



# DECATUR PUBLIC LIBRARY

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## BOARD OF TRUSTEES Personnel, Policy and Public Relations Committee

Thursday

January 3, 2019

4:30 p.m.

Decatur Public Library Board Room

### AGENDA

- I. Call to order – Mark Sorensen
- II. Approval of agenda
- III. Minutes
  1. Minutes of November 1, 2018 meeting
- IV. Communication from the Public
- V. Old Business
  1. Other
- VI. New Business
  1. City Librarian's Performance Evaluation (**This portion of the meeting may be held in closed session pursuant to 5 ILCS 120 § 2 (c) (1)**)
  2. 2019 Meeting Schedule
  3. Management Personnel Policy
  4. Other
- VII. **Public comments** – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- VIII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Personnel, Policy and Public Relations**

Board Members

**President:**

Mark Sorensen

**Members:**

John Phillips

Donna Williams

Aaron Largent

Samantha Carroll

Gregg Zientara

Michael Sexton

Dr. Ngozi Onuora

Louise Greene

**Minutes**

**Date: November 6, 2018**

**Time: 4:30 p.m.**

**Location: Decatur Public Library Board Room**

**Present:** Mark Sorensen

Aaron Largent (Chair)

Dr. Ngozi Onuora

Louise Greene

**Staff:** Rick Meyer, City Librarian

**Absent:** Michael Sexton

**Guests:**

**Call to order – Aaron Largent**

Meeting called order by Mr. Largent at 4:40 pm

**Approval of agenda**

Motion to approve the agenda by Dr. Onuora, seconded by Mrs. Greene unanimously approved

**Minutes-Minutes of September 6, 2018 meeting**

Motion to approve the minutes by Dr. Onuora, seconded by Mrs. Greene, unanimously approved

**Communication from the Public**

Mr. Meyer said the Happy or Not survey machine is currently being used on the first floor. He said the approval rating results had shown that the customer service rating was an average of 90%.

**Old Business**

Mr. Meyer updated the committee on the annex building demo project and the plans to follow.

Evaluation

Mr. Largent said the committee was working on combining the content in the sections to provide quantitative content. Mr. Sorensen confirmed that the evaluation document for Mr. Meyer is now a blend of the two documents and that he felt should work well.

The committee discussed creating an appropriate evaluation process in the near future to evaluate the City Librarian to achieve the ends that were desired. Dr. Onuora said that in some evaluations that she has participated, the evaluated person has had to provide a certain level proof that they have reached their goals. She said she considered that process for the current situation because some of the board members might not understand what the City Librarian job responsibilities are and how to determine if they are being met. The committee talked about various ways to implement appropriate evaluation for

the City Librarian. Mr. Meyer said, he thought it would be relevant to consider how the City Librarian guided the Library in the implementation and direction of the strategic plan. Dr. Onuora asked if they would be voting on the form. Mr. Largent said no motion would be advised for the current meeting. He said they were simply having discussion about creating or updating the form and clarifying the goal implementation process. Mr. Largent said he and Mr. Meyer had spoken about timelines for management staff evaluations. Mr. Meyer said process has been done differently throughout the years. He gave an overview of the current process and his timeline. There was discussion about how library boards in the past had treated the evaluation process. Mrs. Green said as board members they should have a standard practice that should be in the bylaws. Mr. Meyer said consistency in the evaluation process from year to year would be appreciated. Mr. Largent added that he wanted to ensure the evaluation process is fair to Mr. Meyer as they proceed, he wanted it on record that was his desire. Mr. Meyer said he felt that the board had treated him fairly during his tenure at the Decatur Public Library. Dr. Onuora summarized that it was her understanding that they would go forward with the current tool and look to modify it later. Mr. Largent agreed. Dr. Onuora suggested that they look creating a subcommittee during 2019 and possibly having an ongoing audit process to review the evaluation process. Mr. Largent said he would send out the updated form for the board members to review. He said he would add his comments to the evaluation process as well as suggested compensation and the committee could look to modify the form later.

#### **New Business**

Mr. Meyer presented the redesign plans for the library parking lot submitted by Massie and Massie to the committee. The committee discussed the design concepts.

#### **Public Comment**

No public comment

#### **Adjourned**

Motion to adjourn by Dr. Onuora at 5:27 pm, seconded by Mrs. Greene, unanimously approved

Scribe,  
Robert L. Edwards  
Assistant City Librarian

Approval pending



# DECATUR PUBLIC LIBRARY

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DECATUR PUBLIC LIBRARY  
PERSONNEL, POLICY AND PUBLIC RELATIONS  
REGULAR MEETINGS  
2019/2020

DECATUR PUBLIC LIBRARY PERSONNEL, POLICY AND PUBLIC RELATIONS  
The regular meeting of the Decatur Public Library Personnel, Policy and Public Relations for 2019/2020 will be held in the Main Library, 130 N. Franklin Street, Decatur, Illinois. The meetings will be held on the first Thursday of each month at 4:30 p.m. If the first Thursday of each month is a legal holiday, the meeting will be held on the next available Thursday in the month as determined by the Board of Trustees.

The schedule of regular meetings is as follows:

February 7, 2019  
March 7, 2019  
April 4, 2019  
May 2, 2019  
June 6, 2019  
July 11, 2019  
August 1, 2019  
September 5, 2019  
October 3, 2019  
November 7, 2019  
December 5, 2019  
January 2, 2020

## Methodology for Determining Recommended Revisions to Management Pay Scale

1. The first point is that this is more of a starting point for discussion, as opposed to firm recommendations.
2. My data source is Management Association HR Source's 2018 Library Survey of compensation and benefits.
3. The survey was of 147 Chicago area libraries, reporting on compensation and benefits of 7092 employees in 58 job titles.
4. HR Source reported averages (means) in 3 separate ways: by operating budget range, by population served range, and by number of employees range.
5. The range in which Decatur Public Library fell was determined for each of those three ranges: Operating Budget=\$2,000,000-\$3,999,999, population served=greater than 50,000, and number of employees=25 to 49.
6. For each position the average in each range was determined, e.g. Director was Budget average \$112,802 (meaning that within that operating budget range the average director salary was this), population average was \$129,818, and number of employees range was \$93,161.
7. An 'average of averages' was determined (HR Source informs me that this is considered best practice in their industry), e.g. Director= $(112,802+129,818+93,161)/3$ =\$111,927 average director salary for similar library.
8. This was then scaled from Chicago area salaries to Decatur. The equalizing multiplier was .928, which HR Source unhesitatingly told me was the specific factor to scale from specifically Chicagoland to Decatur. Staying with the director example the scaled average becomes  $111,927*.928$ =\$103,868.
9. In order to determine range, 20% was subtracted from the adjusted average and 20% was added to the adjusted average, so  $103,868-(103,868*.2)$ =\$83,095 as a low end of the range, and  $103,868+(103,868*.2)$ =\$134,312 becomes the high end.
10. Some caveats:
  - a) Mathematical formulas are objective, but the underlying assumptions are not. For example, why did I choose Chicagoland? Because it was available as the library is a subscriber to HR Source's services. Perhaps Chicago is an outlier in salaries (extremely high or extremely low compared to the rest of the country)
  - b) Some jobs are not one to one correlations, e.g. administrative assistant.
  - c) Some DPL personnel serve in multiple job title capacities, e.g. Assistant City Librarian/Head of Circulation.
  - d) There is no data for Archivists. I chose Head of Reference as the closest analogue.
11. The Board and Library Administration should determine whether to scale individual job titles or broader classifications.
12. If broader classifications are the chosen route, simplification should be considered and clear guidelines for determining the classification of each job must be developed.

**DECATUR PUBLIC LIBRARY**  
**MANAGEMENT STAFF PERSONNEL POLICY**

## DISCLAIMER

Please be advised that this statement and the benefits, policies, and procedures referred to herein, are not intended to be, and are not a contract of employment.

The Library reserves the right to change, modify, suspend, revoke, or terminate any employment at any time, with or without cause and with or without notice. At the same time, employees may terminate their employment at any time and for any reason.

No Library representative may modify this policy for any employee or enter into any agreement, written or oral, contrary to this policy.

## **I. INTRODUCTION**

This statement of personnel policy applies to all Library employees who are not members of the collective bargaining unit.

Part of the mission of the Decatur Public Library is to provide access to information to help meet the educational, recreational, and professional needs of every member of the community. The library is dedicated to selecting, acquiring, and maintaining quality materials in a variety of formats; providing the programs, services and technologies to support this purpose; and recognizing and responding to the diverse and ever-changing needs of the population we serve.

To achieve this mission, the Library employs individuals whose function it is to see that library users receive quality service given in a friendly and courteous manner.

Each individual accepting employment on the management staff of the Library is required to read the Management Staff Personnel Policy and accepts the responsibility of abiding by the rules and regulations stated. It is neither possible nor intended that this Policy shall anticipate every matter or problem concerning employment by the Library. The City Librarian will interpret matters in question. The City Librarian, as the chief administrative officer of the Library, is responsible for the executive direction of the Library.

The Personnel Policy of the Library does not give any employee or potential employee a property or liberty interest in a specific classification or position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, political affiliation, national origin, sex, age, handicap, sexual orientation, or other factor prohibited by law.

