



# Illinois Heartland Library System

## Personnel Code

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## I. INTRODUCTION

### A. Purpose of Code

The purpose of this Personnel Code is to provide guidance and to assist employees in the performance of their responsibilities as employees of Illinois Heartland Library System (IHLS) and to provide a common understanding for the employee/employer relationship.

The contents of the Code do not constitute an expression of or an implied employment contract between IHLS and any of its employees. Also, it is not a guarantee of any fixed terms and conditions of employment. IHLS is an at-will employer; therefore, continued employment of all employees is subject to the general discretion of the Executive Director with respect to all aspects of employment and benefits.

The Personnel Code will be reviewed with new employees, after which they will be required to sign a statement indicating that they have read and understand the information contained therein. A copy of that statement is contained in Attachment A.

### B. Code Review and Exceptions

The Personnel Code is approved by the Board of Directors and will be reviewed annually. This personnel code is for all employees of the Illinois Heartland Library System, except where the provisions of the Code are in direct conflict with any specific provisions of an applicable collective bargaining agreement.

As circumstances change, IHLS reserves the right to revise, interpret, or discontinue specific policies and/or procedures. Any such changes to the Code must be in writing and approved by the Executive Director and the Board of Directors.

### C. Organization and Administration of System

#### 1. Governance

Legal responsibility for IHLS is vested in a Board of Directors consisting of 15 elected members. The Board determines policy; approves the Strategic Plan, Application for Area and Per Capita Grant, and budgets; and hires the Executive Director.

## **2. Financial Support**

The System is supported from annual grants administered by the Illinois State Library and fees for services. The Area and Per Capita Grant is based on population and geographic area served. Additional grants provide funding for special projects.

## **3. Administration**

The Executive Director of IHLS is responsible for the administration of the System. Duties include establishing and administering procedures related to the implementation of the Board's policies and hiring and terminating employees.

In the short term absence of the Executive Director, the administrative direction of IHLS shall be delegated to a System staff person appointed by the Executive Director. In the event of an extended absence, a staff person will be appointed by the Executive Director with approval of the Board of Directors.

## **II. EMPLOYMENT PROCESS**

### **A. Equal Employment Opportunity & Discrimination**

IHLS is committed to maintaining a respectful workplace including equal employment and advancement opportunities for all employees and applicants for employment without regard to race, color, religion, national origin, ancestry, sex, pregnancy, age, physical and mental disability, marital status, past and present status as a member of the military, sexual orientation, or genetic information. Sexual orientation means actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth. Sexual orientation does not include a physical or sexual attraction to a minor by an adult.

In compliance with Federal and State laws, all personnel actions, policies, procedures and employee programs (including recruitment, hiring, promotion, compensation, discharge or other employment terms, conditions and privileges) shall be administered on a nondiscriminatory basis. Additionally, IHLS will not deny a reasonable workplace accommodation that an employee needs because of a religious belief or disability.

Additional information regarding what constitutes discrimination, including illegal harassment, is contained in Appendix A.

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All employees will be routinely trained in how to identify discrimination and what to do when it is identified. New employees will be required to sign a statement indicating that they have read and understand what constitutes discrimination and will not discriminate or engage in illegal harassment. Attachment B is a copy of the statement regarding discrimination. Employees will be required to re-sign a similar document at least every two years.

The Executive Director will designate an Equal Employment Opportunity Officer for IHLS who will monitor compliance, investigate complaints, and serve as a resource for the System and its employees. The goal is to help maintain a work environment that is free of illegal discrimination.

### **B. Retirement Age**

IHLS respects the right of any employee to work as long as they can perform the essential functions of the position. The Age Discrimination in Employment Act of 1967 is fully supported and therefore IHLS has no mandatory retirement age.

### **C. Employment Definitions**

1. All employees fall within one of the following categories that are relevant in determining eligibility for benefits:
  - a. Full-time employee – An employee who is regularly scheduled to work a 40-hour work week, defined as Sunday through Saturday. Full-time employees are eligible for all benefits provided by IHLS.
  - b. Part-time employee with limited benefits– An employee who regularly works 29 hours or less per week will receive all legally required benefits and limited benefits provided by IHLS. Employees who work 1,000 hours or more in any 12-month period will also be eligible to participate in the retirement plan.
2. All employees also fall within one of the following classifications:
  - a. Library professional – salaries and wages paid to employees of IHLS whose position descriptions ordinarily require an MLS, MIS or above.
  - b. Other professional – salaries or wages paid to employees of IHLS whose position descriptions ordinarily require a bachelor's degree or above, excluding library professional.



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- c. Support services – salaries or wages paid to employees of IHLS whose positions are not classified as library professional or other professionals.
3. All positions fall under the following categories to ensure compliance with the Federal Fair Labor Standards Act:
    - a. Exempt employee – Salaried employees in executive, administrative, learned professional and certain employees in computer-related positions as defined by the U.S. Department of Labor are exempt from pay for overtime. Full-time exempt employees work at least 40 hours a week.
    - b. Non-exempt employee – Employees who are paid on an hourly or salaried basis and whose customary and regular duties and responsibilities are not considered exempt by the U.S. Department of Labor and are entitled to the overtime provisions of the Fair Labor Standards Act.

## **D. Hiring**

### **1. Position Descriptions**

The Executive Director approves all position descriptions and has the final authority for salary matters within the parameters established by the Board-approved pay range schedule. Each year during the performance evaluation process, position descriptions will be reviewed and updated to ensure relevance. A current signed job description is always kept in each employee's file.

### **2. Recruitment**

IHLS encourages all qualified individuals to apply for vacant positions. While it is the desire to fill vacant positions from within, it may sometimes be necessary to recruit locally, regionally or nationally.

Staff applying for a position should indicate in writing if they are interested in being considered for a position. An updated resume should accompany the letter of interest. Falsification of information on a cover letter, application, or resume will be considered cause for discharge. Applications will be retained as prescribed by law.

Positions will be filled with the best qualified person. The selection process will be competitive. Determinants for identifying the best qualified person may include, but not be limited to education, technical or professional training,

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levels of expertise (skills, knowledge, and abilities), interviews, background and reference checks, fitness for duty physicals and pre-employment drug screening.

### **3. Offers of Employment**

All letters of offer must be in writing from the Executive Director. It should be understood that such letters of offer do not constitute a contract for employment. Offer letters may be contingent upon a fit for duty exam, successful drug screen and background check. Background checks may include a criminal check, proof of a valid social security number and driver's license, verification of educational credentials, and a good driving record. Background checks, fit for duty exam and pre-employment drug screens will be at the expense of IHLS. High school students may submit the results of a recent school physical in lieu of having a fitness for duty physical. No person will be denied employment by reason of a physical or mental handicap which, with reasonable accommodations, does not prevent the performance of essential functions of the position to be filled.

### **4. Probationary Period**

All new employees and current employees promoted to a higher job classification will have a probationary period of 90 days. During this period, the employee is mentored, trained, and evaluated to help him or her achieve effective job performance. A 90-day performance evaluation will be completed to determine if the employee should continue in the position. The results will be reviewed by the supervisor, the manager, the HR Representative and the Executive Director.

The Executive Director may take the following actions at any time during the probationary period, when it is determined that an employee will not be successful in his or her new position with IHLS:

- Have the employee's probationary period extended up to another six months,
- Have the employee demoted, returned to a prior position, or transferred to another position (if the employee was promoted),
- Discharge the employee with no further re-employment rights.

### **E. Performance Evaluations**

At least annually, an oral and/or written evaluative report will be given to each employee by his/her supervisor and reviewed by the Executive Director.

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However, effective staff development is dependent upon continuous feedback on performance between supervisors and employees. Periodic performance reviews also provide an opportunity for employees to provide input for improvement of System services.

A copy of all performance reviews are retained as part of the permanent personnel record for each employee. Current reviews may be used for several factors including, but not limited to, merit increases, promotions, corrective counseling, employee motivation, and for the retention or dismissal of an employee. Previous reviews may also be used to identify performance trends.

