS delivery drivers wear uniforms which consist of an IHLS logo shirt, IHLS logo hat (optional), black/blue, khaki or denim pants and hard-toed shoes (not required but strongly preferred), tennis shoes or shoes made of canvas-type material are also acceptable. During warm weather, delivery drivers may wear appropriate length shorts. All delivery drivers must always have appropriate IHLS identification.

For office staff “business casual” and modest dress is appropriate for the workplace. Business casual attire is defined as dressing professionally yet looking relaxed and neat. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Employees should always consider with whom they are meeting throughout the day. Attire should always be professional when meeting with member libraries and others. Exceptions, such as sweatpants, sweatshirts, shorts, and tee shirts, may be made for employees involved in special projects or on days designated by the Executive Director or Human Resources.

C. Confidential Information

The protection of confidential business information is vital to the interests and success of Illinois Heartland Library System. Confidential information is any and all information disclosed to or known by you because of employment with the organization that is not generally known to people outside the organization about its business.

Any employee who improperly uses or discloses confidential access or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information. All inquiries from the media should be forwarded to the Executive Director.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

D. Use of Facilities, Equipment and Materials

IHLS staff is expected to support and protect the confidentiality of contacts with member libraries and of library patron and circulation information in accordance with the American Library Association policies and with the Illinois Library Records Confidentiality Act.

Illinois Heartland Library System facilities, equipment and materials including vehicles, supplies, credit cards, electronic mail system, cellular telephones, and all communication and information transmitted by, received from, or stored in these systems are the property of IHLS and are for use to conduct IHLS business. None of the above-mentioned items may be used for a commercial venture, religious or political causes, or other solicitations that are not related to IHLS business. [PT1]

IHLS understands the importance of balance in life and work. To help stabilize professional and personal needs, personal telephone calls are allowed. Personal toll and long-distance calls should be placed using the employee's personal cellular telephone. Personal correspondence received electronically must be sent to each employee's personal e-mail account. Such correspondence may be viewed on IHLS equipment.

The electronic mail system cannot be used to create any offensive or disruptive messages. Employees should not assume the confidentiality of any message. If asked, employees must disclose any passwords. Messages sent electronically to an employee should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail message that is not sent to them, unless authorized by the intended recipient or the Executive Director. IHLS reserves the right to review, audit, intercept, access, and to disclose all messages created, received, or sent over the electronic mail system.

In order to continue to foster a unified work environment, the workstation/desk assigned to an employee should be recognized as containing his/her personal property, as well as IHLS materials. Common courtesy should be shown towards another employee and his/her workstation. Employees may choose to designate a drawer or drawers to contain personal items that will be respected as such by other employees.

E. Copyright

Ownership and copyright of all works produced by IHLS employees within the scope of their employment shall be held by IHLS.

F. Personnel Records

Illinois Heartland Library System values transparency. Each employee's personnel file will be available for inspection by the employee in the Human Resources Office. Employees located in locations outside of the main administrative office, in Edwardsville, can schedule an

inspection and the file will be brought to the employee's main office for viewing. A file containing the employee's job application and related material, performance appraisals, and other materials applicable to evaluation of performance and potential will be maintained. Contact your supervisor or the Human Resources Office to make an appointment. To protect the employee's privacy, any documents that relate to medical information (including an injury or disability) will be kept in a file separate from the rest of the personnel documents. Also, anything not directly related to the job, such as pre-employment references, grievances, outside agency complaints, affirmative action/EEO data, credit reports, or wage garnishments is kept in a separate file. These files may be kept inside or adjacent to the personnel file but should be separate and easy to remove if the file is requested for review.

All personnel records are treated as confidential. External release of individual personnel information, other than confirmation of employment, will not be made without written authorization of the employee.

G. Work Schedule

Full-time employees will generally be scheduled for a 40-hour work week measured from Sunday through the following Saturday. All employees must have a work schedule approved by his or her supervisor. It is important to work with the supervisor so that adequate coverage for operations can be achieved. Employees unable to report to work at their scheduled time must notify their immediate supervisor, the HR Representative or the Executive Director as soon as possible.

All nonexempt^[JP2] employees are required to complete accurate weekly time reports showing all time worked. These records are required and are used to calculate regular and overtime pay. At the end of each payroll week, the employee and his or her supervisor must sign the time sheet as verification of its accuracy before forwarding it to the Human Resources department.

