



Illinois Heartland Library System

PERSONNEL COMMITTEE MEETING

July 6, 2021 – 5:00 p.m.

(Via Zoom or phone)

Join from PC, Mac, Linux, iOS or Android:

<https://illinoisheartland.zoom.us/j/809246456?pwd=Vm9MWVc5YVJKSzVXRHp4NktyVGpVdz09>

By Phone Only: (408) 638-0968 | Meeting ID: 809246456

IHLS Board of Trustees will accept public comments. Please submit comments and supporting documents to publiccomment@illinoisheartland.org or use the form found on the IHLS website at <https://illinoisheartland.org/content/board-meeting-public-comment-form>.

Members:

Josh Short, Chair

Chastity Mays

Leslie Bednar, Staff

Lupe Mejia

Jill Trevino, Staff

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of Minutes from June 8, 2021 Meeting (**Attachment 4.1**)
5. Unfinished Business
6. New Business
 1. Review of Holiday and Personal Leave Policy, Fraternalization in the Workplace/Employment of Relatives/Family Members Policy, and Whistleblower Compliance Policy member comments from our IHLS website (**Attachment 6.1**)
 2. Adverse Weather Policy for Employee Handbook (**Attachment 6.2**)
7. Public Comment
8. Announcements
9. Adjournment

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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PERSONNEL COMMITTEE MEETING MINUTES

Date: June 8, 2021

Time: 5:00 p.m.

Call to Order

Josh Short called the meeting to order at 5:00 p.m.

Roll Call

Members present: Chastity Mays, Lupe Mejia, Josh Short, Charlene Topel

Members absent: Tina Hubert

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

Lupe Mejia motioned to approve the May 4, 2021, minutes. Chastity Mays seconded. Motion carried.

Unfinished Business

None

New Business

Review of Diversity Policy member comments from our IHLS website

Jill Trevino introduced the member comments review by stating that we could have better communicated the Diversity Policy by informing members that this was a policy to be included in the Personnel Code revision. Future policy introductions will include more detail to help the members understand the policy focus and where the policy will be presented within IHLS.

Flex hours and Telecommuting policy for Employee Handbook

Jill Trevino discussed that this policy had minor changes from our legal counsel stating that the policy is on a voluntary basis so that IHLS will not incur additional work from home expenses and telecommuters must report workers compensation claims. It was also noted that the categories of occasional and regular telecommuters are not new and will remain unchanged. The classification of telecommuting will be listed on each job description. Motion to move proposal to our Executive Committee by Chastity Mays. Lupe Mejia seconded. Motion carried.

Telecommuting Agreement for regular teleworkers

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Ms. Trevino clarified that this agreement is for the regular telecommuter only. She noted that the Leadership Team had asked for an official "Use of Personal Vehicle Agreement." Jill Trevino stated that she will work with legal so that copies of insurance cards and driver's licenses will be on file for those that wish to use their personal vehicle for business use. She mentioned that we will still have vehicles available to staff if there are employees wishing to take an IHLS vehicle to a company event. Also, it was mentioned that a meeting with the insurance broker will occur next week to discuss various liabilities issues and to ensure that IHLS minimizes any legal or financial exposure. Motion to move proposal to our Executive Committee by Chastity Mays. Lupe Mejia seconded. Motion carried.

Discuss our return-to-work plan for staff with the committee (Reviewed Memo)

The committee stated that this policy is very generous and is great that IHLS is taking such an approach to help ease employees that are not as excited to fully return to work in person. Jill Trevino mentioned that we are taking employee safety seriously as we still have the masking policy in place, temperature checks, and social distancing. Those with health conditions will be considered for an accommodation if it falls within the Americans with Disabilities Act. We discussed the liabilities of asking employees their vaccination status and how that can be perceived by staff. A committee member offered the idea of asking employees to volunteer their vaccination status so that we could let employees know the approximate percentage of our workforce that has received the vaccination. This may help employees feel more comfortable in returning to the office if we have a larger percentage of employees vaccinated.

Public Comment

None

Announcements

None

Adjournment

Charlene Topel motioned to adjourn. Chastity Mays seconded. Meeting adjourned at 5:30 p.m.



Holidays

IHLS observes ten paid holidays annually: New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor 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 fiscal year on the IHLS website and on our IHLS Intranet. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday. The only exception to this rule is if IHLS is already observing that day as a Holiday. Please refer to the holiday schedule for exact dates in which IHLS observes as a Holiday.