### **F. Discipline**

Every effort will be made to conduct disciplinary matters in a professional and constructive manner. Discipline may include constructive counseling, additional training, establishment of a probationary period, demotion, suspension or termination. All disciplinary actions require a disciplinary action form which is permanently placed in the employee's personnel file. The employee, supervisor, manager and the HR Representative are required to sign the disciplinary notice. Actions of suspension or discharge must be made with the Executive Director's approval and in the presence of the HR Representative.

### **G. Grievance Procedure**

Any employee may present his or her perspective in disagreement of an action by his or her supervisor with respect to compensation, conditions of work, or discipline by filing a grievance. The grievance procedure is described in Appendix B.

### **H. Termination of Employment**

Separation from employment with IHLS may be the result of several circumstances which includes retirement, resignation, or termination. An employee separating service from IHLS must return all IHLS property by the last day of employment.

Separating employees will receive a final check on the next regular payday, which will include pay for all accrued but unused vacation calculated at the current salary. All employee benefits, except those benefits which are available to employees under state or federal law at the employee's own expense, will be terminated based on the terms of each insurance policy.

## **1. Resignation**

Resignations must be submitted by an employee to his/her immediate supervisor in writing. Professional staff members are requested to give at least four weeks' notice of their intent to resign. All other employees are requested to give at least two weeks' notice. It is the employee's responsibility to make arrangements with the Human Resources Office concerning his or her benefits and final payment for accrued benefits and wages.

Employees who are absent from work for two consecutive days without providing proper notice may be considered to have voluntarily resigned from employment with IHLS.

## **2. Retirement**

System employees who qualify for retirement should consult with the Illinois Municipal Retirement Fund for details and are required to provide notice in the same manner as is required for employees resigning.

Employees may also contact the Social Security Administration, as appropriate.

## **3. Lay Off**

Lay Off usually occurs because of circumstances such as a general reduction in the workforce, reorganization, or the termination of an activity or program that results in a reduction in the needed workforce.

In the event that a reduction in workforce becomes necessary, consideration will be given to the needs of IHLS and its members, the quality of each employee's current and past performance, and the seniority of employees holding positions with IHLS.

Employees who must be separated from service will be given a minimum one-month's notice in writing.

Additional details are provided in Appendix H.

Employees who have been laid off for six months or less may be recalled for any available position for which they can perform the required work in an effective manner. Every attempt will be made to return the employee to a job comparable in salary to the position held prior to layoff. Any and all recall rights will be cancelled should an employee decline any recall to

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any position for which the employee is qualified and which is comparable in salary to the position held prior to layoff.

### **4. For Cause**

Termination for cause (or dismissal) refers to the termination of an employee because of misconduct or unsatisfactory performance. Termination for misconduct is usually swift and without notice but thoroughly documented. Termination for cause as a result of unsatisfactory performance requires accurate documentation in the form of a performance improvement plan (PIP), indicating the specific reasons for performance improvement, any corrective action and/or training required to improve the performance and the next steps, including and up to termination, if successful improvement is not achieved. Any recommendations for termination for cause must be reviewed by the HR Representative and approved by the Executive Director.

## **III. COMPENSATION**

### **A. Salary Range**

The pay plan of IHLS consists of a salary range for each class of position. Positions in IHLS are classified based on:

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

Periodically (at least every three years) the entire salary scale will be reviewed based on the salaries of comparable library positions, internal equity, Consumer Price Index (CPI), and pay for similar work elsewhere.

Annually, the Executive Director and the Board will review the salary scale to determine whether the ranges should be adjusted based on the CPI.

**B. Pay Periods and Direct Deposit**

Payday is biweekly on alternate Fridays and covers the two-week period previous to the week in which the paycheck is issued. Pay through direct deposit required. Employees who do not have an account with a financial institution can elect to have their pay deposited to a pay card (Fees apply). Employees can assign up to four separate ACH deposits. Allow for a 14-day processing period on all new ACH set-ups and/or changes.

**C. Over-time, Bonus-time and Compensation**

From time to time, an employee may be asked to work overtime. State and federal laws covering overtime compensation for non-exempt employees will be followed. An employee working 40 hours in a given work week, Sunday through Saturday cannot consider sick, vacation, holiday or personal leave when calculating the 40 hours necessary to receive over-time hours. Only actual hours worked can be calculated for over-time.

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

Since exempt employees are not paid compensation for overtime, any time over 40 hours for Exempt employees shall be referred to as “bonus-time” overtime. Exempt employees who are required to work in excess of a 40-hour work week may be given bonus-time off at the rate of one hour for each hour over 40 hours worked. All earned bonus-time must be used within thirty calendar days following the time worked. Exempt employees will never receive pay for unused bonus-time off, the law does not allow for such payments. The Executive Director or the HR Representative must approve (in writing) any exceptions to this policy.

All compensatory time and bonus time will be earned and taken in 30 minute increments.

**D. Payroll Deductions/Voluntary Compensation Deferrals**

Public Employees Benefit Services Corporation (PEBSCO) is an IMRF-endorsed deferred compensation plan. This is a payroll-deducted, tax-deferred supplementary retirement savings plan. IMRF also offers voluntary term life insurance.

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

## IV. WORKING CONDITIONS

### A. Work Schedule

Full-time employees are scheduled to work a 40-hour work week measured from Sunday through the following Saturday. For professional employees, it is understood that work will be performed as required by each position; but to the extent possible, the basic work week will remain at 40 hours. Each employee must have a work schedule (including time for an unpaid lunch) approved by his or her supervisor, the HR Representative and the Executive Director. Employees unable to report to work at the scheduled time must notify their immediate supervisor, the HR Representative or the Executive Director as soon as possible.

### B. Flex Hours and Telecommuting

An employee may occasionally work flex hours during a week with the permission of his or her supervisor, but may not work over their regularly scheduled work week. Your immediate supervisor, the HR Representative or the Executive Director must approve in advance, changes in regular work schedules and working from home schedules.

Historically, telecommuting was created as a benefit for high performing and long tenure employees. IHLS approach is to help employees balance work and home life situations. While some positions allow for telecommuting, others do not, i.e., driver, sorter, page. If a position allows for telecommuting, it will be indicated on the job description. Telecommuting may also be an option for certain circumstances as ADA accommodations and FMLA, which will be decided on a case by case basis through the HR Representative.

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

All approved telecommuters:

1. Earn the same rate of pay as scheduled for their current position.
2. Must be available by phone and email when telecommuting.
3. IHLS will provide a laptop and the regular maintenance and up keep of the laptop but the employee is responsible for all office supplies and furnishings such as paper, pens, ink, desk, chair, file cabinet, printers, etc.
4. The employee is responsible for any and all telephone and internet charges incurred, initial and/or on-going fees.

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5. If an injury occurs while telecommuting, it is the employee's responsibility to complete and submit an incident report to their immediate supervisor, the HR Representative or the Executive Director within 24 hours.

### Occasional telecommuters:

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

### Regular telecommuters:

1. Telecommute more than 10 hours per week.
2. Must physically work at least 2 days per week in their assigned location, unless otherwise stated in the telecommuting agreement.
3. Required to sign a detailed telecommuting agreement which outlines the nature of work to be performed, the equipment, supplies and/or training needed, number of hours and days per week and any other pertinent information relating to the position or assignment. (See attachments for sample telecommuting agreement.)
4. The employee, immediate supervisor, the HR Representative, and the Executive Director must **all** sign the telecommuting agreement.

## **C Lunch Period Work Breaks**

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

## **D. Work Breaks**

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

Work breaks may be scheduled by the supervisor to ensure adequate coverage.

## **E. Unexcused Absence Personal Appearance**

Any unexcused absence from duty will be grounds for disciplinary action, up to and including termination. An employee who is absent for two consecutive work



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days without notifying his or her supervisor will be considered to have abandoned his or her position, and employment may be terminated.

### **F. Personal Appearance**

Individual personal appearance affects the perception of the professionalism at IHLS. All employees must dress appropriately and maintain a high standard of personal hygiene. Consistent with other policies, clothing should not contain any advertisements of alcohol or cigarettes and should not have any offensive language or images.