The Library may supplement its regular work force with temporary or substitute employees when necessary. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, paid personal days, merit increments, or participation in IMRF.

The Library requires that employees hired be either a U.S. citizen or authorized to be employed in the United States. Verification of this must be a U.S. passport, a certificate of citizenship or naturalization, a current foreign passport authorizing U.S. employment, or a resident alien card containing the applicant's identification and U.S. employment authorization. If applicants do not have any of the above documents, they may provide instead the following combination of documents: either a social security card or a U.S. birth certificate, and a driver's license or similar state identification.

## **II. RECRUITMENT**

Appointment to all vacant management staff positions is by the City Librarian and is based upon job descriptions and requirements established by the Library Administration. Division Heads will be involved in the recruitment process for management employees within their division.

Whenever possible, all management staff vacancies will first be announced in-house.

Recruitment effort for positions not filled in-house will be local, regional, or national depending upon the scope, responsibilities, and situation of the position to be filled.

It is the policy of the Decatur Public Library to provide equal opportunities to all citizens. In support of this policy, Decatur Public Library will strive for a work-force that at all levels approximates the composition of the community we serve, on the basis of sex, race, and age.

## **III. TRAINING PERIOD**

There is a six-month training period for all employees following employment during which there is an evaluation of performance and the Library's need for their services. The training period may be extended by the number of days the employee is absent from scheduled work.

Persons promoted are subject to a training period of six months in the new position. Benefits earned by them in their previous position are maintained during this training period.

## **IV. HOURS OF WORK**

- A. Schedules: The Library will establish working hours as required by work load and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours. A workweek is defined as beginning on Monday at 12:01 a.m. and ending the following Sunday at 12:00 midnight. A pay period is two workweeks.

The head of each division normally arranges schedules. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of divisions and the Library at such hours and times as may be deemed necessary.

- B. Work Shifts: Work shifts are set within each division and reflect the staffing needs of that particular division.

An employee who is not going to report for work must notify the Administrative Office as early as possible prior to the beginning of a scheduled work day. Additionally, the employee must call his or her immediate supervisor within the first two hours of the work day.

- C. Meals and Rest Periods: Lunch during a day shift and evening shift will be at least one half hour in length. There is no meal period for employees working four hours or less.

Employees are normally permitted a fifteen (15) minute rest period during each four hours (4) on duty. Time allowed for meals or rest periods may not be accumulated for future use. It is also to be understood that the fifteen (15) minute rest period is not guaranteed at a set time if Library services will be affected.

- D. Overtime: "Overtime" means the time spent in the actual performance of work ordered or authorized by the City Librarian which is in excess of 40 hours in any work week.

Hours worked up to 40 hours in any work week are computed and paid at the normal hourly rate. Hours worked above 40 hours in any work week are computed and paid at 1.5 times the normal hourly rate. All employees must receive prior approval from the City Librarian or his or her designee, before working in excess of 40 hours in any work week.

- E. Flexible Schedule: With the approval of a Division Head, an employee may work a flexible schedule. A flexible schedule shall not interfere with normal library operations. Employees working a flexible schedule should not work any more than 11 hours in any one day.
- F. Time Sheets: Employees are required to complete a divisional time sheet indicating total daily hours worked and to complete it at the close of each work day. The Division Head shall verify the accuracy of each time sheet before it is submitted to the Administrative Office. Failure to do so may result in a delayed paycheck.

## **V. SALARIES, CLASSIFICATIONS, PROMOTIONS, AND EVALUATIONS**

- A. Pay Periods: Salaries for all employees are calculated on a biweekly basis. Salaries are paid on the Friday following the end of the two-week period for which the pay has been earned. Salaries are paid through a direct deposit into an employee's account at an approved bank or credit institution.
- B. Salary Adjustments: Salary adjustments will be determined in November of each year by the City Librarian with Board of Trustees approval, based in part on budgetary considerations. Salary adjustments will take effect on January 1 of each year. Cost of living adjustments are in no way guaranteed. Effective January 1, 2017.
- C. Classifications: All employees are hired to fill classified positions. Each position has a detailed job description that includes work schedules and qualifications as well as information about duties, supervision, and promotional opportunities. Job descriptions for all positions are appended to this policy.
- D. Salary Schedule: The Library management staff salary schedule is reviewed and revised as needed by the Board of Library Trustees. It will be reviewed at least once each fiscal year. The current salary schedule is appended to this policy.
- E. Promotions: When vacancies occur or new positions are established, current employees

may be given consideration for promotion to higher paid classifications, or transfer to equivalent positions, if they have the necessary qualifications. Employees promoted to a higher classification will normally begin at the salary entry point of the new classification and complete a six (6) month training period in that position. In no case will a promotion result in a decrease in salary.

Employees may be returned to their prior classification upon a finding by the City Librarian that the performance of the employee is not satisfactory and acceptable or there is some substantial shortcoming that renders continuance in that position detrimental to the effectiveness of the Library.

An employee who is temporarily assigned to a position with a higher pay grade than that of his/her permanent position shall be paid as if he/she had received a promotion with that higher pay grade. To be eligible for the higher pay grade, the employee must be in the position for more than five (5) consecutive work days. When the employee returns to their regular position, he or she will return to their previous rate of pay.

- F. Performance Evaluation: All employees will receive an annual performance evaluation, during the month of November each year. The evaluation will reflect performance during the preceding 12 months. The results of the evaluation will be the basis for determining merit increases above the cost of living adjustment. Merit raises will take effect on January 1, effective January 1, 2017.

The following points will be awarded for each rating on each individual performance measure on the employee's completed evaluation form:

Fails to meet standard=	0
Needs improvement=	1
Meets standard=	2
Exceeds standard in limited aspects=	3
Substantially exceeds standard=	4

The following table will be used to determine merit raises:

<b>Composite Evaluation Score:</b>	Greater than 2 but less than 2.5	Equal to or greater than 2.5 but less than 3	Equal to or greater than 3 but less than 3.5	Equal to or greater than 3.5 but less than 3.75	Equal to or greater than 3.75 to 4
<b>Percentage of Current Base Salary</b>	<b>.5%</b>	<b>.75%</b>	<b>1%</b>	<b>1.25%</b>	<b>1.5%</b>

The following chart will determine pay **decreases** from the annual salary adjustment for

those employees whose composite scores fall below standards:

<b>Composite Evaluation Score:</b>	Equal to 2	Less than 2 but greater than or equal to 1.5	Less than 1.5 but greater than or equal to 1	Less than 1 but greater than or equal to .5	Less than .5 but greater than or equal to .25	Less than .25
<b>Percentage of Current Base Salary</b>	<b>0%</b>	<b>.5%</b>	<b>.75%</b>	<b>1%</b>	<b>1.25%</b>	<b>1.5%</b>

## VI. HOLIDAYS

- A. Days Observed: The Library observes the following days as holidays: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.

Each year in December the Library indicates on which of the above days it will be closed. If the Library is not closed on an observed holiday, then employees required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and his/her division. Part-time employees working a minimum of 20 hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday.

When an authorized holiday falls on a Sunday, the following Monday shall be observed as the holiday. To be eligible for holiday pay, an employee must work his/her last scheduled work day before the holiday and his/her first scheduled work day after the holiday, or be on sick leave, bereavement leave, personal holiday leave, or vacation on the holiday.

- B. Religious Holidays: Religious holidays may be taken as annual vacation leave, personal holiday leave, leave without pay, or at the discretion of the Division Head or City Librarian, be scheduled as time off to be made up later.
- C. Personal Holidays: Full-time employees are entitled to sixteen (16) hours personal holiday leave per fiscal year. Part-time employees are entitled to eight (8) hours personal holiday leave per fiscal year. This leave may be taken in increments of one hour or more. All personal holiday leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New full-time employees who are employed between January 1 and June 30 are entitled to 16 hours of personal holiday leave that fiscal year; those employed between July 1 and December 31 receive 8 hours personal holiday leave for that fiscal year. New part-time employees who are employed between January 1 and June 30 are entitled to 8 hours of personal holiday leave that fiscal year; those employed between July 1 and December 31 receive 4 hours of personal holiday leave for that fiscal year.

Holiday leave may accumulate up to a maximum of 40 hours and may carry over from one fiscal year to another.

## VII. VACATION LEAVE

Paid vacation leave is earned by all full-time employees and by part-time employees who work a minimum of 20 hours per week. Vacation leave is governed by the following regulations:

- A. Initial Eligibility: Initial eligibility of employees for paid vacation shall be attendant upon completion of six months of continuous employment.
- B. Vacation Rates: Vacation leave is earned as follows:

For employees hired before January 21, 2016:

- 1. Graduate (master degree) librarians - 25 working days of vacation leave each year.
- 2. Other employees - 10 working days of vacation leave each year during the first four years of employment. 15 working days of vacation leave each year during the 5<sup>th</sup> through 9 years of employment. 20 working days of vacation leave in the 10<sup>th</sup> through the 19<sup>th</sup> years of employment 25 working days of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

For employees hired after January 21, 2016:

- 3. After 6 months continuous employment—5 days of vacation leave.
- 4. After completion of one year of continuous employment, 10 working days of vacation leave each year during the first four years of employment.
- 5. 15 working days of vacation leave each year during the 5<sup>th</sup> through 9 years of employment.
- 6. 20 working days of vacation leave in the 10<sup>th</sup> through the 19<sup>th</sup> years of employment.
- 7. 25 working days of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

- C. Vacation Leave Accrual: Vacation time is credited annually to the employee at his/her anniversary date of employment, or at the 6 month anniversary. Part-time employees earn one-half of the vacation time earned by full-time staff
- D. Accumulation of Vacation Leave: A maximum of five days of vacation leave may be carried over from one anniversary year to the next. Written permission from the City Librarian is required to carry over more than five days of vacation leave.
- E. Holidays: If a holiday observed by the Library falls within an employee's vacation leave period, that day off will be charged to holiday time rather than vacation time.
- F. Scheduling of Vacations: The scheduling of vacations is subject to the approval of the City Librarian, or his or her designee. Requests for vacation should be submitted as far in advance as possible and will be accommodated if practical and consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more.