The following conditions apply to IHLS Holiday pay policy:

- Employees who work 30 hours or more in a scheduled work week will receive a paid holiday.
- Employees that work 30-39 hours per week will receive holiday pay at a prorated rate. The prorated rate will be determined based on your routinely scheduled work week. *For example, if you work 32 hours a week you will be paid 6.4 hours of Holiday Pay (32/40 * 8hr)*
- Holiday hours will be paid in 8- hour increments for full time employees.
- If a holiday falls on your normally scheduled day off, you will be given a floating holiday to ensure that you receive 10 holidays annually.
- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- In the event an employee works on a holiday, he/she will accrue holiday hours that they may choose another day off in lieu of the scheduled holiday. Any holiday hours must be taken by the end of the fiscal year in which they are received, or they will be lost.
- All non-exempt employees that are required to work on a holiday will receive pay at time and a half.
- To accommodate employees of varying religions, employees may choose to work one of the above listed holidays and use that time to be absent during a religious holiday of their choice. This must be preapproved by your supervisor. Any holiday hours must be taken by the end of the fiscal year in which they are received, or they will be lost.
- Holiday leave hours earned will not be paid out upon termination.

Personal Leave

Eligibility

Personal leave is provided to all employees both full and part-time employees. For record-keeping purposes, IHLS will issue employees' personal leave up front as of July 1 of every fiscal year. Personal leave allotment begins upon hire or transfer into an eligible position, as noted above. Personal leave is prorated for new hires based on the employee start date.

Allotment Rate

Employee Type	Personal Leave
Employees working 40 hours a week	40 hours
Employees working 30-39 hours a week	Prorated *
Employees working 29 hours or less a week	16 hours

**For example, an employee who works 32 hours per week is eligible for 32 hours of personal leave ($32/40 * 40$)*

Personal leave must be taken by the end of the fiscal year in which they are received, or they will be lost.

The following conditions apply to IHLS personal leave policy:

- To take personal leave, an employee must notify the supervisor prior to the day of absence, if possible, or satisfy the notification set forth in the Attendance Policy.
- Although personal leave may be scheduled for use the day before or after a paid holiday or to extend vacations or weekends, this type of scheduling is dependent upon the advance approval of the supervisor. Consideration will be given to whether the hours can be covered by other staff members.
- Personal leave will not be paid out upon termination.
- Personal leave will not be considered as time worked for the purpose of overtime calculations.
- Hours per week are based on the employee's offer letter or employee change form.



(/)

Home (/) > Feedback Requested: Holiday & Personal Leave Policies

Feedback Requested: Holiday & Personal Leave Policies

[View \(/content/article/feedback-requested-holiday-personal-leave-policies\)](/content/article/feedback-requested-holiday-personal-leave-policies)

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Published 6/11/2021 10:00 AM CT

Illinois Heartland Library System Personnel Committee and the Board of Directors are actively involved in updating the IHLS Personnel Code. One of these updates include changes to the Holiday and Personal Leave policies. The various departments and staff at IHLS serve as one company, and the goal of the updates to these policies is to set an equal amount of time off between these various departments within the organization.

These policies were reviewed in a first reading at the Illinois Heartland Library System Board of Directors meeting on May 25, 2021, and they are now being sent out for member comment. Members of Illinois Heartland Library System are encouraged to review the proposed policies and share their comments. To make a member comment, please use the comments form below.

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- Hours per week are based on the employee's offer letter or employee change form.

Member comment will close after **Friday, July 2, 2021**. IHLS Personnel Committee will review the comments at their next meeting, scheduled for Tuesday, July 6, 2021.

Comments

Holiday & Personal Leave (/comment/2662#comment-2662)

Permalink (/comment/2662#comment-2662) Submitted by gfe@greenfieldpl.org (not verified) on Thu, 06/17/2021 - 14:09

My library board makes these decisions

Holidays/Personal leave (/comment/2668#comment-2668)

Permalink (/comment/2668#comment-2668) Submitted by Robin Geraldts (not verified) on Wed, 06/30/2021 - 10:43

Looks good

Holidays and Personal Leave (/comment/2671#comment-2671)

Permalink (/comment/2671#comment-2671) Submitted by Jo Keillor (not verified) on Wed, 06/30/2021 - 13:51

Good to have these clearly spelled out.

Holidays and personal days (/comment/2673#comment-2673)

Permalink (/comment/2673#comment-2673) Submitted by Beth Fuchs (not verified) on Fri, 07/02/2021 - 04:54

Are personal days considered sick days too?

[Contact our Offices \(/about/locations\)](/about/locations)

[Contact our Staff \(/content/page/ihls-staff-department\)](/content/page/ihls-staff-department)

[My account \(/user\)](/user)

[Staff Login \(/user\)](/user)

[Log out \(/user/logout\)](/user/logout)



FRATERNIZATION IN THE WORKPLACE

Illinois Heartland Library System has created this policy to nurture a working environment in which employees maintain clear boundaries between employee personal and business relationships so as to be most effective for conducting business. Illinois Heartland Library System does not prohibit friendships or romantic relationships between employees but seeks to set forth clear guidelines as to how relationships should be conducted in the workplace.