H. Flex Hours and Remote Work

An employee may occasionally work flex hours during a week with the permission of his or her supervisor but may not work over their regularly scheduled work week. This schedule agreement should not impose additional work hours unless approved by a member of management.

The Heartland IHS^{[PT3][CD4]} approach to this opportunity is to help employees balance work and home life situations. While some positions allow for working remotely, others do not. If a position allows for working remotely, it will be indicated on the job description. Your immediate supervisor, the HR Representative, or the Executive Director must approve in advance changes in regular work schedules and working from home schedules.

Working from home will **only** be authorized if the fulfillment of work responsibilities will not be adversely affected.

All approved telecommuters:

1. Earn the same rate of pay as scheduled for their current position.
2. Must be available when working remotely.
3. Are responsible for all office supplies and furnishings. IHLS will provide a laptop and the regular maintenance and upkeep of the laptop. [CDS]
4. Complete and submit an incident report to their immediate supervisor, the HR Representative, or the Executive Director within 24 hours if an injury occurs while working remotely.

Occasional telecommuters:

1. Telecommute less than 5-10 hours per week.
2. Need prior authorization from their immediate supervisor, the HR Representative, or the Executive Director.

Regular telecommuters:

1. Telecommute more than 10 hours per week.
2. Required to sign a detailed working remotely agreement which outlines the nature of work to be performed, the equipment, supplies and/or training needed, number of hours and days per week, and any other pertinent information relating to the position or assignment.
3. The employee, immediate supervisor, the HR Representative, and the Executive Director must all sign the remote work agreement.

I. Work Breaks and Lunch Periods

A portion of the employee's own time will be given each day for lunch but should be scheduled by the supervisor to ensure adequate coverage. Any employee working at least 7.5 continuous hours a day or more must take a lunch break within the first five hours of work. Unpaid lunch can be up to one hour. With the approval of the immediate supervisor, the lunch period may be shortened to a minimum of 30 minutes to compensate for reporting to work late or leaving early. Time gained from shortened lunch hours may not accumulate.

All employees are given one 15-minute paid break for each continuous 3.75-hour period worked. The purpose of a work break is to provide a rest period enabling employees to perform their work more efficiently. Work breaks are not to be used at the beginning or end of the workday and are not cumulative.

It is understandable that uncontrollable situations can occur, IHLS asks that you communicate schedule conflicts with a manager. Any unexcused absence from duty will be

grounds for disciplinary action, up to and including termination. An employee who is absent for three consecutive workdays without notifying his or her supervisor will be considered to have abandoned his or her position, and employment may be terminated.

J. Adverse Weather

Illinois Heartland Library System is located in multiple areas within Illinois. In the event of extreme adverse weather, the Executive Director (or designee) will determine which IHLS locations will be opened or closed and at what time. The State Police or information from school districts may be consulted for road conditions.

If IHLS (or a location) is to be officially closed, the Executive Director (or designee) will notify each building manager. Each supervisor will notify each of his or her employees of the closure or late opening. When IHLS (or a location) closes due to inclement weather, all employees scheduled to work will be paid for the number of hours they are scheduled to work that day.

If an employee has scheduled time off or is on medical leave on an adverse weather day, his or her time will be credited for the amount of excused time allowed for the adverse weather.

IV. COMPENSATION

A. Salary Range

Positions in IHLS are classified based on:

1. Type, complexity, and difficulty of duties.
2. Authority and responsibility involved.
3. Qualifications required, including education, technical training, skills, and experience.

Periodically, the Executive Director and Board of Directors review the entire salary scale based on the salaries of comparable library and non-library positions, internal equity, Consumer Price Index (CPI), and pay for similar work elsewhere.

B. Pay Periods and Direct Deposit

Payday is biweekly on alternate Fridays and covers the two-week period before the week in which the paycheck is issued. All pay is required through direct deposit. - When enrolling

new accounts, allow for a 14-day processing period on all new automated clearing house (ACH) set-ups and/or changes. Employees who do not have an account with a financial institution can elect to have their pay deposited to a pay card (Fees apply). Employees can assign up to four separate ACH deposit accounts for payroll deposits.

C. Overtime, Bonus-time and Compensation

From time to time, an employee may be asked to work overtime. An employee working 30 hours in each work week, Sunday through Saturday, cannot consider sick, vacation, holiday, or personal leave when calculating the 40 hours necessary to receive overtime hours. Only actual hours worked can be calculated for overtime.