If, during vacation leave, an employee becomes ill or suffers the death of an immediate member of his/her family, the appropriate portion of the vacation leave may be changed to sick or bereavement leave.

Payment for Vacation Leave: Employees will not be paid in lieu of vacation leave, except that terminating or retiring employees will be paid in lieu of accrued vacation leave and in the event of the death of an employee, said employee's estate will receive payment for accrued vacation leave earned.

## VIII. SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill, or an immediate member of the family is ill, or any medical or dental appointment for the employee or family member. All full-time employees and all part-time employees who work a minimum of 20 hours per week earn paid sick leave. Immediate member of the family is defined as children and spouse, mother and father, and any person domiciled in the employee's home. New employees will be credited with five days (40 hours) of sick leave on their date of hire.

- A. Rate for Employees: Sick leave accrues at the rate of eight hours (1 day) per month to a maximum of 240 (1,920 hours) days for full-time employees. Sick leave accrual for part-time employees is four hours (112 day) per month to a maximum of 240 (1,920 hours) days. No sick leave accrues during unpaid leaves of absence.
- B. Accumulation of Sick Leave: Sick leave may be accumulated up to 240 days (1,920 hours). Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 240 (1,920 hours) days for credit in the Illinois Municipal Retirement Fund so long as the Illinois Municipal Retirement Fund allows

such accumulation for credit.

An employee who has accumulated 100 (800 hours) sick leave days as of *January 1* shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time. Sick leave time may not anticipate the accrual of sick leave credits.

- C. Use of Sick Leave: Payment of sick leave will be contingent upon notification of illness or injury to the Administrative Office. An employee who is not going to report for work must notify the Administrative Office as early as possible prior to the beginning of a scheduled work shift. In addition, the employee is required to call his or her immediate supervisor within two hours of the beginning of the scheduled shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for Family Medical Leave. Additionally, library administration may solicit donation of sick time from other library staff, when circumstances warrant.

- D. The City Librarian may require verification in the form of medical documentation for any sick leave taken. OR The City Librarian may require medical documentation verifying the illness or injury if reasonable grounds exist to suspect abuse or if the leave exceeds three consecutive days.

#### IX. SPECIAL LEAVES OF ABSENCE

- A. Bereavement: Paid leave of absence will be granted in the event of a death in the employee's immediate family. This leave, dependent upon funeral arrangements and travel requirements, shall not exceed four days. For the purposes of this policy, immediate family for bereavement leave includes: spouse, children, spouse of children, parents of the employee or his spouse, brothers and sisters of the employee and of his spouse, grandchildren and grandparents of the employee, brother-in-law and sister-in-law of the employee, and anyone domiciled with the employee.
- B. Jury Duty: Employees who are called for jury duty shall be given time off from work to perform this duty. During absences for jury duty, employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the court. Paid absence is contingent upon the employee providing a copy of the summons to the Executive Administrative Assistant. When an employee is required to serve under subpoena as a witness in a court proceeding, except when the subpoena is related to Library business, personal days, compensatory time, or vacation time must be used.
- C. Military Service: Leave without pay will be granted for military service in accordance with current Federal and Illinois laws.

- D. Family Leave: The Library will comply with the Family Medical Leave Act.
  
- E. Weather Leaves/Building Emergency: If the Library is closed due to severe weather or a building emergency, employees will be paid for the time they were scheduled to work during the period of closure. Closing the Library will be the decision of the City Librarian. If the City Librarian is unavailable, then the Assistant City Librarian will make the decision.

#### X. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS

- A. IMRF: The Library ~~also~~ participates in the Illinois Municipal Retirement Fund (IMRF) program. Coverage is compulsory for all employees who are hired for a position normally requiring performance of duty for 1000 hours or more per year. Contributions are withheld from each payroll. Booklets describing the IMRF program are available from the Administrative Office.
  
- B. ICMA Deferred Compensation: Employees are eligible to participate in a deferred compensation plan administered by the ICMA (International. City Management Association) Retirement Corporation. Under this plan, employees may defer a portion of their salary into a wide range of investment options. The Library makes no contribution to any employee's ICMA plan.
  
- C. Group Insurance Plan: It is the policy of the Decatur Public Library to provide certain group insurance benefits and optional coverage to full-time employees and those others who qualify for such benefits under labor contracts, state and federal laws.

Decatur Public Library group insurance benefits will be administered as follows:  
For employees in pay status, the portions of insurance premiums for which they are responsible shall be deducted from their biweekly pays on an ongoing basis.

Individuals who remain in employment status with the Library, but for whom biweekly pay is insufficient to cover deductions for insurance, may continue to receive the benefits of the Library's life and hospitalization insurance programs for themselves and their dependents, provided they continue to pay the portions of those premiums for which they are obligated by labor agreement and/or administrative policy.

Such individuals will also be responsible for continuing to pay the entire premiums to the Library for all optional benefits for which payroll deductions are regularly taken. These include optional life insurance (EOI), IMRF life insurance, and management add-on life insurance.

Individuals who no longer remain in employment status will be treated as follows with regard to the administration of employee insurance benefits.

Pursuant to contractual obligations agreed upon by the Library, employees who retire or who are placed on disability pensions retain the right to remain in the group health insurance program, provided the entire premiums for both employee and dependent coverage are paid in their entirety by the retirees or pensioners.

The provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and its amendments will be followed in the administration of the City's group health insurance plan for all instances other than retirement or disability where "qualifying events," as defined by the Act, occur. Premiums for coverage of persons protected by COBRA will be borne in their entirety by those individuals.

For purposes of COBRA, an employee's suspension with-out pay pending specification of charges for dismissal by the Civil Service Commission (or grievance arbitration, per collective bargaining agreement) will be treated as a qualifying event (i.e., a reduction in hours) for cover-age continuation. Payment of premiums pending out-come of the suspension will be governed by applicable collective bargaining agreement and Section 2.2 of this policy. Cancellation of coverage for or non-payment of premiums will be governed by COBRA regulations.

The City of Decatur's Risk Management Division will send out notices on a regular basis for any insurance premium payments that become past due. Cancellation of coverage will result in instances where premiums are not paid within 30 days of the dates they are due.

Forms for conversion to individual insurance policies for employees who qualify for conversion privileges will be made available by the Risk Management Division to those who are interested.

**RESPONSIBILITY:** The Administration Division of the Decatur Public Library, will be responsible for notifying the Risk Management Division of the City of Decatur of all cases where individuals retire, take disability leave, or otherwise terminate employment with the Library, and of all cases where employees have insufficient pay to cover insurance deductions for given pay periods. The Risk Management Division will be responsible for the general administration of this policy, and for insuring that the Treasurer's Office properly bills individuals on a monthly basis for all owed premiums. The City Treasurer will deposit payments for such premiums in the Self-Insurance Fund, and will pay from this fund as statements are rendered.

- D. Worker's Compensation: In case of an on-the-job injury, illness or disability, the Library will pay the difference up to six months between such employee's regular salary or wages and any payment received by the employee from a public employee pension fund or under the provisions of worker's compensation or occupational disease laws, or either or both, for time lost from duty.

- E. Sexual Harassment: The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. In accordance with this principle, the Decatur Public Library Board of Trustees has formally adopted the City of Decatur's Workplace Discrimination, Harassment, Violence, & Retaliation Policy. Said policy is attached.
- F. Retirement Age: The Library has no mandatory retirement age.
- G. Outside Employment: Full-time employees are not to engage in outside work that might interfere with their regular library duties or physically affect the performance of those duties.
- H. Discipline, Suspension, and Dismissal:
  - 1. Discharge or suspension of employees in the classified Civil Service shall be in accordance with the Civil Service laws of the State of Illinois and the rules and procedures established by the Civil Service Commission of the City of Decatur.
  - 3. Upon grounds connected with or reflecting upon the public service, the proper discharge of his/her duties, or for other good reasons affecting the efficient operation of the Library, an employee may be administratively disciplined by an oral reprimand, a written reprimand, or suspension.
- I. Nepotism: Relatives of the Library Board of Trustees will not be employed by the Library, full or part-time. Such relatives are defined to be the spouse or children of the Trustee.

The Library may employ members of the same immediate family or the corresponding relationship by marriage but not where one would be in the position of supervising the other. Members of the same immediate family are defined as any of the following: spouse, parent, child, sister, brother, grandparent, grandchild, aunt, uncle, or cousin, or the corresponding relationship by marriage.