“Business casual” and modest dress is appropriate for employees in the workplace. Business casual attire means dressing professionally yet looking relaxed and neat. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. The employee should always take into account with whom they are meeting throughout the day. Their attire should always be more professional when meeting with member libraries and others. Exceptions (such as sweatpants, sweatshirts, shorts, and tee shirts) may be made for employees involved in special projects or on days designated by the Executive Director. Employees are encouraged to wear shoes other than tennis shoes.

Because of the nature of work performed, delivery drivers wear uniforms which consist of IHLS logo shirt, IHLS logo hat (optional), black/blue, khaki or denim pants and although hard-toed shoes are preferred, tennis shoes or shoes made of canvas-type material are acceptable. During warm weather, delivery drivers may wear appropriate length shorts. All delivery drivers must have appropriate IHLS identification.

The Executive Director or the HR Representative must approve any exceptions to the parameters established in this policy.

### **G Adverse Weather**

In the event of extreme adverse weather, the Executive Director (or designee) will determine which IHLS locations will be opened or closed and at what time. The State Police or information from school districts may be consulted for road conditions. Some IHLS operations may be limited during a weather emergency.

IHLS has established a telephone tree for each location that includes the names and telephone numbers of each full-time and part-time employee. If IHLS (or a location) is to be officially closed, the Executive Director (or designee) will notify each building manager. The building manager will notify each supervisor.

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Each supervisor will notify each of his or her employees by using the telephone tree. All employees should be notified before 6:30 am. If it is necessary to have a late opening, employees will be notified by 6:30 am that there will be a late opening. Staff will be notified of the official opening time by mid-morning.

When IHLS (or a location) closes due to inclement weather, all employees scheduled to work will be paid for the number of hours they are scheduled to work that particular day.

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

## **V. EMPLOYEE BENEFITS**

### **A. Legally Required**

#### **1. Time Off**

##### **a. Election Day**

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

##### **b. Jury Duty**

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

Since employees will receive pay as if they are working, any pay received for such service during paid working hours must be remitted to the System. Travel and other expense reimbursements or jury pay for non-working hours can be retained by the employee.

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

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

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

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

Additional details are provided in Appendix C.

**d. Victims of Domestic or Sexual Violence**

In accordance with Illinois Victims' Economic Security and Safety Act, an employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 work weeks of leave from work during any 12-month period to address the domestic or sexual violence. More detailed information can be found in Appendix D.

**e. Family Military Leave**

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

The employee must give at least 14 days notice of the intended date upon which the family military leave will commence if the leave will consist of 5 consecutive working days or more. When possible, the employee will consult with IHLS to schedule the leave so as to not unduly disrupt the operations of IHLS. Employees taking military family leave less than 5 consecutive days will give IHLS as much notice as is practicable. IHLS may require certification from the proper military authority to verify the employee's eligibility for the family military leave.

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

**f. Military Leave**

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

During leaves for annual training, an employee will continue to receive his or her regular compensation. During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee's compensation for military activities is less than his or her compensation as an employee, he or she shall receive his or her regular compensation as an employee minus the amount of his or her base pay for military activities.

Employees who are required to serve in the Armed Forces must give advance written or verbal notice for military duty, unless giving notice is impossible, unreasonable or is precluded by military necessity.

**g. School Visitation**

An employee must be granted a leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day. School visitation is to be used to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during nonworking hours. However, such leave must not unduly disrupt the operations of IHLS and no leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. At least 7 days advance notice must be given. In emergency situations, no more than 24 hours notice shall be required.

## **2. Other Required Benefits**

### **a. Social Security and Medicare**

All employees are covered under Social Security and Medicare. Contributions toward Social Security and Medicare are made by IHLS and each employee according to the guidelines established by the federal Social Security Administration.

### **b. Workers' Compensation and Unemployment**

All employees are covered by Workers' Compensation Insurance and Unemployment Insurance in accordance with State statutes. The total cost for these insurances is paid by IHLS.

Information on Workers' Compensation and Unemployment are available in the Human Resource Office.

An employee who is injured from a cause arising from or in the course of employment with IHLS may be eligible for benefits under Workers' Compensation. An employee who is injured at work should report the injury to his/her supervisor and the Human Resources Office within 24 hours. Employees who are going to be off from work due to a job related injury and therefore qualify for Workers' Compensation must also request Family and Medical Leave Act (FMLA) simultaneously.

### **c. COBRA**

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

## **B. Voluntarily Provided by IHLS**

### **1. Time Off**

#### **a. Medical Leave**

All full-time employees earn medical leave with pay at the rate of 12 days per fiscal year, accrued each pay period. Medical leave is accumulated without a maximum and it is not paid out to the employee but may be deposited into the IHLS sick bank upon separation of employment.

The medical leave may be used for personal illness, injury, or medical appointments or for occasions which require the employee to be the primary caregiver for a member of the immediate family or household who is ill or injured. "Immediate family" consists of parent/guardian, child, grandparent, grandchild, spouse, domestic partner, parent of spouse, brother, sister and all parallel step and foster relationships. "Household" includes anyone maintaining a family relationship living in an employee's home or any situation in which the employee is serving in loco parentis (a person who has put himself/herself in the situation of a lawful parent by assuming the obligations incident to the parental relationship).

Retiring IMRF members may receive pension service credit for unused medical leave per the guidelines specified by IMRF. Effective June 2014 **new** IMRF members do not have this option. There will be no other compensation for medical leave earned but not taken, and each employee is expected to exercise good judgment and prudence in taking such leave.

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

#### **b. Sick Bank**

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

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can be donated by current employees or IHLS can credit unused sick days upon separation of employment. The Executive Director and the HR Representative shall establish procedures governing the eligibility criteria, operation, and dissolution of the Sick Bank.

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

In order to be eligible to request days from the sick bank, the employee must have previously donated at least one day to the sick bank and been employed by IHLS for a minimum of one year. For employees who do not earn sick days, i.e. part-time employees, must be employed for one year but the donation requirement is waived. All sick days received are calculated to equal the same number of hours the employee is normally scheduled to work each day. No more than 30 days may be used by any employee.

Any unusual situations can be addressed by a recommendation to the Board of Directors.

### **c. Bereavement Leave**

Bereavement leave is allowed all employees as follows: A maximum of five scheduled workdays is available for the funeral and bereavement of a spouse, domestic partner, son, daughter, parent, sibling, grandchild, grandparent, aunt, uncle, other relative residing in the employee's household, and all parallel step, foster, and in-law relationships. "Household" includes anyone maintaining a family relationship living in an employee's home or any situation in which the employee is serving in loco parentis (a person who has put himself/herself in the situation of a lawful parent by assuming the obligations incident to the parental relationship).

### **d. Holidays**

IHLS observes twelve paid holidays annually: New Year's Day; Martin Luther King, Jr. Day; Presidents Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day and the day following; Christmas Eve Day, Christmas Day, and New Year's Eve. A holiday schedule is posted at the beginning of each calendar year.

All employees who regularly work 40 hours will receive holiday pay based on the number of hours paid during a regular work day. In the event an

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employee works on a holiday, he/she may choose another day off in lieu of the scheduled holiday.

To accommodate employees of varying religions, personal leave or vacation may be used to be absent during religious holidays.

### **e. Vacations**

Vacation time is provided for each employee who works 40 hours a week and who has completed the probationary period. Vacation time is accrued per pay date. Increases in vacation occur on the pay day following each employee's anniversary date.

Professional Staff earn 20 vacation days during for the first through 15th year of service. Beginning in the 16th year of service, professional employees earn one additional vacation day for each additional year of service until a maximum of 25 vacation days is attained, Support Staff earn 10 vacation days for the first year of service. One additional day of vacation is earned for each year of service until the employee reaches 20 vacation days (eleven years of service). After 20 years of service and thereafter, support staff earn 25 vacation days.

Vacation leave may be used in 30-minute increments. Employees are not allowed to accumulate more than 2 times the annual amount of vacation which would be paid (at the employee's current rate of pay) upon termination. At the beginning of each fiscal year, any employee who has more vacation time, will lose any vacation time that is over their approved amount. No employee should ever have more than 50 vacation days at the beginning of any fiscal year.