Non-exempt employees who are required to work in excess of 40 hours in a work week will be compensated at the rate of 1.5 times the hourly rate for each hour worked over 40 hours.

Since exempt employees are not paid compensation for overtime, any time over 40 hours for exempt employees shall be referred to as “bonus-time” overtime. Exempt employees who are required to work in excess of a 40-hour work week may be given bonus-time off at the rate of one hour for each hour over 40 hours worked. All earned bonus-time must be used by June 30th of the same fiscal year. Bonus time earned in June must be used by July 31st of the same calendar year. All compensatory time and bonus time will be earned and taken in 30-minute increments. Exempt employees will never receive pay for unused bonus-time off. The Executive Director or the HR Representative must approve (in writing) any exceptions to this policy.

V. Scheduled Leave and Time Off

A. Election Day

On Election Day, all employees are urged to vote and are entitled to be absent from work for a period of 2 hours between the time of the opening and closing of the polls. Voting polls are open from 6:00 a.m. to 7:00 p.m. on Election Day. If additional time is needed, such request must be made to the employee’s supervisor prior to the day of the election. The employee’s supervisor will specify the hours the employee can be off.

B. Jury Duty

Time away from work is also given for jury duty. Employees must submit a request for jury leave with a copy of the jury summons before the leave is taken. If an employee on jury duty is contacted and told not to report or is dismissed by noon,

the employee is expected to report to work for the remainder of the day, if applicable.

Employees will receive full pay during jury duty service⁷; because of this any pay received for such service during paid working hours must be remitted to the System. [PT6] Travel and other expense reimbursements or jury pay for non-working hours can be retained by the employee.

C. Family and Medical Leave Act and National Defense Authorization Act for FY 2008 (FMLA)

Eligible employees of IHLS may take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to up to 12 work weeks of leave in a 12-month period.

Twenty-six work weeks of leave during a single 12-month period is also available to care for a covered military service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

To receive paid time off, employees may use earned but unused medical (including medical leave bank time), vacation, or personal days while on FMLA.

Additional details are provided in the Human Resources Department.

D. Victims of Domestic or Sexual Violence

An employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 work weeks of leave from work during any 12-month period to address the domestic or sexual violence. More detailed information can be found in Appendix D.

E. Family Military Leave

IHLS will provide up to 30 days of unpaid Family Military Leave to an employee who is the spouse or parent of a person called to military service for more than 30 days during the time Federal or State deployment orders are in effect.

The employee must give at least 14 days' notice of the intended date upon which the Family Military Leave will commence. If the leave will consist of 5 consecutive working days or more, the employee should consult with their manager or human resources to schedule the leave to not disrupt the daily operations. Employees

taking Military Family Leave less than 5 consecutive days will give IHLS as much notice as is possible^[PT7]. IHLS may require certification from the proper military authority to verify the employee's eligibility for the Family Military Leave.

An employee cannot take Family Military Leave unless all accrued vacation, personal leave, compensatory leave, and other paid time off (except for sick leave and disability) has been exhausted.

F. Military Leave

Any employee who works more than 30 hours per week, and who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her employment for any period actively spent in military service, training, or duty required by the United States Armed Forces. The employee's seniority and other benefits continue to accrue during such leaves.

- During leaves for annual training, an employee will continue to receive his or her regular compensation.
- During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee's compensation for military activities is less than his or her compensation as an employee, he or she shall receive his or her regular compensation as an employee minus the amount of his or her base pay for military activities.
- Employees who are required to serve in the Armed Forces must give advance written or verbal notice for military duty, unless giving notice is impossible, unreasonable, or is precluded by military necessity.

G. School Visitation

Employees are granted a leave of up to 8 hours during any school year, no more than 4 hours of which may be taken in one day. School visitation is to be used to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during nonworking hours. At least 7 days advance notice must be given. In emergency situations, no more than 24 hours' notice shall be required.

1. Time Off

A. Medical Leave

All full-time employees earn medical leave with pay at the rate of 12 days per year^[ER8], accrued each pay period. Medical leave is accumulated without a maximum and at no time is it paid out to the employee but may be deposited into the IHLS sick bank upon separation of employment.

