

## **GENERAL RULES**

### **8.9.1 Change of Name, Address, or Marital Status**

Employees shall report all changes in name, address, telephone number and marital or family status to the HR Manager, who will prepare a Personnel Change Form and Emergency Contact Form for submission to the City of Elmhurst Human Resources Department. Failure to report appropriate changes in a timely manner could result in the loss of benefits.

When any such change requires the submission of a new W-4 or IL W-4 form (Income Tax Withholding Form), a copy of the revised form must also be completed and attached to the Personnel Change form.

### **8.9.2 Dress and Manner**

In a service-oriented organization such as the Library, the dress and manner of staff members contribute directly to the impression that the Library makes on the community. For that reason, staff members are expected to dress and conduct themselves in a way suitable to their positions and the work they are assigned.

Every employee should be neatly attired and well groomed and present a professional appearance. Refer to Library Standards of Dress and Manner procedures.

### **8.9.3 Parking**

Staff must park in the designated staff parking lot while they are on duty at the Library. However if the staff lot is full, staff may park in the patron lot as far from the entrance as possible. Staff is not allowed to park in the patron lot if there are spaces available in the staff lot unless there is a special circumstance and approval has been granted from the Department Head or the HR Manager. A sticker issued to staff members must be taped on the driver's side of the rear window to identify staff cars to parking control officers.

### **8.9.4 Library Privileges**

Staff members shall not be charged fines for overdue materials or processing fees on lost materials. Staff members shall pay any direct charges incurred by the Library on their behalf for inter-Library loans, photocopy requests, reciprocal borrowing, etc.

Staff members must check out all materials and return or renew those materials on or prior to the due date. Any item which is on reserve is to be returned by a staff member within the usual loan period.

Abuse of these privileges shall be noted in personnel records and may lead to disciplinary action.

All privileges shall be surrendered upon termination of employment.

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**8.9.5 Use of Library Supplies or Equipment**

Library supplies and equipment are for Library business. Library supplies are not to be given to the public or used for personal business.

Staff may use the Library photocopier on a limited basis to make a reasonable number of personal copies. They will be charged \$.05 per page – Color?. Large numbers of copies should be taken to a commercial copying service.

Staff may use the Library FAX machine on a limited basis to receive a reasonable number of pages at \$.05 per page. The public fax machine must be used for outgoing faxes.

Staff may use other Library equipment on a limited basis if all supplies needed in the operation of the equipment are supplied by the staff member and the use does not involve extensive training.

Personal use of any Library equipment should never interfere with Library operations.

Employees responsible for the care of Library equipment shall promptly report accidents, breakdowns or malfunctioning of any unit in order that necessary repairs may be made.

Negligence or deliberate misuse of Library property or equipment may be cause for immediate dismissal.

**8.9.6 Staff Use of Library Computers in Non-Public Areas**

It is the Library's intention to maintain the integrity of Library computer software and databases and to prevent costly damage from computer viruses. In order to accomplish this, the Library places the following limits on access to Library computers in non-public areas of the building:

1. Staff members who are authorized to use a computer on the Library's local area network may make occasional personal use of one of these computers as long as the use does not interfere with Library operations and is not done on work time. All extensive personal use of Library computers must be approved in advance by the Library Director, or an Assistant Library Director, or a designee.
2. Staff members may not make any changes to Library computer equipment. This includes changing system settings, adding or deleting programs, etc., without the approval of the Library's IT support staff.

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3. Personal computer files may not be stored on Library hard drives. Any personal files found on Library computers will be deleted.
4. Library staff members making personal use of Library computers must provide their own media for storage and the media must be new and be used solely for that purpose.
5. A reasonable number of personal copies may be made from Library printers at \$.05 B&W, \$.10 color per page. Staff members needing a large number of copies should use a commercial service.
6. Personal files may not be transported from home computers to Library computers, although occasional exceptions may be made for work files with the approval of the Library Director and following an antivirus procedure.
7. Friends of the Library may make occasional use of Library computers, in compliance with the above security measures, for official Friends of the Library business.