- **Discouraging Workplace Personal Relationships** – Illinois Heartland Library System discourages, but does not forbid, fraternization between managers or supervisors and subordinate employees. Romantic or intimate relationships between managers or supervisors and subordinate employees create an unreasonable possibility of favoritism, conflicts of interest, and claims of sexual harassment. Such relationships may also create serious problems in terms of objective management, accurate evaluations, and discipline.
- **Reporting Workplace Relationships** – For these reasons, any employee who is involved in a romantic or intimate relationship, not necessarily limited to sexual relationships, with any other employee must report the relationship to Human Resources. Such information will be treated by IHLS as confidentially as possible, consistent with the IHLS's legitimate business needs. Failure to report such relationships may result in disciplinary action, up to, and including, discharge.
- **Company's Rights** – Where such an intimate relationship exists, IHLS reserves the right to make such employment decisions as are necessary to ensure that the risks enumerated above regarding the relationship will not occur. Such steps include but are not limited to: transfer of one or both parties to the relationship; required resignation of one of the parties in the relationship (in such cases, the decision as to which employee will resign will be left to the two employees); or adjusting lines of reporting or communication.
- **Agreement** – In cases where a consensual personal relationship exists, the parties will be required to sign an agreement acknowledging that the relationship exists and that it is consensual and the agreement will further instruct each party to immediately notify Human Resources should the relationship at any time become non-consensual so that IHLS can ensure that no violation of IHLS's No Harassment policy has occurred and, if it has, IHLS can take prompt, appropriate remedial action to ensure the harassment stops. Moreover, in order to maintain the avoidance of favoritism in the workplace and to ensure that all employees of IHLS are comfortable in the work environment, employees who are involved in a personal romantic relationship are absolutely prohibited from engaging in displays of affection (such as kissing, hand-holding, or other similar personal contact) while in IHLS and anywhere on IHLS premises during working time.
- **Refusal of Employment Modifications** – As detailed above, it may be necessary to modify reporting structures, transfer positions, or make other necessary adjustments to



employment. Refusal of reasonable modification to an employee's position will be deemed a voluntary resignation.

- **Conduct During Non-Work Time** – During non-working time, including lunch, breaks, and before or after work periods, employees may engage in appropriate personal conversations in non-work areas as long as such conversations and behavior do not violate IHLS's policy against workplace harassment and as long as the employees avoid displays of affection such as kissing, hugging, etc., at all times while on IHLS premises.
- **Off-Duty Conduct** – Employee conduct outside of working hours and outside IHLS premises is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this rule is romantic relationships between supervisors and subordinates or between employees, which must be reported as set forth above. In addition, IHLS strongly discourages off-duty fraternization to include attendance at happy hours or similar events involving supervisors/managers and non-supervisory employees.
- **Physical Contact** – Employees are prohibited from engaging in physical contact that would be considered inappropriate by a reasonable person on IHLS property, in the presence of customers, or during any IHLS-related business.
- **Harassment** – Employees should be mindful the organization maintains a strict anti-harassment policy.
- **Employee Appeals** – Any employee who believes that he or she has been adversely affected as a result of this policy, or who believes that this policy is not being adhered to, should speak with Human Resources.

Employment of Relatives/Family Members

Objective

IHLS is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of family members. However, at the same time, IHLS recognizes the potential for favoritism or the appearance of favoritism when one employee is related to another, especially when there is a direct reporting relationship between the two employees. IHLS strongly believes in a work environment where employees maintain clear boundaries between business relationships and familial relationships.

Scope



Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, IHLS will hire a family member (as defined below) of persons currently employed only if: a) the candidate for employment will not be working directly for or supervising a relative, and b) the candidate for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages, leave requests, benefits, or any other aspect of employment.

This policy applies to all current employees and candidates for employment.

Definitions

"Family member" is defined as one of the following: spouse or significant other, parent/stepparent, child/stepchild, grandparent, grandchild, brother/brother-in-law, sister/sister-in-law, uncle, aunt, nephew, niece, first cousin, in-laws (father, mother, son, daughter).

Procedure

To ensure compliance with this policy, our employment application requests all applicants to inform IHLS if they know or are related to any current employee. This is addressed so that we may be aware of relationships that would impact the work environment for all staff and the substance of this policy.

The hiring supervisor is responsible for ensuring policy compliance. Department directors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy. Employees are responsible for immediately reporting any changes to their supervisor and to Human Resources.