The medical leave may be used for personal illness, injury, or medical appointments or for occasions which require the employee to be the primary caregiver for a member of the immediate family or household who is ill or injured. "Immediate family" consists of parent/guardian, child, grandparent, grandchild, spouse, domestic partner, parent of spouse, brother, sister, and all parallel step and foster relationships.

Each employee is expected to exercise good judgment and prudence in taking such leave.

Any employee who anticipates being absent from work for medical reasons for three workdays or more will be required to file under the Family Medical Leave Act. After three consecutive days of medical leave, a doctor's statement may be required to return to work. A doctor's statement is required to ensure that all possible accommodations are addressed for the employee or when an employee is suspected of abusing his/her medical leave privileges. The doctor's statement must include information on the nature of the illness/injury and the date the employee is fit to perform his/her duties and return to work.

B. Sick Bank

The IHLS Sick Bank was created for the benefit of staff members who have a serious medical condition requiring an extended absence, and who have exhausted their own sick, vacation, and personal leave.

Employees can donate up to 10 sick days per fiscal year. Upon separation of employment, IHLS may credit up to 50% of a former employee's unused sick days to the sick bank.

In order to be eligible to request days from the sick bank, all full-time employees working 30 hours or more per week must have previously donated at least one day to the sick bank and been employed by IHLS for a minimum of 90 days. Employees who work less than 29 hours per week must be employed for 90 days but the donation requirement is waived. All sick days received are calculated to equal the same number of hours the employee is normally scheduled to work each day. No more than 30 calendar days may be used by any employee in an IHLS financial period.

C. Bereavement Leave

A maximum of five scheduled workdays are available for the funeral and bereavement of a spouse, domestic partner, son, daughter, parent, sibling, grandchild, grandparent, aunt, uncle, other relative residing in the employee's household, and all parallel step, foster, and in-law relationships.

D. Holidays

IHLS observes twelve paid holidays annually:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The day following Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve

A holiday schedule is posted at the beginning of each calendar year.

All employees who regularly work 30 hours will receive holiday pay based on the number of hours paid during a regular workday. In the event an employee works on a holiday, he/she may choose another day off in lieu of the scheduled holiday. Personal leave or vacation may be used to be absent during religious holidays. All non-exempt employees that are required to work on a holiday will receive pay at time and a half.

E. Vacations

Vacation time is provided for each employee who works 30 hours a week and who has completed the probationary period. Vacation time is accrued per pay date. Increases in vacation occur on the pay day following each employee's anniversary date.

Detailed Vacation Schedule

Professional Staff - Full-Time

Years of Employment	Days Earned Per Year	Hours Earned Per Year	Hours Earned Per Pay Period
1 through 15	20.00	160.00	6.15
16	21.00	168.00	6.46
17	22.00	176.00	6.77
18	23.00	184.00	7.08
19	24.00	192.00	7.38
20 and thereafter	25.00	200.00	7.69

Support Staff - Full-Time

Years of Employment	Days Earned Per Year	Hours Earned Per Year	Hours Earned Per Pay Period
1	10.00	80.00	3.08
2	11.00	88.00	3.38
3	12.00	96.00	3.69
4	13.00	104.00	4.00
5	14.00	112.00	4.31
6	15.00	120.00	4.62
7	16.00	128.00	4.92
8	17.00	136.00	5.23
9	18.00	144.00	5.54
10	19.00	152.00	5.85
11 through 19	20.00	160.00	6.15
20 and thereafter	25.00	200.00	7.69

Vacation leave may be used in 30-minute increments. Employees are not able to accumulate more than 1.5 times their annual amount of vacation.

At the beginning of each fiscal year, any employee who has more vacation time, will lose any vacation time that is over their approved amount. No employee should ever have more than 38 vacation days at the beginning of any fiscal year.

Any exceptions to the policy must be approved (in writing) by the HR Representative or the Executive Director.

F. Birthday Day

After their 90-day probationary period, part-time employees can take their birthday off with pay equal to the same number of scheduled work hours for the day. This is a benefit for staff who work less than 29 hours per week only. [PT9] The day off does not have to be on the employee's actual birthday, but it must be taken, with supervisor approval, before the employee's next birthday or it is forfeited. Likewise, if employment is terminated, the day is forfeited, and no compensation shall be paid out to the employee.

G. Personal Leave

Employees working over 30 hours a week will be granted three personal leave days off each fiscal year. Employees hired after July 1 will receive personal days on a pro-rated basis on the first day of the month following 30 days of service.