**8.9.7 Staff Use of the Internet**

It is the mission of the Elmhurst Public Library to provide opportunities for Elmhurst residents to explore, learn and grow. To accomplish this, staff will be provided with access to the Internet and Internet training as needed.

To assure that staff Internet use complies with Library policies, the following guidelines are established for using the Internet at non-public computer terminals:

1. Library and individual passwords should not be disclosed to or used by anyone other than those authorized for these passwords.
2. Use of the Internet on Library time must be job-related and supportive of Library services.
3. Staff members who are authorized to use a computer on the Library's local area network may make occasional personal use of the Internet as long as the use does not interfere with Library operations and is not done on work time.
4. Staff must not use Internet privileges to interfere with or disrupt other users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, harassment, propagation of computer viruses or use of the network to make unauthorized entry to any other machine. Staff may not use the Internet for any illegal activity, or place any text, data, graphics, images, messages, communication(s), files or other material related to any illegal activity

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on the Internet. Staff may not use the Internet for commercial or political activities.

5. Messages that include personal opinion published on the Internet by staff should be clearly marked as personal opinion, not Library policy. The following statement must be appended to each message sent outside the Library: "Opinions expressed are those of the author and do not necessarily reflect official Library Policy."

**8.9.8 Use of Electronic Mail**

The Library participates in the City of Elmhurst e-mail system, which is a privileged communications network that electronically creates, stores and forwards communications and data from one user to one or more users throughout the City and beyond.

Authorized users shall be provided a log-in name that allows access to one of the City's local area networks. The user will then provide a personalized network password. Any communications via e-mail will be attributed to the log-in name of the originating user. The following statement must be appended to each message sent outside the Library: "Opinions expressed are those of the author and do not necessarily reflect official Library Policy."

The Library reserves the right to access, copy, inspect, monitor or disclose the contents of employees' e-mail messages. Such access may include, but is not limited to, the Library's need to investigate a possible violation of policy or a breach of the computer or e-mail security system security. Any contents obtained under this policy may be disclosed within the Library to those employees who have some reasonable need for access to the information and/or to the proper legal authorities, without the consent of the employee. In addition, under certain circumstances, e-mail messages may constitute a public record disclosable to the public under the provisions of the Freedom of Information Act.

The City of Elmhurst will keep an 18-month archive of e-mail messages to facilitate compliance with the Freedom of Information Act.

E-mail is considered to be the property of the Library and is subject to disclosure. Employees should have no expectation of privacy in the e-mail they send and receive using City or Library facilities, including the City's local area network.

E-mail shall be used only in compliance with all local, state and federal laws and regulations and shall not be used to forward defamatory or obscene material, to infringe upon another's intellectual property rights (copyrights) or to forward sexually harassing or discriminatory material.

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Employees shall check their e-mail messages on a regular daily basis.

No one shall use e-mail for personal lobbying of elected officials or any other publicity or propaganda purposes designed to support or defeat legislation or candidates, unless e-mail represents the official position of the Library, or for any union activity.

Employees shall not use e-mail for mass distribution of personal or non-City information. These messages include, but are not limited to, information containing personal advertisements, personal opinions or personal requests.

Incidental and occasional personal messages shall be permitted.

While knowledge of social media sites is beneficial to the computer literacy of staff and instruction on such sites may take place in the workplace, only those staff members responsible for social media sites the Library is involved in should be actively participating on those sites during work time.

**8.9.9 Personal Telephone Calls and Mail**

It is the policy of the Library that telephone and mail facilities shall be available for effective communication with the Library's patrons and business associates. Personal use of Library's telephones and mail facilities should be kept to a minimum. Personal phone calls should never be made or received from phones in public service areas. When necessity requires that an employee make a personal long distance call while at work, the call should be made from a cell phone or pay phone, if available, or charged to the employee's home telephone number or credit card.

