

TELECOMMUTING REQUEST FORM

For what purposes are you requesting to telework?

Desired Start Date: _____ Desired End Date: _____

How many hours a week are you requesting to telework? _____

What is your anticipated daily schedule of telework?

How often and by what means will you maintain contact with your supervisor?

What tasks, responsibilities or job duties do you expect to complete while teleworking?

LAKE BLUFF PUBLIC LIBRARY PERSONNEL HANDBOOK

**(Approved by the Lake Bluff Library Board of Trustees on April 8, 2014)
(Includes updates through 12-13-2023)**

Heads are responsible to the Library Director for coordinating and ensuring the consistency of the work performed in their departments. See current job descriptions for more details.

D. Library Associate

A Library Associate works in excess of 20 hours per week. Each Library Associate is answerable to a Department Head, but is given greater responsibilities and expected to work with less oversight than a Library Assistant. See the current job description for more details. In the absence of the Library Director or a Department Head, he/she may take on a leadership role if necessary to resolve a situation.

E. Library Assistant and Library Technical Assistant

A Library Assistant and a Library Technical Assistant perform a wide range of clerical tasks as necessary. See the current job descriptions for more details.

F. Shelver

A Shelver makes certain that items returned to the Library get back on the shelf with accuracy and precision. See the current job description for more details.

1.2 Professional Ethics

The Board subscribes to the American Library Association's Statement of Professional Ethics and Code of Ethics, and the Board Ethics Policy. All staff members are expected to exemplify ethical behavior at all times, including maintaining confidentiality of patron records as required by law.

SECTION 2 - PERSONNEL POLICIES AND PROCEDURES

2.1 Equal Opportunity Employment Statement

The Lake Bluff Public Library is an Equal Employment Opportunity employer. The Library ensures that equal opportunity is given to qualified individuals in recruiting, hiring, training and development, promotion, compensation practices, and all other employment opportunities. The Library does not discriminate against anyone based on race, religion, color, sex, sexual orientation, physical or mental disability, national origin, age, veteran or military status, or any other protected group status as defined by applicable law.

2.2 Nondiscrimination and Anti-Harassment Policy

The Library is committed to a work environment in which all individuals are treated with respect and dignity. The Library prohibits and will not tolerate sexual or any other type of harassment of or by any of its employees. Actions, words, jokes or comments based on an individual's race, color, religion, sex, age, national origin, pregnancy, sexual orientation, disability, military status, or any other category protected by law, will not be tolerated.

All employees and officials must comply with this policy and promptly report when they witness discriminatory, harassing, or retaliatory conduct. The Library strongly discourages all discriminatory, harassing, or retaliatory conduct in the workplace, regardless of whether it constitutes an actionable legal violation. Employees who violate Library policy against harassment and discrimination will face consequences up to and including termination. The Library will not condone discriminatory or harassing

acts committed by employees, supervisors, management, elected or appointed officials, or by those doing business with the Library, including but not limited to, vendors, contractors, patrons, visitors, and others.

While it is impossible to define all discriminatory or harassing behaviors, this handbook will provide definitions, guidelines, and examples to help you identify and avoid offensive and prohibited comments and actions.

A. Discrimination

In general, discrimination means treating employees differently in any aspect of employment solely because of a trait or characteristic unrelated to their ability to do their job. The legal definition of discrimination includes making employment decisions based on stereotypes or origin, age, disability, sexual orientation, or military or veteran status. Retaliating against an employee for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices is also prohibited.

B. Harassment

Harassment is broadly defined as any conduct, whether verbal or physical, that denigrates, insults, or offends a person based on the individual's sex, race, religion, national origin, age, disability, sexual orientation, military status or any other protected characteristic when (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for any employment decision; or (3) such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, offensive, or hostile working environment.

Sexual harassment in violation of this policy includes but is not limited to:

- Sexually suggestive or vulgar comments or jokes; inappropriate comments about another person's sexual behavior or body; or insulting or ridiculing an employee because of gender;
- Improper or intrusive questions or comments about an employee's romantic or sexual experiences or preferences, or sexual flirtations, propositions, advances, or requests;
- Use, display, or communication of sexually suggestive or offensive words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, computer programs, or Internet Web sites;
- Making or threatening undesired physical contact (such as touching, embracing, or pinching) or impeding another's movements in a deliberate manner; and
- Offering or providing employment benefits in return for sexual favors or an employee's agreement to provide sexual favors, or taking or threatening to take adverse action against an employee because the employee rejects requests for sexual favors.