Please note, personal leave does not accumulate, and there is no compensation for unused time upon resignation/separation.

H. Unpaid Leave

An Unpaid Leave of Absence may be granted if operations of IHLS business are not interrupted. Such leave requests will be approved by the employee's immediate supervisor and a human resources representative.

Requests for Unpaid Leave must be submitted at least 30 days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is possible, using IHLS' official Leave-of-Absence request form. The employee must have used all accrued time off before requesting unpaid leave. Documentation to substantiate the need for the absence may be required. Continuation of group health insurance provisions, as outlined under FMLA, applies to Unpaid Leaves.

Reinstatement cannot be guaranteed to any employee requesting an Unpaid Leave. However, IHLS will make every effort to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions, and IHLS' need to fill vacancies.

An employee on Unpaid Leave must submit a written notice of his or her intent to return to work. If this procedure is not followed or if an employee does not return to work as scheduled, he/she will be considered to have voluntarily resigned.

Employees who are on unpaid leave for more than 30 working days will be responsible for paying the full cost of their medical benefit premiums and do not accrue other benefits.

All questions regarding leaves of absence should be directed to the supervisor and/or the HR Representative. Leave of Absence request forms are available on the IHLS “Public-Drive” or in the Human Resources Office.

2. Paid Benefits

A. Health and Life Insurance

Illinois Heartland Library System pays a portion of group health insurance premiums, life insurance premiums, and employee assistance programs. The financial health of IHLS is evaluated annually. Should financial constraints arise, employees may be asked to share in the cost of the above-mentioned benefits.

IHLS pays a portion of group health insurance premiums for all employees who routinely work 30 hours per week. Coverage begins on the first day of employment and becomes effective on that day with the completion of required documentation. Employees have the option to cover eligible family members by paying the additional premiums themselves. A summary of the benefits covered can be obtained from the Human Resources Office.

B. Employee Assistance Program (EAP)

An Employee Assistance Program will be available to all employees at the expense of IHLS. The EAP program is designed to assist employees in dealing with personal problems that might adversely impact their work performance, health, and well-being. EAP services generally include assessments, short-term counseling, and referral services for employees and their household members. Any information or issues shared by an employee with an EAP representative will be kept completely confidential unless the employee provides permission to share such information.

C. Pension Plan (IMRF)

Employees who routinely work 1,000 or more hours per year are covered under the Illinois Municipal Retirement Fund (IMRF). Employees must have at least 10 years of service credit and must be at least 62 years of age, in order to be eligible for retirement. Periodically, the region's IMRF representative will have meetings to present information to employees covered by IMRF.

As participants of IMRF, eligible employees have the option to purchase additional term life insurance at their own expense through Public Employees Benefit Services Corporation (PEBSCO). This is an IMRF-endorsed deferred compensation plan. This is a payroll-deducted, tax-deferred supplementary retirement savings plan. IMRF also offers voluntary term life insurance.

Additionally, the Executive Director, with Board approval, may implement other employee voluntary deferred and/or pre-taxed compensation plans. Information on such plans can be obtained from the Finance Office.

D. COBRA

In accordance with the Consolidated Omnibus Budget Reconciliation Action (COBRA), IHLS will arrange for an employee to continue receiving health insurance benefits for up to 18 months when an employee leaves IHLS. The employee must pay the total cost of the continued health insurance coverage. Such premiums must be received by the 15th of each month to pay for insurance coverage for the next month.

VI. PROFESSIONAL DEVELOPMENT

Continued Education is a great passion of IHLS, and IHLS is willing to arrange leaves of absence, adjustments of time, or special assignments in order for an employee to take advantage of opportunities for special study, as long as the continued educational activity does not interfere with the successful operation of IHLS. Periodically, time may be set aside for staff development. When these trainings are established, all employees may be required to attend. Staff are encouraged to offer topic ideas; however, the final decision will rest with the Executive Director.

IHLS will also pay for the cost of courses or trainings for current employees, as long as IHLS is financially healthy to do so. The desired training should increase the knowledge or skills of the employee in a way that would add value to the daily operations of IHLS. If the employee drops out of the course or does not receive a C or better in a graded course, the employee will be required to reimburse IHLS.