- J. Tuition Reimbursement: The Library will reimburse the cost of tuition and fees for courses directly related to an employee's job, and will reimburse one-half of the tuition and fees cost for any course indirectly related to an employee's job, up to \$1,000 per fiscal year for each full-time employee, and up to \$500 per fiscal year for each part-time employee, provided the course is completed successfully. The Decatur Public Library Board of Trustees will annually determine the total amount of money to budget for tuition reimbursement and reimbursements will not exceed that amount.
  - 1. In all cases a grade of "C" or higher will represent successful completion of the course.
  - 2. There will be no reimbursement for books, supplies, or other expenses.
  - 3. Reimbursement applies only to courses offered for college credit.

4. In order to receive tuition and fees reimbursement, the employee must submit to and have approved by the City Librarian a "Request for Tuition Reimbursement" form prior to the commencement of the course.
- K. Personnel Files: The Library shall maintain one official personnel file for each employee. Upon twenty-four (24) hours' notice, the employee and/or his/her authorized representative shall have the right to review his/her file during the Library's working hours. If the review occurs during the employee's working hours, it shall be limited to one hour. Upon request, the Library will reproduce one (1) copy of any material in the personnel file and the employee shall pay five (5) cents per page for such copying.
- L. Polygraph Exams: No employee will be required to take a polygraph exam.
- M. Service Recognition: Service recognition will be paid annually to each permanent employee as of such employee's anniversary date. For full-time employees, service recognition pay shall be five dollars (\$5.00) for each year of service commencing with the completion of one year. Beginning on the 10<sup>th</sup> anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15<sup>th</sup> anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 20<sup>th</sup> anniversary, the amount of service recognition for each year of service is thirty dollars (\$30.00). Beginning on the 25<sup>th</sup> anniversary, the amount of service recognition for each year of service is fifty dollars (\$50.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.
- N. Civic Donation: Employees may be given leave by the City Librarian to donate blood or to engage in comparable public health, civic, or charitable work during work hours, but no more than one request per month from the same employee will be honored.
- O. Exit Interview: The City of Decatur Human Resources Division will conduct an exit interview for all Library employees leaving employment with the Decatur Public Library. The City Librarian will review results of the interview.
- P. Employee Suggestions: Employees are encouraged to submit suggestions on improvements in working conditions, terms of employment, library procedures, library regulations, library safety, and other areas of interest and/or concern to the City Librarian.

**Approved 4/06**

**Amended by the Board of  
Trustees January 21, 2016**



# **Decatur Public Library**

## **Management Pay Scale**

**2015-2016**

<b>Level</b>	<b>Minimum</b>	<b>Maximum</b>
1	28,900	46,500
2	34,700	55,800
3	40,800	66,800
4	47,000	81,500
5	53,000	97,700
6	63,600	117,300
7	79,100	130,400

Approved by Decatur Public Library Board of Trustees 8-20-15

CITY OF DECATUR  
ADMINISTRATIVE POLICY & PROCEDURE MANUAL

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**Subject:** WORKPLACE DISCRIMINATION, HARASSMENT, VIOLENCE AND RETALIATION

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**Effective Date** August 1, 2006

**Revision** 0

Page 1 of 4

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**1.0 POLICY STATEMENT:** The City of Decatur strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the workplace should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees are expected to conduct themselves in an appropriate manner, as judged by a reasonable person. Employees should be able to work and learn in a safe and stimulating atmosphere. The accomplishment of this goal is essential to the mission of the City of Decatur. For that reason, the City will not tolerate unlawful discrimination or harassment, violence or retaliation of any kind. Through enforcement of this policy and by education of employees, the City of Decatur will seek to prevent, correct and discipline behavior that violates this policy. All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

**2.0 PROCEDURES:** Behaviors prohibited by this policy include unlawful discrimination, harassment, sexual harassment, workplace violence, and retaliation.

**2.1 Unlawful Discrimination.** It is unlawful and a violation of this policy to discriminate in City employment, benefits, working conditions, or evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, ancestry, marital status or unfavorable military discharge. It is the policy of the City to ensure all employees of the City of Decatur receive fair and impartial access to State and Federal organizations if they feel an act of unlawful discrimination has been committed against them in the course of work by the City. As a matter of policy, parties involved in the alleged discrimination will be encouraged to settle their differences, to the mutual satisfaction of all at any step in the process, and as soon as practicable. Employees wishing to file a discrimination complaint against the City may contact the Human Relations Specialist for guidance to the proper organizations to contact. City Code Chapter 28, Unlawful Discrimination, precludes employees of the City of Decatur from filing unlawful discrimination claims with the City of Decatur Human Relations Commission. The Human Relations Specialist may attempt to mediate the parties to a mutual agreement through a mediation process only if the differing parties agree to the mediation process.

**2.2 Sexual Harassment.** Harassment on the basis of sex is a violation of Section 703 of Title VII of the U. S. Civil Rights Act of 1964. Unwelcome sexual advances, 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 an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

Employees should promptly report incidents of sexual harassment in the workplace to the employee's supervisor and the City's EEO Officer (Human Resources Manager) at 424-2805. The EEO Officer, or his/her designee, will conduct thorough, prompt, and confidential investigations of the allegations. In cases of incidents of sexual harassment by an employee's supervisor, reports should be made to the offending supervisor's supervisor and to the City's EEO Officer.

Sexual harassment is considered a form of sex discrimination.. If relief is not obtained through informal means, employees may also file discrimination complaints on such matters with state, and/or federal civil rights agencies. Procedures for filing such complaints are explained in section 2.1 of this Policy. Annually, the City Manager will issue a letter to all employees reiterating the City's "zero tolerance" policy regarding sexual harassment. Training on this policy will be provided to all new employees by the Human Resources Division. The City's Training Officer will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Such refresher training should be made available on a three (3) year cycle, and at any time material changes are made to this policy. The City Manager shall have final authority regarding disciplinary action for sexual harassment and/or retaliation.

**2.3 Harassment.** Harassment on the basis of any other protected characteristic is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that is placed on the employer's premises or circulated in the workplace (including through e-mail) which denigrates or shows hostility or aversion toward an individual or group.

The City encourages individuals who believe they are being subjected to such conduct to advise the offender that the behavior is unwelcome and to request that it stop. Often, this action alone will resolve the problem, but the City recognizes that individuals may prefer to pursue the matter through complaint procedures.

Such harassment is considered a form of unlawful discrimination. If relief is not obtained through informal means, employees may file discrimination complaints on such matters with state, and/or federal civil rights agencies. Procedures for filing such complaints are explained in section 2.1 of this Policy.

**2.4 Workplace Violence.** Workplace violence includes assault, criminal damage to property, disorderly conduct, harassment, larceny, menacing behavior, reckless endangerment, robbery and sex offenses

(including lewdness, sex abuse, sodomy and rape) on the job.

To minimize workplace violence, the City's corporate safety committee will assess employee and public vulnerability to workplace violence at all City locations, audit workplace violence prevention efforts, oversee employee training programs in violence prevention, regularly review reports of incidents of violence in the workplace to recommend changes to correct hazards, communicate with similar local governments concerning experiences with workplace violence, work with supervisors to determine the presence of hazards, conditions, operations and other situations which might place workers at risk of occupational assault incidents, and survey employees to identify the potential for violent incidents and to identify the need for improved security measures.

Human Resources will provide training for all employees on identifying and reporting workplace violence incidents, recognizing signs of potential violence, reviewing measures instituted to prevent workplace violence, and describing post-incident medical follow-up, counseling, and reporting procedures. Employees should report signs of potential violence to supervisors immediately.

The City of Decatur encourages employees to bring their differences with other employees to the attention of their supervisors or the Human Resources Division before such situations escalate into potential violence. The City of Decatur is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Victims of incidents and threats of workplace violence should report them to their supervisors immediately, and then on the City's "Incident Report Form". Supervisors will promptly investigate allegations of workplace violence, per the City's policy on workplace investigations, and will ensure copies of incident reports are forwarded on all incidents to Human Resources. In cases of incidents committed by an employee's supervisor, reports should be made directly to the offending supervisor's supervisor and to the City's Human Resources Manager. Human Resources will forward copies of final investigation reports to the Risk Manager for the Corporate Safety Committee's review, as described above.

Threats, threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, including reprimand, suspension and/or discharge. Non-employees engaged in violent acts on the city's premises or directed toward a City of Decatur employee conducting city business will be reported to the proper authorities and fully prosecuted.

Supervisors will refer perpetrators of incidents and threats of workplace violence to the City's employee assistance program (EAP), and will determine appropriate follow up and disciplinary action. Employees will not be permitted to return to the workplace until such time as the EAP professional indicates in writing that the employee is complying with EAP recommendations, and is fit to return to duty. Such referrals shall be considered

"directed referrals". Employees failing to cooperate with directed referrals will be considered "absent without leave", and will be subject to possible disciplinary action, up to and including reprimand, suspension and/or discharge.

Human Resources will maintain an accurate record of all workplace violence incidents. Any on-duty injury that requires more than first aid, that is a loss-time injury, that requires modified duty, or that causes loss of consciousness will be recorded on the OSHA 200 log, and should be reported on the City's standard job injury reporting forms, per administrative policy F-532. Doctors' reports and supervisors' reports of each incident will be kept with workers compensation files. Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will also be recorded.