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

A detailed vacation schedule is contained in Appendix E.

### **f. Birthday Day**

This benefit is only for part-time employees. After the 90-day probationary period, part-time employees can take their birthday off with pay equal to the same number of scheduled work hours for the day. The day off doesn't necessarily have to be on the actual birthday but it must be taken (with supervisor approval) before the next birthday or it is forfeited. Likewise if employment is terminated, the day is forfeited and no compensation shall be paid out to the employee.



**g. Personal Leave**

Employees working over 40 hours a week have three personal leave days off with pay per fiscal year. Employees hired after July 1 will receive personal days on a pro-rated basis on the first day of the month after 30 days of service.

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

**h. Unpaid Leave**

An Unpaid Leave of Absence may be granted at the discretion of the Executive Director.

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

Reinstatement cannot be guaranteed to any employee requesting an Unpaid Leave. However, IHLS will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and IHLS' need to fill vacancies and its ability to find qualified temporary replacements.

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

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

All questions regarding leaves of absence should be directed to the supervisor and/or the HR Representative. Leave of Absence request

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forms are available on IHLS “Public-Drive” or in the Human Resources Office.

### **2. Paid Benefits**

#### **a. Health Insurance**

IHLS intends to pay the premium for group health insurance (such as medical, dental and vision) for all employees who routinely work 40 hours per week. Coverage begins on the first day of employment and becomes effective per the terms of such enrollment period and completion of required documentation. Employees have the option to cover their eligible family dependents by paying the additional premiums themselves. A summary of the benefits covered can be obtained from IHLS “Public-Drive” or the Human Resources Office.

Each year IHLS will evaluate health insurance options with the intent of providing the best possible health insurance within available financial resources. In the event that IHLS cannot pay the entire cost of the premiums for medical insurance, employees will be asked to share in that cost.

#### **b. Life Insurance**

Term life insurance will be provided by IHLS to each employee working 40 hours a week. Each year IHLS will evaluate life insurance options. In the event that IHLS cannot pay the entire cost of the premiums for life insurance, employees will be asked to share in that cost.

#### **c. Pension Plan (IMRF)**

Employees who routinely work 1,000 or more hours per year are covered under the Illinois Municipal Retirement Fund (IMRF). Employees who were hired prior to 2011 are eligible to retire and receive an IMRF pension when they have at least eight years of service credit and are at least 55 years of age. Employees who were hired 2011 or after, must have at least 10 years of service credit and must be at least 62 years of age. Periodically the region's IMRF representative will have meetings to present information to employees covered by IMRF.

As participants of IMRF, eligible employees have the option to purchase additional term life insurance at their own expense.

**d. Employee Assistance Program (EAP)**

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

Each year IHLS will evaluate its financial situation. In the event that IHLS cannot pay the entire cost of an EAP program, employees will be asked to share in that cost.

**VI. PROFESSIONAL DEVELOPMENT**

**A. In-service Training**

Periodically, time may be set aside for staff development. All employees may be required to attend. Pre-determined topics that are of interest will be presented. The topics may be recommended by staff; however, the Executive Director must approve topics and all arrangements.

**B. Specific Course or Training Opportunities**

IHLS is willing to arrange leaves of absence, adjustments of time, or special assignments in order that employees may take advantage of opportunities for special study, as long as this does not materially lessen the efficiency of the individual or place undue strain upon other employees such that there is a negative impact on IHLS. Upon approval of the Executive Director, IHLS will pay the cost of such course or training when the primary purpose of the training is to increase the knowledge or skills of the employee in relation to the position he/she now holds. If the employee drops out of the course or does not receive a C or better in a graded course, the employee will be required to reimburse IHLS.

**C. Professional Affiliations**

Staff members are urged to become members of relevant professional organizations and to participate in the work of such organizations to the extent possible without compromising their duties and responsibilities at IHLS. With the approval of the Executive Director, a reasonable amount of time and secretarial help, if available, is allowed for such activities. Working within the confines of the IHLS budget, time with pay, expenses, and basic dues may be allowed for

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staff members to attend library conferences and other professional meetings. This includes pay for the cost of basic memberships for professional staff in the American Library Association (ALA), the Illinois Library Association (ILA) or other relevant professional organizations.

### **VII. TRAVEL**

Full and part-time employees traveling on IHLS business will have reasonable authorized expenses paid. The travel must be pre-approved by the employee's supervisor and the Executive Director. Expenditures for travel cannot exceed budget limitations and will only be approved if it is required for the efficient operation of IHLS. Employees are required to conduct their travel in the most cost-effective manner. Whenever possible and cost effective, business travel arrangements will use governmental entity discount rates, Actual travel time to get to and from meetings and conferences may be recorded as work time.

There is no objection to a spouse and/or family member accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty and all expenses attributable to the family member is paid by the employee.

#### **A. Transportation**

Travel by airplane, train, bus, or car between your home and your business destination will be reimbursed if it is not travel from home to or from your regular work location.

When an IHLS vehicle is not available, private vehicles may be used providing that verification of personal vehicle liability insurance has been previously provided to the Human Resources Office. Mileage reimbursement will be based on the prevailing current IRS rate.

An employee who finds it more convenient to drive his or her personal vehicle to conduct IHLS business instead of an available IHLS vehicle will be reimbursed for the cost of fuel only (based on the miles driven and the average cost of fuel). Based on information provided by the Federal Department of Transportation, the average miles per gallon used will be 22.4 for automobiles and 18 for SUVs and light trucks. The cost of fuel will be based on the information supplied for the metropolitan area nearest the destination and/or IHLS office where the employee works and the date of the travel. Fuel prices can be obtained at: <http://fuelgaugereport.aaa.com/?redirectto=http://fuelgaugereport.opisnet.com/ILmetro.asp> or by using the local fuel price.

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When traveling outside the IHLS service area, all travel shall be by the most economical mode of transportation available, considering travel time, cost and work requirements. IHLS vehicles should be used when possible, unless family members are accompanying the IHLS employee. When traveling to major metropolitan areas, public transportation should be considered as a less expensive mode.

When air travel is required, only coach fare will be paid by IHLS. Taxicab fares, tips, parking fees, bridge, road, and toll fees are also allowable expenses.

### **B. Food**

Costs of meals for employees for each day of travel for IHLS business will be reimbursed. Expenses are to be authorized and approved by the Executive Director. Costs for meal cannot exceed the maximum daily per diem rate established by the United States Internal Revenue Service. Per diem guidelines for food can be found at <http://www.gsa.gov/portal/category/100120>, and then selecting the year, the state, and the destination city or zip code.

Under normal circumstances, reimbursement will not be made for meals consumed in IHLS service areas during a regular working day. The following will be exceptions to this rule:

1. When a staff member attends an evening meeting in addition to a full working day.
2. When circumstances require that IHLS staff acts as host to a visitor.
3. Other meal reimbursement as deemed necessary will be evaluated by the Executive Director on a case-by-case basis and be administered in a manner consistent with established limits.

### **C. Hotel**

Actual costs for hotel and motel accommodations, including taxes and reasonable tips, are limited to the minimum number of nights required to conduct IHLS business at the average single room rate of adequate hotel or motel accommodations nearest the destination. Employees are allowed to have single rooms without a roommate. Rates cannot exceed the maximum per diem rates determined by the United States Internal Revenue Service. These rates can be obtained at <http://www.gsa.gov/portal/category/100120>, and then selecting the year, the state, and the destination city or the zip code. If an employee's spouse or other family members share lodging, the employee must pay any differences.

**D. Special Expenses**

IHLS will reimburse employees for the actual cost of other reasonable and prudent travel expenses, such as:

1. Fares for taxis or other types of transportation between the airport, train or bus station and the hotel, the hotel and the work location, or from one place of business to another;
2. Tips paid for services related to any allowable expense;
3. Business calls while on a business trip to include business communications by fax machine or other communication devices;
4. Other similar ordinary and necessary expenses related to business travel such as transportation to a meal when out of town and conducting IHLS business, printing materials for distribution at a meeting, or the purchase of incidental materials needed to make a presentation;
5. Conference and workshop registration fees;
6. Conference meal costs above the per diem meal limit, when it is clear that the excess meal cost was required.

