



At Will Employment

Introduction and Purpose

This document is the personnel policy for employees of the Mattoon Public Library. The policy is intended to provide all employees with an understanding of the Library's overall organization, staff positions, operational policies for employees, salary policy and employee benefit policies.

Section 1 – General Policies

AT WILL EMPLOYMENT

It is the policy of the Mattoon Public Library that all employment is on an 'at will' basis which allows the employment to be terminated at any time by either the employee or the Library 'at will' with or without cause. Nothing in this manual shall be held to convey to any employee a promise or offer of any type of right to continued employment. This is not an employment contract. Any other form of employment must be in writing and approved by the Board of Library Trustees.

Equal Opportunity Employment

It is and shall be the policy of Mattoon Public Library to afford equal opportunity for employment and promotion regardless of race, color, religion, sex, age, sexual orientation, national origin, political opinion, or handicapped condition so long as the handicap does not interfere with the employee's ability to perform his/her assigned duties. Also, all personnel actions, such as compensation, benefits, sponsored training, social and recreational programs, shall be administered without regard to race, color, religion, sex, age, national origin, sexual orientation, political opinion, or handicapped condition.

Americans with Disabilities

The Mattoon Public Library fully complies with the requirements of the Americans with Disabilities Act. It is the policy of the library to make its application process, employment activities, working environment, benefits, and advancement opportunities accessible to persons with disabilities. The library makes reasonable accommodations to a qualified individual with a disability who is an applicant or employee, unless an accommodation would place undue hardship on library finances or operations. The Library Director and the Library Board together will consider requests for accommodation of disabilities and will determine what, if any, accommodation will be made.

Section 2 – Hiring and Employment Practices

The Library Director shall work with supervisors in finding the best qualified applicants for each position. The following guidelines shall be used to recruit applicants and to establish their eligibility for employment. Candidates for a position at the Mattoon Public Library must live within 20 miles of Mattoon, IL or be willing to move to the area within 6 months of being hired.

a. Advertising. The Library Director shall advertise in a positive manner the employment needs for the library. The Director shall attempt to obtain at least three (3) qualified candidates for each vacancy by recruitment from within and outside the City service.

b. Pre-employment Information. The Library Director shall:

1. Require each applicant to complete an application form and submit additional information, if needed, regarding his/her education, experience, and training.
2. Initially interview qualified applicants to appraise in terms of job-relatedness candidates for the position.

c. Reference Checks. The Library Director may conduct, when appropriate, personal reference checks on applicants. Background checks shall verify job-related information on the written application, statements made during the interview, and other facts deemed necessary. A prior criminal conviction, taken by itself, will not necessarily disqualify an applicant. If a background, investigation discloses misrepresentations made by the applicant, he/she may be refused employment or, if already employed, may be terminated.

d. Testing. Tests administered for employment or promotion will be specifically job-related. To determine the qualifications of an applicant, the Library Director may use:

1. Written or hands on examinations, demonstrating each candidate's knowledge and skill in a particular field

e. Final Selection. The Library Director shall require each person hired to complete all forms required by law or library policy. The Library Director shall also timely notify all others who applied for the position that the position was filled.

The Initial Ninety Day Period

Each new employee will be periodically reviewed and evaluated during the initial ninety day period, and a written evaluation shall be prepared before the conclusion of the period. If the evaluation is unsatisfactory, the employment will be terminated at that time.

Section 3 – Employee Operational Policies

Appearance Policy

Employee appearance at work should always reflect the highest standards of professionalism. Employee should always be well groomed, and attire should be appropriate to the position. The following clothing is prohibited for all employees who work in the public service area:

- 1) T-shirts with writing that is not library related
- 2) Sweatshirts and sweatpants.
- 3) Thong-type sandals
- 4) Clothing that is unnecessarily provocative, i.e, midriff tops, skirts that are more than 4 inches above the knee, halter tops, or strapless clothing of any type.

Clothes should be neatly pressed and should not have holes and/or stains. If it is judged that your clothing does not meet these standards, you may be asked to go home and change into appropriate attire.

Work Schedules

All employees must be at the Library, ready to work, when their shift starts. Repeated tardiness to work will be documented in the employee's personnel file. It may eventually be the cause of discipline or dismissal.

The Library opens promptly at 9:00 am. Employees (if scheduled for a day shift) must be on their floor, ready to conduct business, promptly at 8:00 am when the workday begins. Failure to do so will result in documentation in their personnel file, and may eventually result in discipline or dismissal.

Scheduling of days off, etc. is at the discretion of the Director. While employees will always receive 2 days off per week, work schedules may occasionally change (with at least one week of notice) if it is needed for successful library operations.