**2.5 Retaliation.** Retaliation includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation and/or harassment against an individual or group exercising proper rights in regard to discrimination, harassment and/or workplace violence. It is a violation of this policy to act in retaliation to an individual for 1) filing a charge of discrimination, harassment, workplace violence or retaliation, 2) participating in an investigation or opposing discriminatory, harassing, violent practices or retaliation, or 3) being the target of discrimination, harassment, workplace violence and/or retaliation.

**2.6 False Reporting.** The filing of false, malicious, frivolous and/or groundless reports and/or complaints of discrimination, sexual harassment, workplace violence and/or retaliation is an abuse of this policy, is prohibited.

**3.0 RESPONSIBILITY:** It is the responsibility of each department director to ensure that all supervisory personnel are aware at all times of this policy. It is the responsibility of all supervisors to ensure that all of their employees are aware of this policy and of the confidential means available to them for reporting incidents.

Training on this policy will be provided to all new employees by the Human Resources Division. The City's Training Officer will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Such refresher training should be made available on a three (3) year cycle, and at any time material changes are made to this policy.

It is the responsibility of the Human Resources Manager to effect investigations of informal allegations of incidents. Such investigations may be assigned to the Human Relations Specialist or direct supervisor, per terms of the city policy on employee investigations. The Human Resources Manager shall keep the City Manager informed of the progress of such investigations.

Appropriate disciplinary action will be taken against any employee who violates this policy, or • any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. The City Manager shall have final authority on disciplinary action for policy violations.

**DECATUR PUBLIC LIBRARY**  
**MANAGEMENT STAFF PERSONNEL POLICY**

## DISCLAIMER

Please be advised that this statement and the benefits, policies, and procedures referred to herein, are not intended to be, and are not a contract of employment.

The Library reserves the right to change, modify, suspend, revoke, or terminate any employment at any time, with or without cause and with or without notice. At the same time, employees may terminate their employment at any time and for any reason.

No Library representative may modify this policy for any employee or enter into any agreement, written or oral, contrary to this policy.

## I. INTRODUCTION

This statement of personnel policy applies to all Library employees who are not members of the collective bargaining unit.

~~Part of the mission of the Decatur Public Library is to provide access to information to help meet the educational, recreational, and professional needs of every member of the community. The library is dedicated to selecting, acquiring, and maintaining quality materials in a variety of formats; providing the programs, services and technologies to support this purpose; and recognizing and responding to the diverse and ever changing needs of the population we serve.~~

~~To achieve this mission, the Library employs individuals whose function it is to see that library users receive quality service given in a friendly and courteous manner.~~

Each individual accepting employment on the management staff of the Library is required to read the Management Staff Personnel Policy and accepts the responsibility of abiding by the rules and regulations stated. It is neither possible nor intended that this Policy shall anticipate every matter or problem concerning employment by the Library. ~~The City Librarian will interpret matters in question. The City Librarian, as the chief administrative officer of the Library, is responsible for the executive direction of the Library.~~

The Personnel Policy of the Library does not give any employee or potential employee a property or liberty interest in a specific classification or position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, political affiliation, national origin, sex, age, handicap, sexual orientation, or other factor prohibited by law.

The Library may supplement its regular work force with temporary or substitute employees when necessary. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, paid personal days, merit increments, or participation in IMRF.

The Library requires that employees hired be either a U.S. citizen or authorized to be employed in the United States. Verification of this must be a U.S. passport, a certificate of citizenship or naturalization, a current foreign passport authorizing U.S. employment, or a resident alien card containing the applicant's identification and U.S. employment authorization. If applicants do not have any of the above documents, they may provide instead the following combination of documents: either a social security card or a U.S. birth certificate, and a driver's license or similar state identification.

## II. RECRUITMENT

Appointment to all vacant management staff positions is by the City Librarian and is based upon job descriptions and requirements established by the Library Administration. Division Heads will be involved in the recruitment process for management employees within their division. Whenever possible, all management staff vacancies will first be announced in-house. Recruitment effort for positions not filled in-house will be local, regional, or national depending upon the scope, responsibilities, and situation of the position to be filled.

It is the policy of the Decatur Public Library to provide equal opportunities to all citizens. In support of this policy, Decatur Public Library will strive for a work-force that at all levels approximates the composition of the community we serve, on the basis of sex, race, and age.

## III. TRAINING PERIOD

There is a six-month training period for all employees following employment during which there is an evaluation of performance and the Library's need for their services. The training period may be extended by the number of days the employee is absent from scheduled work. Employees may be discharged for any reason during the six month training period.

Persons promoted are subject to a training period of six months in the new position. Benefits earned by them in their previous position are maintained during this training period.

## IV. HOURS OF WORK

A. Schedules: The Library will establish working hours as required by work load and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours. A workweek is defined as beginning on Monday at 12:01 a.m. and ending the following Sunday at 12:00 midnight. A pay period is two workweeks.

The head of each division normally arranges schedules. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of ~~divisions and~~ the Library at such hours and times as may be deemed necessary.

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B. Work Shifts: Work shifts are set within each division and reflect the staffing needs of that particular division.

An employee who is not going to report for work must notify the Administrative Office as early as possible prior to the beginning of a scheduled work day. Additionally, the employee must call his or her immediate supervisor within the first two hours of the work day.

Comment [RM1]: Should this be in the sick leave section?

C. Meals and Rest Periods: Lunch during a day shift and evening shift will be at least twenty (20) minutes ~~one half hour~~ in length. There is no meal period for employees working four hours or less.

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Employees are normally permitted a fifteen (15) minute rest period during each four hours (4) on duty. Time allowed for meals or rest periods may not be accumulated for future use. It is also to be understood that the fifteen (15) minute rest period is not guaranteed ~~at a set time~~ if Library services will be affected.

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- D. Overtime: "Overtime" means the time spent in the actual performance of work ~~ordered or authorized by the City Librarian~~ which is in excess of 40 hours in any work week.

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Hours worked up to 40 hours in any work week are computed and paid at the normal hourly rate. Hours worked above 40 hours in any work week are computed and paid at 1.5 times the normal hourly rate. All employees must receive prior approval from the City Librarian or his or her designee, before working in excess of 40 hours in any work week.

The overtime rate will not paid to those employees in unclassified or exempt positions.

- E. Flexible Schedule: With the approval of a Division Head, an employee may work a flexible schedule. A flexible schedule shall not interfere with normal library operations. Employees working a flexible schedule should not work any more than 11 hours in any one day.
- F. Time Sheets: Employees are required to complete a divisional time sheet indicating total daily hours worked and to complete it at the close of each work day. The Division Head shall verify the accuracy of each time sheet before it is submitted to the Administrative Office. Failure to do so may result in a delayed paycheck.

## V. SALARIES, CLASSIFICATIONS, PROMOTIONS, AND EVALUATIONS

- A. Pay Periods: Salaries for all employees are calculated on a biweekly basis. Salaries are paid on the Friday following the end of the two-week period for which the pay has been earned. Salaries are paid through a direct deposit into an employee's account at an approved bank or credit institution.
- B. Salary Adjustments: Salary adjustments will be determined in November of each year by the City Librarian with Board of Trustees approval, based in part on budgetary considerations. Salary adjustments will take effect on January 1 of each year. Cost of living adjustments are in no way guaranteed. Effective January 1, 2017.
- C. Classifications: All employees are hired to fill classified positions. Each position has a detailed job description that includes work schedules and qualifications as well as information about duties, supervision, and promotional opportunities. Job descriptions for all positions are appended to this policy.
- D. Salary Schedule: The Library management staff salary schedule is reviewed and revised as needed by the Board of Library Trustees. It will be reviewed at least once each fiscal year. The current salary schedule is appended to this policy.

Comment [RM2]: Problematic word. Can imply 'non-exempt'.

Comment [RM3]: I don't think this is true.

E. Promotions: When vacancies occur or new positions are established, current employees may be given consideration for promotion to higher paid classifications, or transfer to equivalent positions, if they have the necessary qualifications. Employees promoted to a higher classification will normally begin at the salary entry point of the new classification and complete a six (6) month training period in that position. In no case will a promotion result in a decrease in salary.

Employees may be returned to their prior classification upon a finding by the City Librarian that the performance of the employee is not satisfactory and acceptable or there is some substantial shortcoming that renders continuance in that position detrimental to the effectiveness of the Library.

**Comment [RM4]:** What about employee voluntarily returning to old position?

An employee who is temporarily assigned to a position with a higher pay grade than that of his/her permanent position shall be paid as if he/she had received a promotion with that higher pay grade. To be eligible for the higher pay grade, the employee must be in the position for more than five (5) consecutive work days. When the employee returns to their regular position, he or she will return to their previous rate of pay.

F. Performance Evaluation: All employees will receive an annual performance evaluation, during the month of November each year. The evaluation will reflect performance during the preceding 12 months. The results of the evaluation will be the basis for determining merit increases above the cost of living adjustment. Merit raises will take effect on January 1, effective January 1, 2017.