IHLS will not reimburse employees for the cost of personal expenses, such as:

1. Transportation If the employee is provided with a ticket or is riding free as a result of a frequent traveler or similar program;
2. Alcoholic beverages;
3. Personal telephone calls;
4. Coat check;
5. Late checkout and room guarantee charges (unless special circumstances exists and approval has been obtained from the Executive Director);
6. Valet parking service;
7. Entertainment;
8. Repairs or towing of private vehicle;
9. Parking tickets or other traffic tickets;
10. Charges associated with locksmith service;

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11. Tips exceeding 20%

### **E. Documentation**

An expense report must be submitted within 30 days of returning from travel. All expenses must be supported by original supporting receipts.

## **VIII. BUSINESS ETHICS**

### **A. Legally Required**

#### **1. Gifts, Loans, and Entertainment**

IHLS employees are to deal with suppliers, contractors, members, and others on the sole basis of what is in IHLS' best interest, accomplishes the Mission of IHLS, and is in the best interest of its members. In compliance with the Illinois State Gift Ban Act (Illinois Public Act 93-617) employees may not accept any gifts, payments, loans, or excessive entertainment from any source or person doing or seeking to do business with IHLS except as outlined in the above-described State Statute. This ban applies to and includes the spouse of and any immediate family member living with the employee.

An employee does not violate this section if the employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c) (3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Exceptions to the Illinois State Gift Ban Act can be found in Appendix F.

#### **2. Political Activities**

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

## **B. Internal**

Employees must avoid situations in which personal interests might be served or financial benefits gained at the expense of IHLS, its member libraries, or cooperating agencies.

### **1. Conflict of Interest in Employment**

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

For the purposes of this policy, immediate relatives includes, parents, spouses, siblings, children, civil union partners, or the in-law relationships of the aforementioned relatives and step-children.

### **2. Outside Employment**

Employees may choose to have a second job, do consulting work, present workshops and seminars, or do voluntary work as long as that job does not interfere with their IHLS responsibilities. All employees are held to the same performance standards and scheduling expectations regardless of whether they have other jobs. Employees of IHLS shall not engage in any business or transactions or have a financial or personal interest that is a conflict of interest or is incompatible with their responsibilities and duties as employees of IHLS.

Additionally, when such work occurs during a regular workday, employees must schedule and obtain prior approval for vacation leave, personal time off, or earned compensatory time off when accepting honorariums, fees, or other forms of compensation.

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

- Causing unscheduled absences
- Resulting in the employee failing to perform effectively when on duty at IHLS.
- Using sick leave
- Working for a vendor



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- Bringing IHLS into public dispute or legal jeopardy

Any employee, who has or contemplates working for another organization in addition to working for IHLS, should notify his or her supervisor and complete a Secondary Employment – Determination of Conflict form. The form includes, but is not limited to, the name of the IHLS employee, the IHLS job title, the name of the prospective employer, the nature of the duties, the expected days and hours of work, and the type of employment relationship with the second employer.

Initial review and determination as to whether a conflict exists with IHLS and the employee's secondary employment shall be made by the Executive Director. The IHLS Board of Directors must determine concurrence at its next regularly scheduled Board meeting following the determination made by the Executive Director. Such concurrence must be determined by a vote of the Board.

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

### **3. Employee Respect and Behavior**

Each employee is expected to perform his or her duties honestly, efficiently and courteously, recognizing that disagreements and informed debates are valuable tools to use in making informed decisions. Diverse opinions are valued and ideas and creativity are encouraged by staff at all levels.

To avoid gossip and misunderstandings, every attempt will be made to provide information to everyone at the same time, regardless of his or her position. Everyone will have opportunities to give input and receive feedback on ideas.

Other acts of civility include being respectful of others by lowering voices when talking in work areas and keeping cellular telephones on vibrate.

IHLS is committed to maintaining a work environment free from rudeness, violence, threats, intimidation, and other disruptive behavior. Violence, threats, coercion, harassment or intimidation of others, interference with an individual's legal rights of movement or expression, or disruptions to the workplace will not be tolerated and all reports of incidents will be taken seriously and will be dealt with appropriately.

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Firearms and other dangerous weapons or materials are not allowed on IHLS property.

Every employee's cooperation is needed to maintain a safe working environment. Employees should not ignore violent, threatening, intimidating, or other disruptive behavior. Any employee experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call 911 immediately and then notify a supervisor as soon as possible.

Any employee observing or experiencing other inappropriate behavior by anyone on IHLS premises, whether he or she is an IHLS employee or not, should report it immediately to a supervisor. Supervisors who receive such reports should immediately begin an investigation, take appropriate action, and notify the Executive Director. Inappropriate behavior by the Executive Director should be reported to the President of the Board.

Employees displaying inappropriate behavior may be referred to counseling and/or may be subject to disciplinary action. Anyone who commits other less serious violent acts may still be removed from the premises and may be subject to disciplinary action. Any employee who commits a serious violent act will be removed from the premises, be subject to immediate dismissal, and may be subject to criminal charges.

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

#### **4. Use of Facilities, Equipment and Materials**

IHLS facilities, equipment and materials including its vehicles, supplies, credit cards, electronic mail system, cellular telephones, and all communication and information transmitted by, received from, or stored in these systems are the property of IHLS and are for use to conduct IHLS business. The facilities and all equipment and supplies may not be used for a commercial venture, religious or political causes, or other solicitations that are not job-related. It is understood that some IHLS equipment may be used for personal business, on an incidental basis.

To help balance professional and personal needs, personal telephone calls are allowed. Personal toll and long distance calls should be placed using the employee's personal telephone credit card or on the employee's personal cellular telephone. Personal correspondence received electronically must be sent to each employee's personal e-mail account. Such correspondence

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may be viewed on IHLS equipment. It is understood that any personal business conducted during working hours should be kept to a minimum.

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

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

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

### **5. Copyright**

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

### **6. Personnel Records**

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

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garnishments is kept in a separate file. These files may be kept inside or adjacent to the personnel file, but should be separate and easy to remove if the file is requested for review.

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

Each employee is responsible for notifying the Human Resources Office about any changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes.

## **IX. HEALTH AND SAFETY**

IHLS is committed to providing a safe and healthy working environment and to complying with applicable federal and state occupational health and safety laws. To accomplish this, all employees must support and participate in this effort. Mandatory training will be periodically offered to employees. Training must be documented.

To reduce contagious illnesses such as influenza, employees are encouraged to stay at home if they suspect they are contagious. Employees are also encouraged to wash their hands frequently and/or use hand sanitizers.

Employees are also asked to keep their work area and the general workplace clean and obstacle-free. Employees should also periodically disinfect their work area, desktop printers, keyboards, telephones, etc.

Any accidents, illnesses, incidents, or other unsafe conditions must be immediately reported to a supervisor (or designee). Also, when necessary and appropriate, employees may be asked to provide medical proof of their capability to perform the essential functions of their job and/or to prove that they are no longer contagious.

### **A. Blood Borne Pathogens**

Normal operations are not likely to involve circumstances exposing employees or members to blood borne pathogens. However, whenever contact with blood, bodily fluids, or other potentially infectious materials occur, employees should treat these fluids as though they are known to be infectious. If such an incident occurs, employees should immediately cordon off the area (if necessary) to assure that others are not exposed. Ensure that the area is properly cleaned with an appropriate disinfectant. Employees who may be assisting in such instances should wear protective clothing, such as disposable gloves. Proper

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disposal procedures should be used for in the disposal of exposed clothing. A supervisor should then be notified of the incident. A confidential medical post-exposure follow-up will be offered to any employee who has had significant exposure.

### **B. Drug Free Workplace**

IHLS adheres to the Illinois Drug Free Workplace Act (30 ILCS 580). Any applicant offered a position will be required to submit and successfully complete a pre-employment drug screen prior to beginning employment with IHLS.