Staff members are also urged to become members of relevant professional organizations. Participation in the work of such organizations, without compromising their duties and responsibilities at IHLS, is highly supported, with the approval of the Executive Director. Working within the confines of the IHLS budget, time with pay, expenses, and basic dues may be allowed for staff members to attend library conferences and other professional meetings. This includes pay for the cost of basic memberships for professional staff in the

American Library Association (ALA), the Illinois Library Association (ILA), or other position-relevant professional organizations.

VII. BUSINESS ETHICS

1. Gifts, Loans, and Entertainment

Employees are expected to deal with suppliers, contractors, members, and others on the sole basis of what is in IHLS' best interest, accomplishes the Mission of IHLS, and is in the best interest of its members. Employees may not accept any gifts, payments, loans, or excessive entertainment from any source or person doing or seeking to do business with IHLS except as outlined in the Illinois State Gift Ban Act. This ban applies to and includes the spouse of and any immediate family member living with the employee.

An employee will not be in violation of this Act if:

- The employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift.
- An amount equal to its value is given to an appropriate charity that is exempt from income taxation.
- Opportunities, benefits, and services that are available under the same conditions as for the general public.
- Anything for which the employee pays the market value.
- Educational materials and missions.
- Travel expenses for a meeting to discuss IHLS or State business.
- A gift from a relative.
- Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the position or employment of the employee and not because of the personal friendship.
- Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are consumed on the premises from which they were purchased or prepared or catered for the purpose of this section.

- Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee) of the employee and the employee's spouse if the benefits have not been offered or enhanced because of the position or employment of the employee and are customarily provided to others in similar circumstances.
- Gifts from other IHLS employees or employees from other municipal, State, or Federal agencies and entities.
- Bequests, inheritances, and other transfers at death.
- Any item or items from any prohibited source during any calendar year having a cumulative total value of less than \$100.

2. Political Activities

While IHLS encourages employees to be involved in their communities and to take advantage of their legal right to vote, IHLS employees cannot participate in prohibited political activities during working hours. Employees can be involved in political activities during vacation, personal time, or compensatory time off. Additionally, IHLS employees cannot use IHLS facilities, equipment, or supplies in connection with any election or candidate for an elective or appointed public office. Prohibited political activities are as follows:

- Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- Soliciting, planning for the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office

or on behalf of a political organization for political purposes or for or against any referendum question.

- Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping to get voters to the polls.
- Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- Campaigning for any elective office or for or against any referendum question.
- Managing or working on a campaign for elective office or for or against any referendum question.
- Serving as a delegate, alternate, or proxy to a political party convention; or
- Participating in any recount or challenge to the outcome of any election.

A. Internal^[CD10] Ethics

1. Conflict of Interest in Employment

IHLS allows immediate relatives of the Board of Directors, the Executive Director, or any other employee to be considered for employment based on their qualifications and successful participation in the formal hiring process. Related employees cannot have a supervisory and/or reporting relationship. This policy applies even when assigning, transferring, or promoting a related employee.

2. Outside Employment

Employees may choose to have a second job, do consulting work, present workshops and seminars, or do voluntary work if the job does not interfere with their IHLS responsibilities. All employees will be held to the same performance standards and scheduling expectations regardless to them having other jobs. Any business, or transactions, or financial, or personal interest that is a conflict of interest of IHLS or is incompatible with their responsibilities and duties as IHLS employees will not be accepted. When such work occurs during a regular workday, employees must schedule and obtain prior approval for time off when accepting honorariums, fees, or other forms of compensation.

The following examples may be considered incompatible or an interference with IHLS:

- Causing unscheduled absences.
- Resulting in the employee failing to perform effectively when on duty at IHLS.
- Using sick leave.
- Working for a vendor.
- Bringing IHLS into public dispute or legal jeopardy.

Any employee, who has another job or is thinking about working for another organization in addition to working for IHLS should notify his or her supervisor and complete a Secondary Employment – Determination of Conflict form.

Initial review and determination as to whether a conflict exists with IHLS and the employee's secondary employment shall be made by the Executive Director, with input from the employee's immediate supervisor. The IHLS Board of Directors will then determine if a conflict is present at its next regularly scheduled Board meeting following the determination made by the Executive Director.

If an employee has accepted secondary employment which proves to be a conflict of interest or refuses to complete the Secondary Employment-Determination of Conflict form, the employee may be subject to disciplinary action up to and including discharge. If, at any time, it is determined that a conflict of interest exists, the employee will be asked to terminate the outside job or employment with IHLS.