The Library prohibits harassment. Any individual who is aware of any conduct that may violate this policy should promptly report the conduct using the Internal Complaint Procedure. Any employee who engages in such conduct will be subject to discipline up to and including termination.

C. Retaliation

The Library will not retaliate or allow retaliation against any individual who reports discrimination or harassment, participates in an investigation of such a report, or engages in any other protected activity. Any employee who retaliates against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, will be subject to disciplinary action up to and including termination.

Whistleblower protections and remedies are available under the Whistleblower Act, 740 ILCS 174/1 et seq., the State Officials and Employee Ethics Act, 5 ILCS 430/1-1 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

D. Internal Complaint Procedure

If you experience, observe, or become aware of a perceived incident of harassment, discrimination, or retaliation, you are expected to immediately report it by contacting your Department Head or the Library Director. There are no exceptions to the requirement for reporting.

Department Heads or elected officials in receipt of a complaint will immediately inform the Library Director if the complaint has not been filed against that person. If the complaint involves the Library Director, the employee, supervisor, or official should contact the President of the Board of Trustees. Supervisors or managers who fail to report conduct inconsistent with or prohibited by this policy are subject to disciplinary action up to and including termination; officials who fail to report such conduct may be reported to the appropriate authorities.

If the Library concludes that this policy has been violated, it will take prompt corrective action reasonably designed to end the violation and to prevent any further violations from occurring. Such corrective action may include disciplinary action against anyone found to have violated this policy, up to and including immediate termination of employment.

E. Investigation

The Library is committed to investigating and taking prompt and appropriate action with respect to all reports. Any conduct inconsistent with or prohibited by this Policy will be investigated promptly. The Library may put reasonable interim measures in place, such as a leave of absence (with or without pay) or a transfer, while the investigation takes place. Failure to cooperate in an investigation will result in disciplinary action up to and including termination.

F. Disciplinary Action

All reports of violations of this Policy shall be made in good faith. Therefore, all reports will be taken seriously and promptly investigated. Employees and officials are required to cooperate with investigations conducted by the Library.

Employees who engage in conduct that is found by the Library to be inconsistent with or prohibited by this Policy are subject to disciplinary action up to and including termination; officials may be reported to appropriate authorities. Persons knowingly making a false report are subject to disciplinary action up to and including termination.

Discriminatory or harassing behavior by patrons or other third parties will be handled according to USE-1: Library User Conduct and any other relevant portions of current policy.

G. Confidentiality

The Library will maintain the confidentiality of the parties involved to the fullest extent practical. The scope of any investigation – including when information should be shared and with whom – is determined at the discretion of the Library.

H. The EEOC, State and Local Agencies

Employees and officials are encouraged to use the above complaint procedure(s) to report and resolve their complaints of harassment or retaliation to promote prompt resolution of any problems. However, employees and officials may also file a charge in writing with the Illinois Department of Human Rights within 180 days of the conduct and/or the Equal Employment Opportunity Commission at:

Illinois Department of Human Rights
100 W. Randolph St., Suite 10-100
Chicago, IL 60601
(312) 814-6200

Equal Employment Opportunity Commission
500 West Madison Street, Suite 2800
Chicago, Illinois 60661-2511
(312) 353-2713

2.3 Reasonable Accommodations for Disabilities and Religious Observance

The Library is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. Depending on the circumstances, reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures. The Library is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements. Any employee who believes he or she needs accommodation based on disability or religion is responsible for bringing the matter to the attention of Library Director. In the case of disability, the employee may be required to provide medical documentation establishing the existence of a disability, any job related restrictions, and the estimated length of time for which accommodation is needed. The Library will keep all medical information confidential to the greatest extent practicable.

2.4 Drug, Cannabis, and Alcohol Free Workplace Policy

Employees are prohibited from reporting to work while under the influence of alcohol, cannabis, or any controlled substance and are further prohibited from possessing or distributing such substances on Library property. Violation of this policy may result in discipline up to and including termination of employment. To the extent permitted by law, the Library reserves the right to require appropriate testing for alcohol, cannabis, or controlled substances whenever there is a reasonable suspicion that an employee is under the influence of those substances. Refusal to undergo testing or positive results on a drug, cannabis, or alcohol test may also result in discipline up to and including termination of employment.

2.5 Use of the Library's Electronic Communications and Technology System



4.9 Telecommuting

The Lake Bluff Public Library recognizes that employees may request a flexible, accessible and supportive work environment that provide the opportunity to work from home or another off-site location for all or some of their regularly scheduled work hours. Although not all positions can be performed satisfactorily from other locations, the Library sees telecommuting as an option that can be mutually beneficial option for both the organization and employee.