Drug and alcohol abuse may also be a violation of criminal law. Employees are hereby notified that the unlawful manufacture, distribution, sale, possession, or use of a controlled substance, including cannabis, is prohibited in the IHLS workplace. The manufacture, distribution, sale, possession, or use of illegal look-alike drugs and drug paraphernalia, and the consumption of alcoholic beverages is also not permitted in the IHLS workplace.

The Executive Director and the HR Representative will establish a drug and alcohol free awareness program to inform the employees about the dangers of drug abuse and alcohol use in the workplace, the drug free workplace policy, available resources for counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed upon employees for drug or alcohol violations. Each employee will be given a copy of the Drug Free Workplace policy. A copy of the policy is also posted in prominent places.

As a condition of employment, employees must abide by the terms of this policy and shall notify the Executive Director or the HR Representative of any criminal drug statute conviction for a drug violation. Such notification shall occur no later than five (5) days after such conviction.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment, and notification to the applicable law enforcement agencies. Depending on the circumstances, the Executive Director or the HR Representative may impose other sanctions and require the satisfactory participation in a drug abuse assistance or rehabilitation program. The Executive Director or the HR Representative may refer the employee to EAP for assistance in selecting a course of action in the event drug counseling, treatment, and rehabilitation are chosen.

Any employee who suspects that another employee is violating the Drug Free Workplace Policy, or who desires counseling on coping with potential alcohol or drug abuse, is strongly urged to contact the Executive Director or the HR Representative.

### **C. Smoke-Free Illinois**

IHLS will provide an environment for its employees and members that is smoke free. In accordance with Illinois State law (Public Act 095-1029), smoking is not permitted in any IHLS building or within 15 feet of any building entrances, exits, windows that open, or ventilation intakes. Smoking is also not permitted in IHLS vehicles.

Employees with complaints about smoking shall direct such complaints to their immediate supervisor for resolution. All complaints will be promptly and thoroughly investigated. Complaints can also be filed with the Illinois Department of Public Health, a local State certified public health department, or the local police department. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination. Additionally, under State law, a person who smokes in an area where smoking is prohibited can be fined \$100 for the first offense and \$250 for each subsequent offense.

No individual may be discriminated against in any manner because of the exercise of any rights afforded by the Smoke Free Illinois Act.

### **D. Roadway Safety**

Some employees are required to drive in the course of conducting IHLS business. Such employees must be in possession of an appropriate valid driver's license, are required to obey all traffic laws, and must use a seat belt. Employees who use their own vehicles to conduct business must maintain proof of valid vehicle insurance in their vehicle. Proof of such insurance must also be presented periodically to IHLS.

The consumption of alcohol or the use of an illegal, controlled substance is prohibited. Any employee who is convicted of driving while under the influence of alcohol or drugs or who receives a driving violation (even if received while driving a personal vehicle) which may affect IHLS' insurance rates must notify his or her supervisor within 5 days of such conviction or receipt of the violation. Payment for tickets or summons issued to employees as a result of violating the law (except for unavoidable vehicle defects) while on business will be the responsibility of the employee.

It is also expected that employees will display courteous driving habits. Failure to exercise roadway safety and courteous driving habits can result in disciplinary action, up to and including termination.

Appendix A

**Explanation Regarding Discrimination**

Policies, practices, and procedures are nondiscriminatory when they do not cause an individual or group to be treated less favorably in the terms and conditions of their employment compared to other individuals or groups because of such factors as race, color, religion, national origin, ancestry, sex (including pregnancy), age, physical or mental disability, marital status, past and present status as a member of the military, sexual orientation, or genetic information. Sexual orientation means actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth. Sexual orientation does not include a physical or sexual attraction to a minor by an adult.

A. Prohibited Harassment

The IHLS shall be free from harassment. Such illegal harassment may violate the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and/or the Illinois Human Rights Act as defined in 775 Illinois Compiled Statutes, Chapter 5 as well as other federal and state laws. Illegal harassment will not be tolerated or condoned.

Harassment is defined as:

Any unwelcome advances or requests for favors or any conduct of a nature 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 substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

It includes, but is not limited to:

- Innuendos, suggestive comments, insults, humor and jokes about any of the categories identified by law, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of an illegal harassment nature.
- Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking", or "kissing" noises.
- Posters, cartoons, signs, pin-ups, or slogans which are stereotypical;

## IHLS Personnel Code

- Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault;
- Offensive or derogatory epithets, slurs, negative stereotyping jokes;
- Threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, ancestry, sex (including pregnancy), age, physical or mental handicap, marital status, status as a veteran, or sexual orientation;
- Unwelcome comments about a person's religion or religious garments; or
- Written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, religion, national origin, ancestry, sex, pregnancy, age, physical or mental handicap, marital status, status as a veteran, or sexual orientation and that is circulated in the workplace, or placed anywhere on the workplace premises such as on an employee's desk or workspace or on workplace equipment (including a computer) or bulletin boards.

It is the responsibility of each individual employee to refrain from illegal harassment and it is the right of each individual employee to work in an environment free from harassment.

No staff member may be subjected to any form of retaliation for seeking information on illegal harassment, making a charge, filing a sexual harassment complaint, or testifying, assisting, or participating in an investigation, proceeding, or hearing involving a complaint of illegal harassment.

Any retaliatory action will be a violation of this policy. Supervisors must ensure that no retaliation will result against an employee making a discrimination or illegal harassment complaint.

Accusations of illegal harassment are egregious and can have far-reaching effects on the careers and lives of accused individuals. A false or frivolous charge of discrimination or unlawful harassment is a severe offense that can itself result in disciplinary action. Allegations of illegal harassment must be made in good faith and not out of malice. False and frivolous charges refer to cases where the complainant has filed a complaint based on false accusations for some gain other than to stop discrimination or illegal harassment.



## IHLS Personnel Code

Supervisors are charged with maintaining an atmosphere that discourages illegal harassment and ensuring that this policy is enforced in their area. Supervisors are directed to discourage all behavior that might be considered illegal harassment and to respond promptly to illegal harassment complaints. Supervisors who knowingly condone incidents of illegal harassment or instances of related retaliation will be subject to disciplinary action.

Any employee who feels that he or she has been illegally harassed, or who knows of or suspects the occurrence of discrimination or prohibited harassment, or who desires counseling regarding potential discrimination or illegal harassment, is strongly urged and encouraged to contact his/her immediate supervisor. If the employee feels comfortable, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating to the offending individual that the behavior is unwelcome and unacceptable.

Each case will be thoroughly investigated to determine whether discrimination or prohibited harassment has occurred. All investigations will be conducted in a manner that protects the privacy of and minimizes suspicion toward all individuals involved. An employee may make a complaint even if the discrimination or illegal harassment is not directed at the person making the complaint.

Any employee found to have violated these policies of discrimination or illegal harassment, or who is found to have retaliated against another employee who in good faith has complained of discrimination or illegal harassment, will be subject to disciplinary action, up to and including termination of employment. An employee who has been discriminated against or illegally harassed while on the job may also have grounds to file a civil or criminal lawsuit.

### B. Complaint Procedure for Filing Charges of Discrimination or Unlawful Harassment

Employees who observe acts of discrimination or are the subject of discrimination or unlawful harassment should take the following steps:

#### 1. Direct Communication:

If there is unlawful harassing behavior in the workplace, and if the harassed employee feels comfortable, the harassed employee or the employee who observed the harassment should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are required, such messages should be in writing.