**8.9.10 Conference Attendance and Travel****Policy Governing Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses****A. Purpose.**

The Board of Library Trustees will reimburse employee's and official's pre-approved travel, meal, lodging and registration expenses incurred on behalf of the Elmhurst Public Library ("Library"). Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

**B. Definitions.**

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"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and trustees of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**C. Authorized Types of Official Business.**

If not paid for by the Library in advance, travel, meal, lodging and registration expenses will be reimbursed for employees and trustees of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or trustee's official duties. Employees must receive prior approval from the Library Director or Assistant Director, and Library Trustees must receive prior approval of the President of the Board of Library Trustees.

**D. Categories of Expenses.**

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. **Personal Automobiles** – Staff members and trustees driving personal vehicles for Library business or to attend approved meetings will be reimbursed at the Internal Revenue Service mileage rate. On an annual basis, or whenever coverage changes, all staff members using personal vehicles for Library business must present proof of liability insurance with minimum coverage of \$100,000 per individual and \$300,000 per accident and must authorize the Library to obtain a motor vehicle report concerning their driving record. The following infractions will disqualify a staff member from driving on Library business: DUI, leaving the scene of an accident, fleeing,

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reckless driving, multiple speeding tickets, license revocation or license suspension. No staff member who has not provided the above information may drive on Library business or make purchases for the Library while on a personal driving trip. Staff members are prohibited from transporting Library patrons in their personal vehicles. Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or trustee's residence. When attending a training event or other off-site official business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or trustee's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. Common carrier transportation should be utilized for long trips. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or trustees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
4. **Public Transportation** – In the case of local training or official business where an employee or trustee chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the Library to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to

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5. the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
6. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
7. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a moderately priced standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Library Board of Trustees.
8. **Meals** - Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred.

Prior approval by the Library Board of Trustees and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per day allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
9. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Payment Request Form and paid by the traveler.
10. **Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.



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11. **Parking** – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
12. **Entertainment Expenses** - No employee, officer or trustee of the Library shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**E. Approval of Expenses.**

1. **Expenses for Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.
2. **Expenses for Officials or Employees Other than Members of the Library Board of Trustees.** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the approved rates set forth in this Ordinance must be approved in advance in an open meeting by a majority roll-call vote of the Library Board of Trustees.
3. **Other Expenses.** All other expenses that do not fall within paragraphs E.1 or E.2 are subject to the Library Director's approval.

**F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a Payment Request Form attached hereto and incorporated herein as Exhibit A:

1. an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2. the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;

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3. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Section are public records subject to disclosure under the Freedom of Information Act.

**8.9.11 Entertainment Policy**

From time to time it may be necessary for the staff or the Board to entertain a visitor to the Library. All entertainment by staff must be approved in advance by the Library Director or, in the absence of the Director, by an Assistant Director. If possible, too, entertainment by Board Members must be approved in advance by the President of the Library Board.

When taking a guest to dinner, the Library will pay the dinner expenses of the guest, the designated host, the Library Director, and Assistant Library Director and any Board Members. Every effort should be made to entertain in moderately priced restaurants.

The Library will not provide cash advances for entertainment. The employee or Board Member must submit an expense form upon completion of authorized entertainment and attach supporting receipts.

**8.9.12 Staff Recognition**

**Service awards** are presented annually on Staff Institute Day to those Library employees who, during the year, have reached employment milestones in increments of five year periods. A small celebration with treats is also provided from the Library Employees Appreciation fund to celebrate the 5-year service milestones on or about the actual anniversary date.

**Flowers**

In the event of the death of an employee or a Board member, a floral arrangement may be sent to the funeral home or, if more appropriate, to the family. In cases where flowers are not appropriate, a suitable memorial book will be dedicated in memory of the deceased.

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A floral arrangement or plant shall be sent to the funeral home or to an employee's home on the following occasions:

- Death of an employee's spouse, brother, sister, father, mother, child, or any member of the employee's household.
- Illness of the employee requiring hospitalization or resulting in an absence of over two weeks.
- Birth or adoption of a child.

Expenses for floral arrangements or plants may be paid from the Library Employee Appreciation Fund.