The following points will be awarded for each rating on each individual performance measure on the employee's completed evaluation form:

- Fails to meet standard= 0
- Needs improvement= 1
- Meets standard= 2
- Exceeds standard in limited aspects= 3
- Substantially exceeds standard= 4

The following table will be used to determine pay increases from the annual salary adjustment; ~~merit raises~~:

**Comment [RM5]:** Awkward and confusing. Keep working on it.

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<b>Composite Evaluation Score:</b>	Greater than 2 but less than 2.5	Equal to or greater than 2.5 but less than 3	Equal to or greater than 3 but less than 3.5	Equal to or greater than 3.5 but less than 3.75	Equal to or greater than 3.75 to 4
<b>Percentage of Current Base Salary</b>	.5%	.75%	1%	1.25%	1.5%

The following ~~chart~~ table will be used to determine pay **decreases** from the annual salary adjustment for those employees whose composite scores fall below standards:

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<b>Composite Evaluation Score:</b>	Equal to 2	Less than 2 but greater than or equal to 1.5	Less than 1.5 but greater than or equal to 1	Less than 1 but greater than or equal to .5	Less than .5 but greater than or equal to .25	Less than .25
<b>Percentage of Current Base Salary</b>	<b>0%</b>	<b>.5%</b>	<b>.75%</b>	<b>1%</b>	<b>1.25%</b>	<b>1.5%</b>

**VI. HOLIDAYS**

- A. Days Observed: The Library observes the following days as holidays: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas, and New Year's Eve.

Each year in December the Library indicates on which of the above days it will be closed. If the Library is not closed on an observed holiday, then employees required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and his/her division. Part-time employees working a minimum of 20 hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday.

When an authorized holiday falls on a Sunday, the following Monday shall be observed as the holiday. To be eligible for holiday pay, an employee must work his/her last scheduled work day before the holiday and his/her first scheduled work day after the holiday, or be on sick leave, bereavement leave, personal holiday leave, or vacation on the holiday.

- B. Religious Holidays: Religious holidays may be taken as annual vacation leave, personal holiday leave, leave without pay, or at the discretion of the Division Head or City Librarian, be scheduled as time off to be made up later.
- C. Personal Holidays: Full-time employees are entitled to sixteen (16) hours personal holiday leave per fiscal year. Part-time employees are entitled to eight (8) hours personal holiday leave per fiscal year. This leave may be taken in increments of one hour or more. All

personal holiday leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New full-time employees who are employed between January 1 and June 30 are entitled to 16 hours of personal holiday leave that fiscal year; those employed between July 1 and December 31 receive 8 hours personal holiday leave for that fiscal year. New part-time employees who are employed between January 1 and June 30 are entitled to 8 hours of personal holiday leave that fiscal year; those employed between July 1 and December 31 receive 4 hours of personal holiday leave for that fiscal year.

Holiday leave may accumulate up to a maximum of 40 hours and may carry over from one fiscal year to another.

## VII. VACATION LEAVE

Paid vacation leave is earned by all full-time employees and by part-time employees who work a minimum of 20 hours per week. Vacation leave is governed by the following regulations:

- A. Initial Eligibility: Initial eligibility of employees for paid vacation shall be attendant upon completion of six months of continuous employment.
- B. Vacation Rates: Vacation leave is earned as follows:

For employees hired before January 21, 2016:

- ~~1.~~ Graduate (master degree) librarians - 25 working days of vacation leave each year.
- ~~2.~~ 1. Other employees - 10 working days of vacation leave each year during the first four<sup>th</sup> years of employment. 15 working days of vacation leave each year during the 5<sup>th</sup> through 9 years of employment. 20 working days of vacation leave in the 10<sup>th</sup> through the 19<sup>th</sup> years of employment 25 working days of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

**Comment [RM6]:** Let's revisit the elimination of this.

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For employees hired after January 21, 2016:

- ~~3.~~ 2. After 6 months continuous employment—5 days of vacation leave.
- ~~4.~~ 3. After completion of one year of continuous employment, 10 working days of vacation leave each year during the first four years of employment.
- ~~5.~~ 4. 15 working days of vacation leave each year during the 5<sup>th</sup> through 9 years of employment.

**Comment [RM7]:** First or next. Confusing.

6-5. 20 working days of vacation leave in the 10th through the 19<sup>th</sup> years of employment.

7-6. 25 working days of vacation leave each year during the 20<sup>th</sup> and subsequent years of employment.

- C. Vacation Leave Accrual: Vacation time is credited annually to the employee at his/her anniversary date of employment, or at the 6 month anniversary. Part-time employees earn one-half of the vacation time earned by full-time staff
- D. Accumulation of Vacation Leave: A maximum of five days of vacation leave may be carried over from one anniversary year to the next. Written permission from the City Librarian is required to carry over more than five days of vacation leave.
- E. Holidays: If a holiday observed by the Library falls within an employee's vacation leave period, that day off will be charged to holiday time rather than vacation time.
- F. Scheduling of Vacations: The scheduling of vacations is subject to the approval of the City Librarian, or his or her designee. Requests for vacation should be submitted as far in advance as possible and will be accommodated if practical and consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more.

**Comment [RM8]:** We may want to add something about extraordinary circumstances.

If, during vacation leave, an employee becomes ill or suffers the death of an immediate member of his/her family, the appropriate portion of the vacation leave may be changed to sick or bereavement leave.

Payment for Vacation Leave: Employees will not be paid in lieu of vacation leave, except that terminating or retiring employees will be paid in lieu of accrued vacation leave and in the event of the death of an employee, said employee's estate will receive payment for accrued vacation leave earned.

**Comment [RM9]:** If we put that under no circumstances will vacation leave beyond that given in a fiscal year, plus the automatic rollover amount will be cashed out. I know what I mean.

### VIII. SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill, or an immediate member of the family is ~~ill~~ or any medical or dental appointment for the employee or family member. All full-time employees and all part-time employees who work a minimum of 20 hours per week earn paid sick leave. Immediate member of the family is defined as children and spouse, mother and father, and any person domiciled in the employee's home. New employees will be credited with five days (40 hours) of sick leave on their date of hire.

- A. Rate for Employees: Sick leave accrues at the rate of eight hours (1 day) per month to a maximum of 240 (1,920 hours) days for full-time employees. Sick leave accrual for part-time employees is four hours (112 day) per month to a maximum of 240 (1,920 hours)

days. No sick leave accrues during unpaid leaves of absence.

- B. Accumulation of Sick Leave: Sick leave may be accumulated up to 240 days (1,920 hours). Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 240 (1,920 hours) days for credit in the Illinois Municipal Retirement Fund so long as the Illinois Municipal Retirement Fund allows such accumulation for credit.

An employee who has accumulated 100 (800 hours) sick leave days as of *January 1* shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time. Sick leave time may not anticipate the accrual of sick leave credits.

- C. Use of Sick Leave: Payment of sick leave will be contingent upon notification of illness or injury to the Administrative Office. An employee who is not going to report for work must notify the Administrative Office as early as possible prior to the beginning of a scheduled work shift. In addition, the employee is required to call his or her immediate supervisor within two hours of the beginning of the scheduled shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for Family Medical Leave. Additionally, library administration may solicit donation of sick time from other library staff, when circumstances warrant.

- ~~D.~~ The City Librarian may require verification in the form of medical documentation for any sick leave taken. ~~OR The City Librarian may require medical documentation verifying the illness or injury if reasonable grounds exist to suspect abuse or if the leave exceeds three consecutive days.~~

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## IX. SPECIAL LEAVES OF ABSENCE

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- A. Bereavement: Paid leave of absence will be granted in the event of a death in the employee's immediate family. This leave, dependent upon funeral arrangements and travel requirements, shall not exceed four days. For the purposes of this policy, immediate family for bereavement leave includes: spouse, children, spouse of children, parents of the employee or his spouse, brothers and sisters of the employee and of his spouse, grandchildren and grandparents of the employee, brother-in-law and sister-in-law of the employee, and anyone domiciled with the employee.
- B. Jury Duty: Employees who are called for jury duty shall be given time off from work to perform this duty. During absences for jury duty, employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the court. Paid absence is contingent upon the employee providing a copy of the summons to the Executive Administrative Assistant. When an employee is required to serve under subpoena as a witness in a court proceeding, except when the subpoena is related to Library business, personal days, compensatory time, or vacation time must be used.
- C. Military Service: Leave without pay will be granted for military service in accordance

with current Federal and Illinois laws.

- D. Family Leave: The Library will comply with the Family Medical Leave Act.
  
- E. Weather Leaves/Building Emergency: If the Library is closed due to severe weather or a building emergency, employees will be paid for the time they were scheduled to work during the period of closure. Closing the Library will be the decision of the City Librarian. If the City Librarian is unavailable, then the Assistant City Librarian will make the decision.

#### X. INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS

- A. IMRF: The Library ~~also~~ participates in the Illinois Municipal Retirement Fund (IMRF) program. Coverage is compulsory for all employees who are hired for a position normally requiring performance of duty for 1000 hours or more per year. Contributions are withheld from each payroll. ~~Booklets describing the IMRF program are available from the Administrative Office.~~

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- B. ICMA Deferred Compensation: Employees are eligible to participate in a deferred compensation plan administered by the ICMA (International. City Management Association) Retirement Corporation. Under this plan, employees may defer a portion of their salary into a wide range of investment options. The Library makes no contribution to any employee's ICMA plan.