## IHLS Personnel Code

2. Documentation:  
The employee should record any incident (what was said or done). Policies, practices, and procedures are nondiscriminatory when they do not cause an individual or group to be treated less favorably in the terms and conditions of their employment compared to other individuals or groups because of such factors as race, color, religion, national origin, ancestry, sex, pregnancy, age, physical or mental disability, marital status, past and present status as a member of the military, or sexual orientation.
3. Contact with Supervisory Personnel:  
At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the employee's immediate supervisor. If the harasser is the supervisor, the problem should be reported to the Executive Director.
4. Formal Written Complaint:  
An employee must submit a formal written complaint regarding incidents of unlawful harassment within 20 working days of such conduct. Such complaints should be forwarded to the complainant's immediate supervisor. If the harasser is the immediate supervisor, the problem should be reported to the Executive Director. When appropriate, the supervisor will counsel the reporting employee and be available to assist with filing a formal complaint.
5. Formal Investigation:  
The supervisor will fully investigate the complaint and submit a report to the Executive Director within 20 working days. The report must contain information on the allegation, a summary of the investigation (including any documentation), the recommended results of the investigation, and a recommended course of action. The Executive Director must review and approve any final recommendation and course of action. After the approval, the supervisor will advise the complainant and the alleged harasser of the results of the investigation. Results of the investigation and any recommended course of action must be conveyed within 60 working days of notification of the formal written complaint.
6. If resolution is not satisfactory to the complaining employee, the employee may file a written complaint with the IHLS Board President within thirty (30) working days of the date of the Executive Director's written response. The Personnel Committee

## IHLS Personnel Code

of the IHLS Board shall meet with the employee within a reasonable time and shall thereafter issue a final decision.

### 7. Resolution Outside IHLS:

It is hoped that most discrimination or complaints of illegal harassment or incidents can be resolved within IHLS. However, employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint.

An IDHR complaint must be filed within 180 days of the alleged incident(s) (unless it is a continuing offense) in person or in writing by contacting:

Illinois Department of Human Rights  
222 S. College Street  
Springfield, IL 62704  
217-785-5125  
800-662-3942  
[www.state.il.us/dhr](http://www.state.il.us/dhr)

A complaint with the EEOC must be filed within 300 days from the date the employee first finds out about the decision. If an employee is unsure as to whether it is appropriate to file a charge with the EEOC, the EEOC can be contacted electronically. The online assessment can be completed at <https://apps.eeoc.gov/eas/>. An employee can also contact the local EEOC office by telephone, in writing, or in person. The contact information is:

Equal Employment Opportunity Commission  
500 West Madison Street, Suite 200,  
Chicago, Illinois 60661  
Telephone #: 1-800-669-4000; Fax: 312-886-1168  
TTY: 1 800 669-6820

## Retaliation

Employees who are suddenly transferred to lower paying jobs or passed over for promotions, or feel they have been retaliated against after filing a complaint with IDHR or EEOC, may file a retaliation charge. A retaliation charge is also due within 180 days of the alleged retaliation if it is filed with the Illinois Department of Human Rights, or 300 days of the alleged retaliation if it is filed with the Equal Employment Opportunity Commission.

Appendix B

**Details of the Grievance Procedure**

The grievance procedure for issues other than discrimination is described below:

1. An employee meets with his or her supervisor to discuss the problem/issue.
2. If the employee is dissatisfied with the decision, the employee must file a written grievance with their immediate supervisor within ten (10) working days of such decision or action. The written request of the grievant shall state the management decision or action with which the employee is dissatisfied and the remedy which the employee is seeking. The supervisor and employee shall meet within a reasonable amount of time, but no later than five (5) working days to attempt to resolve the dispute. Within 5 working days of the meeting, the supervisor shall respond to the grievant (in writing), explaining the proposed resolution.
3. In the event the employee remains dissatisfied with the supervisor's decision or action after the meeting in Step 2, then the employee may file an appeal with the Executive Director within ten (10) working days of receipt of the response from the supervisor. The Executive Director and employee (and if necessary the supervisor) shall meet within a reasonable amount of time to attempt to resolve the dispute. The Executive Director shall issue a written response to the grievant within a reasonable time, but no later than fifteen (15) work days after the meeting.
4. In the event the employee remains dissatisfied with management's decision or action after the meeting in Step 3, the employee shall file a written appeal with the Board President within fifteen (15) working days of the date of the Executive Director's written response. The Personnel Committee of the IHLS Board shall meet with the Executive Director, the employee, and other necessary staff. All facts will be reviewed within a reasonable time and the IHLS Board shall thereafter issue a final, binding decision.

Appendix C

**Explanation of the Family and Medical Leave Act  
and  
National Defense Authorization Act for FY 2008**

Eligible employees may take up to 12 weeks per 12-month period for any one or more of the following reasons:

1. The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee); or
2. In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition;
3. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position; or
4. The employee's spouse, son, daughter or parent is on active duty or called to active duty status as a member of the Armed Forces, including the National Guard or Reserves in support of a contingency operation. An eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness will be granted up to a total of 26 weeks of unpaid leave during a "single 12-month period" to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. The "single 12-month period" of leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by IHLS for other types of FMLA leave. An eligible employee is limited to a combined total of 26 work weeks of leave for any FMLA-qualifying reason during the "single 12-month period".

An eligible employee will be granted up to a total of 12 weeks of unpaid leave during the normal 12-month period established by IHLS for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the

## IHLS Personnel Code

National Guard or Reserves. This section does not apply to family members of military members in the Armed Forces.

The 12-month period is measured backward from the date leave is taken and is continuous with each additional leave day taken. If both spouses work for IHLS, their total leave in any 12-month will be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent.

Leave taken for the employee or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work/leave schedule based on certified medical necessity. Employees needing intermittent leave or leave on a reduced leave schedule must attempt to schedule the leave so as not to disrupt the operations of IHLS. In such instances, the employee's supervisor will follow applicable Federal and State laws in reviewing and approving such leave requests.

To receive compensation, an employee must simultaneously take earned sick leave, earned vacation, and/or any other earned time off for which pay is given. Any pay shall be within System guidelines. When an employee has used all accrued paid time off, any additional FLMA leave will be unpaid.

An employee on a FMLA leave will receive the same benefits under the Illinois Municipal Retirement Fund (IMRF) disability and death benefits as any other employee. In order to be eligible for IMRF disability benefits, the employee must have at least 12 months of continuous service credit. However, if the break in service is due to a FMLA leave, this rule will not apply.

As with other employees, an employee on unpaid leave will not earn IMRF pension service credits for the month(s) he/she was not being paid. Once the employee returns to work, he/she has the option of buying back any months of service that were lost.

An employee is required to give 30 days' notice in the event of a foreseeable leave. A request for FMLA leave should be submitted in writing to the Human Resources Office. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a written request. If an employee fails to give 30 days' notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until 30 days after the employee provides notice.

For leaves taken because of the employee's or a covered family member's serious health condition, the employee must submit medical certification to the Human Resources Office within 15 days after requested, or as soon as is reasonably

### IHLS Personnel Code

possible. IHLS may require a second or third opinion (at its own expense), periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.

An employee granted a leave under this policy will continue to be covered under IHLS's group health, life, and dental insurance plans under the same conditions as coverage would have been provided to any other employee. Any required employee contributions will be made either through payroll deduction or by direct payment to IHLS. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. If an employee's contribution is more than 30 days late, IHLS may terminate the employee's insurance coverage.

If an employee fails to return from unpaid FMLA leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), IHLS may seek reimbursement from the employee for the portion of the premiums paid by IHLS on behalf of that employee (also known as the employer contribution) during the period of leave.

An employee is not entitled to seniority or benefit accrual during periods of unpaid leave, but will not lose anything accrued prior to such leave.

If the employee has followed the proper procedures and returns to work within 12 weeks following a FMLA leave, he or she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status, and authority. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from such leave.

If the employee fails to return within 12 weeks following a FMLA leave, the employee will be reinstated to his/her same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

Appendix D

**Explanation of Victims of Domestic or Sexual Violence**

An employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 work weeks of leave from work during any 12-month period to address the domestic or sexual violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- Obtaining the services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporary or permanent relocation, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic or sexual violence.

The employee shall provide his/her supervisor with at least 48 hours advance notice of his/her intention to take the leave, unless providing such notice is not practical. Employees must provide certification to IHLS. An employee may satisfy such a certification requirement by providing a sworn statement of the employee and documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance; for example, a police or court record; or other corroborating evidence.

Any and all information received will be retained in the strictest confidence unless written consent is received from the employee, is otherwise required by applicable federal or state law, or is necessary for employment and benefits.