Eligibility and Requirements

Eligible candidates for telecommuting arrangements should:

- Have worked at the Library for minimum of six months;
- Possess good time-management and organizational skills, be self-motivated, self-reliant, and disciplined as assessed by the Library; and
- Be responsible for work that has clearly defined tasks, measurable activity and does not require the individual's presence in the workplace.

In order to telecommute, the following basic requirements must typically be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on the Library's premises.
- Employees must be reachable by phone, email, or any of the Library's communication channels when telecommuting.
- Employees must develop a telecommuting schedule and are required to work a percentage of their weekly budgeted hours in the Library building; the in-building and work from home schedules must be reviewed and approved by the Library Director in writing.
- Employees must be available to attend Library meetings and participate in other required workplace activities virtually during telecommuting.
- Employees must arrange for child/elder care during their work hours.
- Employees who telecommute may be required to attend these meetings and other activities in person in the building.

An employee's duties, obligations, responsibilities, conditions of employment and compensation remain unchanged when teleworking. The employee will be expected to follow Library policies and guidelines while teleworking.

Telecommuting Requests

Telecommuting arrangements are approved by on a case-by-case basis. Approval of telework requests will be based on one or more of the following: library needs, employee needs, in-person work priorities, library-owned and employee-owned resources to support telework, social distancing requirements, an employee's ability to demonstrate sufficient productivity while teleworking, or other factors specific to a particular request.

Not all positions can be performed from off-site locations. For example, part time positions budgeted for less than 20 hours per week who are tasked with providing direct face-to-face customer service with patrons in the building are not generally suitable for telecommuting arrangements.



Employees interested in telecommuting arrangements should, first, discuss the matter with their manager. After discussion, the manager may approve the request to be submitted to the Library Director if telecommuting meets the needs of the individual employee, while also meeting the needs of the department. Next, the employee will complete the Telecommuting Request Form with their manager and submit it to the Library Director. The request form will be reviewed by the Library Director. Follow-up discussions with the employee and their manager may be required before approval.

Once approved, the telecommuting arrangement will specify the number of hours to be worked telecommuting and the specific time in which this will occur (e.g., every Tuesday, the first Monday of the month, etc.). As needed, the Library Director has the authority to support flexibility in an employee's approved telecommuting schedule at their sole discretion.

The Library Director has the authority to deny the approval of telecommuting requests based on the needs of the Library. The Library Director may also cancel or suspend employee telecommuting privileges at any time and for any reason.

Telecommuting Provisions

The Library will provide the following equipment for telecommuting:

- Laptop and power cord
- Mouse and headphones
- Laptop bag
- External hard drive and adapter
- Software programs installed on computer equipment to complete required task

The Library will not provide the following for telecommuting:

- Office furniture, such as chairs and desks
- Phone equipment
- Wi-Fi or Internet
- Lighting
- File cabinets

Requests for additional telecommuting equipment or office furnishings should be submitted to the Library Director. Additional requests or exceptions will be reviewed on a case by case basis and discussed with the individual employee as budget allows. The purchase of additional telecommuting equipment shall be at the sole discretion of the Library Director.

In January 2019, the Illinois Wage Payment and Collection Act was amended to require all employees to pay staff for expenses incurred while staff are required to work from home. As such, Lake Bluff Public Library will reimburse employees for reasonable, pre-approved business expenses incurred while conducting library business at their home office.

Safety and Security

Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in a safe and efficient manner.



Library-owned equipment provided for telework shall be used solely by the employee for Library purposes only and kept in a secure location. Employees shall maintain regular password maintenance, follow virus prevention techniques and take other appropriate measures to insure Library-owned equipment and data does not become infected.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary information accessible from their home office. In addition, the employee will be responsible for maintaining the security of and working order of the equipment provided by the Library.

Documents and other records created using employee-owned equipment shall remain Library property and are subject to Freedom of Information Act (FOIA) requests and records retention laws. Employees shall protect the confidentiality of Library records at all times.

Any loss, damage, or unauthorized access of Library-owned equipment shall be reported to the employee's immediate supervisor at the earliest reasonable opportunity. The Library is not responsible for damage or repairs to employee-owned equipment.

Injuries sustained by a remote work employee while at their home or other remote work location, and in conjunction with work duties being performed for the Library, are normally covered by the Library's workers' compensation insurance coverage. Remote work employees are required to notify Administration of any injuries and complete an accident/illness/injury report in a timely manner. A remote work employee is liable for any injuries sustained by visitors to the remote work employee's work site.