Comment [RM10]: Since this is administered by the City of Decatur and the library has no control, should it be included.?

- C. Group Insurance Plan: It is the policy of the Decatur Public Library to provide certain group insurance benefits and optional coverage to full-time employees and those others who qualify for such benefits under labor contracts, state and federal laws.

Decatur Public Library group insurance benefits will be administered as follows:

~~For employees in pay status, the portions of insurance premiums for which they employees~~ are responsible shall be deducted from their biweekly pays on an ongoing basis.

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Individuals who remain in employment status with the Library, but for whom biweekly pay is insufficient to cover ~~deductions for the portion of~~ insurance ~~premiums for which they are~~ responsible, may continue to receive the benefits of the Library's life and hospitalization insurance programs for themselves and their dependents, provided they continue to pay the portions of those premiums for which they are obligated by ~~labor agreement and/or~~ administrative policy.

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Such individuals will also be responsible for continuing to pay the entire premiums to the Library for all optional benefits for which payroll deductions are regularly taken. These include optional life insurance (EOI), IMRF life insurance, and management add-on life insurance.

**Comment [RM11]:** And dental and vision, yet this is the first mention of these benefits.

Individuals who no longer remain in employment status will be treated as follows with regard to the administration of employee insurance benefits.

Pursuant to contractual obligations agreed upon by the Library, employees who retire or who are placed on disability pensions retain the right to remain in the group health insurance program, provided the ~~entire~~ premiums for both employee and dependent coverage are paid in their entirety by the retirees or pensioners.

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The provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and its amendments will be followed in the administration of the City's group health insurance plan for all in-stances other than retirement or disability where "qualifying events," as defined by the Act, occur. Premiums for coverage of persons protected by COBRA will be borne in their entirety by those individuals.

For purposes of COBRA, an employee's suspension with-out pay pending specification of charges for dismissal by the Civil Service Commission (or grievance arbitration, per collective bargaining agreement) will be treated as a qualifying event (i.e., a reduction in hours) for cover-age continuation. Payment of premiums pending out-come of the suspension will be governed by applicable collective bargaining agreement and Section 2.2 of this policy. Cancellation of coverage for or non-payment of premiums will be governed by COBRA regulations.

The City of Decatur's Risk Management Division will send out notices on a regular basis for any insurance premium payments that become past due. Cancellation of coverage will result in instances where premiums are not paid within 30 days of the dates they are due.

Forms for conversion to individual insurance policies for employees who qualify for conversion privileges will be made available by the Risk Management Division to those who are interested.

**RESPONSIBILITY:** The Administration Division of the Decatur Public Library, will be responsible for notifying the Risk Management Division of the City of Decatur of all cases where individuals retire, take disability leave, or otherwise terminate employment with the Library, and of all cases where employees have insufficient pay to cover insurance deductions for given pay periods. The Risk Management Division will be responsible for the general administration of this policy, and for insuring that the Treasurer's Office properly bills individuals on a monthly basis for all owed premiums. The City Treasurer will deposit payments for such premiums in the Self-Insurance Fund, and will pay from this fund as statements are rendered.

D. Worker's Compensation: In case of an on-the-job injury, illness or disability, the Library will

pay the difference up to six months between such employee's regular salary or wages and any payment received by the employee from a public employee pension fund or under the provisions of worker's compensation or occupational disease laws, or either or both, for time lost from duty.

E. Sexual Harassment: The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. In accordance with this principle, the Decatur Public Library Board of Trustees has formally adopted the City of Decatur's Workplace Discrimination, Harassment, Violence, & Retaliation Policy. Said policy is attached.

F. Retirement Age: The Library has no mandatory retirement age.

**Comment [RM12]:** True, but is it necessary to state this in policy?

G. Outside Employment: Full-time employees are not to engage in outside work that might interfere with their regular library duties or physically affect the performance of those duties.

H. Discipline, Suspension, and Dismissal:

1. Discharge or suspension of employees in the classified Civil Service shall be in accordance with the Civil Service laws of the State of Illinois and the rules and procedures established by the Civil Service Commission of the City of Decatur.

**Comment [RM13]:** Individuals hired as management staff are not in classified civil service. Those employees promoted from classified service to management retain status for six months only. So, perhaps this is not necessary.

3. Upon grounds connected with or reflecting upon the public service, the proper discharge of his/her duties, or for other good reasons affecting the efficient operation of the Library, an employee may be administratively disciplined by an oral reprimand, a written reprimand, or suspension.

I. Nepotism: Relatives of the Library Board of Trustees will not be employed by the Library, full or part-time. Such relatives are defined to be the spouse or children of the Trustee.

The Library may employ members of the same immediate family or the corresponding relationship by marriage but not where one would be in the position of supervising the other. Members of the same immediate family are defined as any of the following: spouse, parent, child, sister, brother, grandparent, grandchild, aunt, uncle, or cousin, or the corresponding relationship by marriage.

J. Tuition Reimbursement: The Library will reimburse the cost of tuition and fees for courses directly related to an employee's job, and will reimburse one-half of the tuition and fees cost for any course indirectly related to an employee's job, up to \$1,000 per fiscal year for each full-time employee, and up to \$500 per fiscal year for each part-time employee, provided the course is completed successfully. The Decatur Public Library Board of Trustees will annually determine the total amount of money to budget for tuition reimbursement and reimbursements will not exceed that amount.

**Comment [RM14]:** This is not the case for Union staff. Should it be for management?

1. In all cases a grade of "C" or higher will represent successful completion of the

course.

2. There will be no reimbursement for books, supplies, or other expenses.
3. Reimbursement applies only to courses offered for college credit.
4. In order to receive tuition and fees reimbursement, the employee must submit to and have approved by the City Librarian a "Request for Tuition Reimbursement" form prior to the commencement of the course.

K. Personnel Files: The Library shall maintain one official personnel file for each employee. Upon twenty-four (24) hours' notice, the employee and/or his/her authorized representative shall have the right to review his/her file during the Library's working hours. If the review occurs during the employee's working hours, it shall be limited to one hour. Upon request, the Library will reproduce one (1) copy of any material in the personnel file and the employee shall pay five (5) cents per page for such copying.

L. Polygraph Exams: No employee will be required to take a polygraph exam.

**Comment [RM15]:** Is this necessary? No employees will be required to take a pledge of loyalty. Where's that clause?

M. Service Recognition: Service recognition will be paid annually to each permanent employee as of such employee's anniversary date. For full-time employees, service recognition pay shall be five dollars (\$5.00) for each year of service commencing with the completion of one year. Beginning on the 10<sup>th</sup> anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15<sup>th</sup> anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 20<sup>th</sup> anniversary, the amount of service recognition for each year of service is thirty dollars (\$30.00). Beginning on the 25<sup>th</sup> anniversary, the amount of service recognition for each year of service is fifty dollars (\$50.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.

N. Civic Donation: Employees may be given leave by the City Librarian to donate blood or to engage in comparable public health, civic, or charitable work during work hours, but no more than one request per month from the same employee will be honored.

O. Exit Interview: The City of Decatur Human Resources Division will conduct an exit interview for all Library employees leaving employment with the Decatur Public Library. The City Librarian will review results of the interview.

**Comment [RM16]:** I don't think this is done.

P. Employee Suggestions: Employees are encouraged to submit suggestions on improvements in working conditions, terms of employment, library procedures, library regulations, library safety, and other areas of interest and/or concern to the City Librarian.

**Approved 4/06**

**Amended by the Board of  
Trustees January 21, 2016**

# **Decatur Public Library**

## **Management Pay Scale**

**2015-2016**

<b>Level</b>	<b>Minimum</b>	<b>Maximum</b>
1	28,900	46,500
2	34,700	55,800
3	40,800	66,800
4	47,000	81,500
5	53,000	97,700
6	63,600	117,300
7	79,100	130,400

Approved by Decatur Public Library Board of Trustees 8-20-15

CITY OF DECATUR  
ADMINISTRATIVE POLICY & PROCEDURE MANUAL

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**Subject:** WORKPLACE DISCRIMINATION, HARASSMENT, VIOLENCE AND RETALIATION

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**Effective Date** August 1, 2006

**Revision** 0

Page 1 of 4

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**1.0 POLICY STATEMENT:** The City of Decatur strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the workplace should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees are expected to conduct themselves in an appropriate manner, as judged by a reasonable person. Employees should be able to work and learn in a safe and stimulating atmosphere. The accomplishment of this goal is essential to the mission of the City of Decatur. For that reason, the City will not tolerate unlawful discrimination or harassment, violence or retaliation of any kind. Through enforcement of this policy and by education of employees, the City of Decatur will seek to prevent, correct and discipline behavior that violates this policy. All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy, or any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

**2.0 PROCEDURES:** Behaviors prohibited by this policy include unlawful discrimination, harassment, sexual harassment, workplace violence, and retaliation.