IHLS will not discharge or otherwise discriminate against an employee who is a victim of domestic or sexual violence, nor will IHLS discharge, discriminate, or



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retaliate against an employee taking leave from work as a result of domestic or sexual violence to seek medical attention, counseling for injuries or psychological trauma, obtaining victim services, relocating, seeking legal assistance, or participating in a related court proceeding.

This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by the Federal Family and Medical Leave Act of 1993.

Employees may take such leave without pay or may use available sick leave, vacation leave, or personal leave, as appropriate. An employee granted a leave under this policy will continue to be covered under IHLS' group health, life, and dental insurance plans under the same conditions as coverage would have been provided to any other employee. Any required employee contributions will be either through payroll deduction or by direct payment to IHLS. Employee contribution amounts are subject to any change in rates that occur while the employee is on leave. If an employee's contribution is more than 30 days late, IHLS may terminate the employee's insurance coverage.

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Appendix E

**Detailed Vacation Schedule**

**Professional Staff - 40 hour work week**

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

**Support Staff - 40 hour work week**

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

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Appendix F

**Details of Exceptions to the Illinois State Gift Ban Act**

- Opportunities, benefits, and services that are available under the same conditions as for the general public;
- Anything for which the employee pays the market value;
- Educational materials and missions;
- Travel expenses for a meeting to discuss IHLS or State business;
- A gift from a relative, meaning those people related to the employee such as parents, children (including adopted, step or foster), uncle, aunt, first cousin, nephew, niece, spouse, grandparents, grandchildren, in-laws, step parents, half brothers, or parents and grandparents of the employee's spouse or fiancée;
- Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the position or employment of the employee and not because of the personal friendship;
- Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are consumed on the premises from which they were purchased or prepared, or catered for the purpose of this section;
- Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee) of the employee and the employee's spouse if the benefits have not been offered or enhanced because of the position or employment of the employee and are customarily provided to others in similar circumstances;
- Gifts from other IHLS employees or employees from other municipal, State, or Federal agencies and entities;
- Bequests, inheritances, and other transfers at death;
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100;

Appendix G

**Details of What Constitutes Prohibited Political Activities**

- Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
- Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- Soliciting, planning for the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
- Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes;
- Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- Campaigning for any elective office or for or against any referendum question;

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- Managing or working on a campaign for elective office or for or against any referendum question;
- Serving as a delegate, alternate, or proxy to a political party convention; or
- Participating in any recount or challenge to the outcome of any election.



## **IHLS Severance Procedure**

**Effective February 4, 2016**

### **Assumptions**

- IHLS will offer severance to all employees separated from service due to financial exigency or a reduction in workforce.
- Severance is not available to employees separated from service due to resignation, retirement or disciplinary action.
- Severance payments are based on employment status, classification, and service years as outlined in the schedule below.
- All eligible employees with accrued and unused vacation, and accrued and unused personal time will receive payment for all unused days. IHLS prefers employees remain on the payroll to continue the provision of health insurance benefits (if applicable) during the severance period. Employees may, however, elect instead a single one-time payment equal to severance payment plus any accrued and unused vacation and personal time. Health insurance benefits will not continue beyond last date of employment if employees choose the latter option.
- Service years in most cases represent total years of service for Illinois Heartland Library System (IHLS) and one of its predecessor systems (Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System, and Shawnee Library System).

### **Schedule**

<u>Employment status/Classification</u>	<u>Service years</u>	<u>Severance payment</u>	<u>Benefits?</u>
Part-time/Support Staff	No minimum	1 month	N/A
Full-time/Support Staff	0-15 years	1 month	Yes
Full-time/Support Staff	16+ years	2 months	Yes
Full-time/Library Professional or Other Professional	0-15 years	1 month	Yes
Full-time/Library Professional or Other Professional	16+ years	2 months	Yes

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Attachment A

**IHLS**

Personnel Code  
Acknowledgement Form

I understand that it is my responsibility to **read this Code and become familiar with the its contents**, which affect my employment. I understand that these policies and procedures can be changed at any time by IHLS with or without notice.

I further understand that this Code is not intended to create a contract of employment, but that my employment with IHLS is an at-will relationship. IHLS reserves the right to terminate my employment with or without cause at any time, just as I have the right to leave IHLS with or without cause at any time.

This is to certify that I received, read, and understand the IHLS' Personnel Code.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



Attachment B

IHLS

Prohibited Harassment Statement

Acknowledgement Form

Harassment

All employees of IHLS are expected to treat others with dignity and respect. Harassment on the basis of race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, veteran's status, sexual orientation, or any other basis protected by federal, state or local laws is illegal, violates IHLS policies, and will not be tolerated. **Any individual engaging in harassment will be subject to appropriate disciplinary action, up to and including dismissal.**

Complaint Procedure

If you believe that you are being harassed or discriminated against due to your race, color, religion, sex, pregnancy, national origin, ancestry, age, disability, veterans status or any other basis protected by federal, state, or local laws, the incident should be immediately reported to a supervisor or the Executive Director. The procedure outlined in the Personnel Code should be used to report claims of harassment.

*Acknowledgement*

I, \_\_\_\_\_, have received, read, and understand the policy regarding harassment. I will report any incidents of harassment according to the complaint procedure.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



### Regular Telecommuting Agreement

Telecommuting is a voluntary agreement between Human Resources, the manager/supervisor and the telecommuter. This agreement begins on \_\_\_\_\_ and continues until \_\_\_\_\_, and must be renewed annually. It can be discontinued at any time by either party with \_\_\_\_\_ days notice and without adverse repercussions.

1. The telecommuter will telecommute to the following alternative worksite \_\_\_\_\_(Home).
2. In office days will be \_\_\_\_\_. Home office days will be \_\_\_\_\_. The telecommuter agrees to be available during the assigned business hours of \_\_\_\_\_ to \_\_\_\_\_ for communication through such methods as dedicated phone line, voice mail, modem, cell phone, text, fax, etc., and agrees to respond within \_\_\_\_\_ minutes/hours. Employee initiated schedule changes must be with advanced approval by the manager.
3. The duties, obligations, responsibilities and conditions of the telecommuter's employment with Illinois Heartland Library System remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
4. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to IHLS policies and procedures, departmental guidelines, or to the terms otherwise agreed upon by the employee and the supervisor.
5. The telecommuter agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to the supervisor, HR Representative or the Executive Director, and to hold IHLS harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized IHLS representative to inspect the home office as needed.

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6. The telecommuter agrees to provide a secure location for IHLS-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than IHLS business. All equipment, records, and materials provided by IHLS shall remain IHLS. The telecommuter agrees to allow IHLS reasonable access to its equipment and materials.
7. The telecommuter agrees not to use his/her personal vehicle for IHLS business unless specifically authorized by the supervisor.
8. The telecommuter agrees to return IHLS equipment, records, and materials within \_\_\_ days of termination of this agreement. All IHLS equipment will be returned to the designated office by the employee for inspection, repair, replacement, or repossession with \_\_\_ days written notice.
9. IHLS will pay for the following expenses:
  - Maintenance and repairs to IHLS owned equipment. This equipment is \_\_\_\_\_; and, \_\_\_\_\_.
  - Employees will submit claims on a Travel Expense Claim along with receipt, bill or other verification of the expense.
10. The department/division/school will not pay for the following expenses:
  - Maintenance or repairs of privately owned equipment;
  - Utility costs associated with the use of the computer or occupation of the home;
  - Office and equipment supplies.
  - Travel expenses.
11. The telecommuter agrees to seek advanced approval by the supervisor to use sick leave, vacation, time off, or other leave credits. Overtime to be worked must be approved in advance by the supervisor.
12. The telecommuter agrees to make regular dependent care arrangements during telecommuting periods.
13. The telecommuter will implement the steps for good information security in the home-office setting and will check with his/her supervisor when security matters are an issue.
14. Management retains the right to modify the agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to the office on a particular day) or as a result of an employee request supported by the supervisor.

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15. The telecommuter understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

I have read this Telecommuting Agreement and agree to its terms.

\_\_\_\_\_  
Telecommuter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date