**8.9.13 Gifts**

Any gift received as a premium by the Library must be given to the Library Director or Assistant Library Directors for disposal. Such gifts will be used to benefit the public whenever possible. When this is not possible, the item may be given to another agency or sold.

All monetary gifts must be donated to the Library. Any non-monetary gifts received by staff from patrons for individual services rendered on a particular occasion or throughout the year may be kept by the staff member if the cumulative value does not exceed \$50 in a calendar year. Whenever possible, gifts should be shared with other staff. Administrative Staff should be informed of all gifts regardless of value and those over \$50 in value must be given to the Administrative Staff for disposal.

Gifts received by staff or their immediate family from any person or organization doing or seeking to do business with the Library under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of Library business with the donor shall not be accepted. Such gifts should be returned with a note of explanation.

**8.9.14 On the Job Safety/ Health and Safety Practices and Guidelines**

Employees shall exercise and observe all safety rules and regulations applicable to their respective positions and the operation of equipment or use of tools. Any employee who is injured on the job must report the injury to the HR Manager as soon as possible no later than 24 hours. In the event the HR Manager is not available, report injury to the Library Director or an Assistant Library Director. See 8.5.11 for Workers Compensation benefits.

Health and Safety Practices and Guidelines

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In order to maintain a healthy working environment, it is important for all staff to follow general safety precautions to keep their work environment as clean and sanitary as possible.

Cleanliness and waste disposal:

1. The Library provides antibacterial soap for staff and patron use in rest rooms. Staff should wash hands regularly to prevent the transfer of germs.
2. Plastic liner bags are used in all washroom trash containers for safe disposal. When emptying trash containers staff should never reach into trash containers but empty them into a larger bag.
3. Tactile surfaces commonly used by patrons and employees will be sanitized regularly.

Emergency medical assistance:

1. Staff should become familiar with and follow emergency medical procedures as stated in the Emergency Policy Manual and be aware of the location of the nearest first aid supplies and the Automated External Defibrillator.
2. Since staff members are not designated as primary first aid providers, they should deal only with such incidents as scraped knees, bloody noses, etc., which require use of tissues, paper towels, and Band-Aids. More serious injuries should be referred to appropriate medical providers, or parents if the injured individual is a child. No medicinal products that are designated to be ingested will be stocked by the Library or given out for staff or patron use. This includes over the counter pain reliever products.
3. Staff are required to submit a brief report of any medical emergency to the HR Manager before the end of the working day. Report should include: names of all first aid providers, description of the circumstances of the accident, date and time.

Bloodborne Pathogens:

1. While normal Library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens.
2. No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly children or elderly patrons, to which Library employees in all classifications may be called upon to respond with assistance.

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3. All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human

immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Staff are required to wear plastic gloves to minimize exposure to bloodborne pathogens if they need to assist a patron who is bleeding. This is for the protection of the staff member and the patron. At any time that human blood, human body fluids, or other potentially infectious materials are present, the area contaminated shall be immediately cordoned off. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. If, in spite of normal safety precautions, a staff member thinks that he/she may have become exposed to Hepatitis B or other bloodborne pathogens through work, the staff member should report the incident to the HR Manager as soon as possible. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

**8.9.15 Smoking**

Smoking is prohibited in the Library and within 15 feet of any door or operable window. Smoking is also prohibited in the Reading Garden and the Garden Island. Employees who wish to smoke during breaks must do so on the east side of the building at least 15 feet from the Receiving Room entrance and must dispose of all smoking materials properly.

**8.9.16. Security Inspections**

Although desks, file cabinets, lockers, offices and other storage devices are provided for the use and/or convenience of employees, they remain the sole property of the Library. Accordingly, the immediate supervisor or other

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authorized Library representative may inspect them and any articles found within them at any time. While the Library will ordinarily attempt to make such inspections with the employee's consent or in the employee's presence, the

Library has the right to conduct such inspections without prior consent or notice. Inspections shall be conducted with as much privacy as possible.