**2.1 Unlawful Discrimination.** It is unlawful and a violation of this policy to discriminate in City employment, benefits, working conditions, or evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, ancestry, marital status or unfavorable military discharge. It is the policy of the City to ensure all employees of the City of Decatur receive fair and impartial access to State and Federal organizations if they feel an act of unlawful discrimination has been committed against them in the course of work by the City. As a matter of policy, parties involved in the alleged discrimination will be encouraged to settle their differences, to the mutual satisfaction of all at any step in the process, and as soon as practicable. Employees wishing to file a discrimination complaint against the City may contact the Human Relations Specialist for guidance to the proper organizations to contact. City Code Chapter 28, Unlawful Discrimination, precludes employees of the City of Decatur from filing unlawful discrimination claims with the City of Decatur Human Relations Commission. The Human Relations Specialist may attempt to mediate the parties to a mutual agreement through a mediation process only if the differing parties agree to the mediation process.

**2.2 Sexual Harassment.** Harassment on the basis of sex is a violation of Section 703 of Title VII of the U. S. Civil Rights Act of 1964. Unwelcome sexual advances, 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 an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact such as patting, pinching, or brushing against another.

Employees should promptly report incidents of sexual harassment in the workplace to the employee's supervisor and the City's EEO Officer (Human Resources Manager) at 424-2805. The EEO Officer, or his/her designee, will conduct thorough, prompt, and confidential investigations of the allegations. In cases of incidents of sexual harassment by an employee's supervisor, reports should be made to the offending supervisor's supervisor and to the City's EEO Officer.

Sexual harassment is considered a form of sex discrimination. If relief is not obtained through informal means, employees may also file discrimination complaints on such matters with state, and/or federal civil rights agencies. Procedures for filing such complaints are explained in section 2.1 of this Policy. Annually, the City Manager will issue a letter to all employees reiterating the City's "zero tolerance" policy regarding sexual harassment. Training on this policy will be provided to all new employees by the Human Resources Division. The City's Training Officer will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Such refresher training should be made available on a three (3) year cycle, and at any time material changes are made to this policy. The City Manager shall have final authority regarding disciplinary action for sexual harassment and/or retaliation.

**2.3 Harassment.** Harassment on the basis of any other protected characteristic is also prohibited. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that is placed on the employer's premises or circulated in the workplace (including through e-mail) which denigrates or shows hostility or aversion toward an individual or group.

The City encourages individuals who believe they are being subjected to such conduct to advise the offender that the behavior is unwelcome and to request that it stop. Often, this action alone will resolve the problem, but the City recognizes that individuals may prefer to pursue the matter through complaint procedures.

Such harassment is considered a form of unlawful discrimination. If relief is not obtained through informal means, employees may file discrimination complaints on such matters with state, and/or federal civil rights agencies. Procedures for filing such complaints are explained in section 2.1 of this Policy.

**2.4 Workplace Violence.** Workplace violence includes assault, criminal damage to property, disorderly conduct, harassment, larceny, menacing behavior, reckless endangerment, robbery and sex offenses

(including lewdness, sex abuse, sodomy and rape) on the job.

To minimize workplace violence, the City's corporate safety committee will assess employee and public vulnerability to workplace violence at all City locations, audit workplace violence prevention efforts, oversee employee training programs in violence prevention, regularly review reports of incidents of violence in the workplace to recommend changes to correct hazards, communicate with similar local governments concerning experiences with workplace violence, work with supervisors to determine the presence of hazards, conditions, operations and other situations which might place workers at risk of occupational assault incidents, and survey employees to identify the potential for violent incidents and to identify the need for improved security measures.

Human Resources will provide training for all employees on identifying and reporting workplace violence incidents, recognizing signs of potential violence, reviewing measures instituted to prevent workplace violence, and describing post-incident medical follow-up, counseling, and reporting procedures. Employees should report signs of potential violence to supervisors immediately.

The City of Decatur encourages employees to bring their differences with other employees to the attention of their supervisors or the Human Resources Division before such situations escalate into potential violence. The City of Decatur is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Victims of incidents and threats of workplace violence should report them to their supervisors immediately, and then on the City's "Incident Report Form". Supervisors will promptly investigate allegations of workplace violence, per the City's policy on workplace investigations, and will ensure copies of incident reports are forwarded on all incidents to Human Resources. In cases of incidents committed by an employee's supervisor, reports should be made directly to the offending supervisor's supervisor and to the City's Human Resources Manager. Human Resources will forward copies of final investigation reports to the Risk Manager for the Corporate Safety Committee's review, as described above.

Threats, threatening conduct or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, including reprimand, suspension and/or discharge. Non-employees engaged in violent acts on the city's premises or directed toward a City of Decatur employee conducting city business will be reported to the proper authorities and fully prosecuted.

Supervisors will refer perpetrators of incidents and threats of workplace violence to the City's employee assistance program (EAP), and will determine appropriate follow up and disciplinary action. Employees will not be permitted to return to the workplace until such time as the EAP professional indicates in writing that the employee is complying with EAP recommendations, and is fit to return to duty. Such referrals shall be considered

"directed referrals". Employees failing to cooperate with directed referrals will be considered "absent without leave", and will be subject to possible disciplinary action, up to and including reprimand, suspension and/or discharge.

Human Resources will maintain an accurate record of all workplace violence incidents. Any on-duty injury that requires more than first aid, that is a loss-time injury, that requires modified duty, or that causes loss of consciousness will be recorded on the OSHA 200 log, and should be reported on the City's standard job injury reporting forms, per administrative policy F-532. Doctors' reports and supervisors' reports of each incident will be kept with workers compensation files. Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will also be recorded.

**2.5 Retaliation.** Retaliation includes overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation and/or harassment against an individual or group exercising proper rights in regard to discrimination, harassment and/or workplace violence. It is a violation of this policy to act in retaliation to an individual for 1) filing a charge of discrimination, harassment, workplace violence or retaliation, 2) participating in an investigation or opposing discriminatory, harassing, violent practices or retaliation, or 3) being the target of discrimination, harassment, workplace violence and/or retaliation.

**2.6 False Reporting.** The filing of false, malicious, frivolous and/or groundless reports and/or complaints of discrimination, sexual harassment, workplace violence and/or retaliation is an abuse of this policy, is prohibited.

**3.0 RESPONSIBILITY:** It is the responsibility of each department director to ensure that all supervisory personnel are aware at all times of this policy. It is the responsibility of all supervisors to ensure that all of their employees are aware of this policy and of the confidential means available to them for reporting incidents.

Training on this policy will be provided to all new employees by the Human Resources Division. The City's Training Officer will assist with these tasks by coordinating new employee orientations and periodic refresher training on the subject. Such refresher training should be made available on a three (3) year cycle, and at any time material changes are made to this policy.

It is the responsibility of the Human Resources Manager to effect investigations of informal allegations of incidents. Such investigations may be assigned to the Human Relations Specialist or direct supervisor, per terms of the city policy on employee investigations. The Human Resources Manager shall keep the City Manager informed of the progress of such investigations.

Appropriate disciplinary action will be taken against any employee who violates this policy, or • any of its provisions. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. The City Manager shall have final authority on disciplinary action for policy violations.

**Recommended Salary Range Data**

	<b>Current Low End</b>	<b>Current High End</b>	<b>Revision Low</b>	<b>Revision High</b>
<b>Job Title</b>				
City Librarian	\$ 79,100	\$ 130,400	\$ 83,095	\$ 134,312
Assistant City Librarian	\$ 63,600	\$ 117,300	\$ 60,651	\$ 98,035
Administrative Services Manager	*	*	\$ 38,574	\$ 62,350
Bookkeeper	*	*	\$ 34,204	\$ 55,286
Payroll administrator	*	*	\$ 33,030	\$ 53,389
Administrative Assistant, Executive	*	*	\$ 33,617	\$ 54,338
Administrative Assistant	\$ 40,800	\$ 66,800	\$ 28,695	\$ 46,383
Receptionist	\$ 28,900	\$ 46,500	\$ 24,097	\$ 38,950
Marketing/PR Manager	*	*	\$ 45,399	\$ 73,382
Marketing/PR Specialist	*	*	\$ 32,510	\$ 52,549
Graphic Designer	*	*	\$ 34,183	\$ 55,253
Reference Department Head	*	*	\$ 52,389	\$ 84,681
Adult Services Department Head	\$ 53,000	\$ 97,700	\$ 49,635	\$ 80,230
Youth Services Department Head	\$ 53,000	\$ 97,700	\$ 48,174	\$ 77,867
Librarian	\$ 40,800	\$ 66,800	\$ 38,162	\$ 61,684
Librarian	\$ 40,800	\$ 66,800	\$ 38,162	\$ 61,684
Librarian	\$ 40,800	\$ 66,800	\$ 38,162	\$ 61,684
Librarian	\$ 40,800	\$ 66,800	\$ 38,162	\$ 61,684
Circulation Dept. Head	*	*	\$ 46,671	\$ 75,437
Technical Services Dept. Head	\$ 53,000	\$ 97,700	\$ 50,109	\$ 80,995
Technical Services Assistant Dept. Head	\$ 28,900	\$ 46,500	\$ 42,126	\$ 68,091
IT Manager	\$ 53,000	\$ 97,700	\$ 52,122	\$ 84,248
Systems Administrator	*	*	\$ 44,751	\$ 72,334
Local History Librarian Archivist	\$ 47,000	\$ 81,500	\$ 52,389	\$ 84,861