If any employee, after employment or change in employment, enters into one of the above relationships, the employees involved must notify Human Resources immediately of the relationship status so that Human Resources can take appropriate action to protect all employees and IHLS. Depending upon all the relevant circumstances, IHLS



Fraternization in the Workplace/Employment of Relatives/Family Members (Employee Handbook Policies)

will take appropriate action to ensure this policy is not violated. Such action may include, but is not limited to, reassignment of one or both of the involved employees or other action so that there is a change in the reporting relationship. The involved employees will have input into the change in position and while the involved employees' desires will be taken into consideration, the final decision as to how a change in position(s) will occur, so as to avoid a situation where this policy is violated will lie in the sole discretion of the Executive Director.

It is possible, in exceptional circumstances, that IHLS may permit two family members (as that term is defined herein) to remain in a reporting relationship. However, any exception to this policy must have the written consent of the Executive Director.



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Feedback Requested: Fraternalization in the Workplace Policy and Employment of Relatives/Family Members Policy

[View \(/content/article/feedback-requested-fraternization-workplace-policy-and-employment-relativesfamily\)](/content/article/feedback-requested-fraternization-workplace-policy-and-employment-relativesfamily)

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Published 6/08/2021 1:14 PM CT

Illinois Heartland Library System is in the process of finalizing components for the updated IHLS Personnel Code, and several new policies have been proposed, including:

- Fraternalization in the Workplace Policy
- Employment of Relatives/Family Members Policy

These policies have been vetted by legal counsel and were reviewed in a first reading at the Illinois Heartland Library System Board of Directors meeting on April 27, 2021. They are now being sent for member comment. Members of Illinois Heartland Library System are encouraged to review the proposed policies and share their comments. To make a comment, please use the form below.

Fraternalization in the Workplace

Illinois Heartland Library System has created this policy to nurture a working environment in which employees maintain clear boundaries between employee personal and business relationships so as to be most effective for conducting business. Illinois Heartland Library System does not prohibit friendships or romantic relationships between employees but seeks to set forth clear guidelines as to how relationships should be conducted in the workplace.

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This policy applies to all current employees and candidates for employment.

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It is possible, in exceptional circumstances, that IHLS may permit two family members (as that term is defined herein) to remain in a reporting relationship. However, any exception to this policy must have the written consent of the Executive Director.

Public comment will close after **Friday, July 2, 2021**. IHLS Personnel Committee will review the comments at their next meeting, scheduled for Tuesday, July 6, 2021.

Comments

Off Duty Fraternalization (/comment/2659#comment-2659)

Permalink (/comment/2659#comment-2659) Submitted by Betsy Mahoney (not verified) on Wed, 06/16/2021 - 15:04

"In addition, IHLS strongly discourages off-duty fraternization to include attendance at happy hours or similar events involving supervisors/managers and non-supervisory employees." How would staff ensure compliance at conference social hours or group dinners when traveling? Would you consider all time spent at conferences or traveling as on duty?

Fraternalization (/comment/2661#comment-2661)

Permalink (/comment/2661#comment-2661) Submitted by gfe@greenfieldpl.org (not verified) on Thu, 06/17/2021 - 14:02

Just one employee here, but I can see this being a problem elsewhere

Fraternalization (/comment/2667#comment-2667)

Permalink (/comment/2667#comment-2667) Submitted by Robin Gerald (not verified) on Wed, 06/30/2021 - 10:38

There should not be any prohibitions on fraternization after work hours and off the premises. Shouldn't have to sign an agreement stating in a relationship and consensual.

Fraternalization and Nepotism (/comment/2670#comment-2670)

Permalink (/comment/2670#comment-2670) Submitted by Jo Keillor (not verified) on Wed, 06/30/2021 - 13:49

Very well expressed and both are necessary to have established prior to a problem.

Employment of Family Members (/comment/2672#comment-2672)

Permalink (/comment/2672#comment-2672) Submitted by Susan Colbert (not verified) on Wed, 06/30/2021 - 15:14

I have two sets of related family members on my staff. One is mother/son and the other is sister-in-laws. The only time this has caused a problem is vacations. Several times I have had family vacations take two staff members at a time. This depletes my workforce by 1/3. All my staff are part-time and none of them have paid vacations. This may not be an issue for IHLS, but I thought I'd bring it up because it has been an issue for me.

Employment of relatives (/comment/2674#comment-2674)

Permalink (/comment/2674#comment-2674) Submitted by Beth Fuchs (not verified) on Fri, 07/02/2021 - 05:06

We have several board members who are first cousins of our librarian. Is this included in these rules?

[Contact our Offices \(/about/locations\)](/about/locations)

[Contact our Staff \(/content/page/ihls-staff-department\)](/content/page/ihls-staff-department)

[My account \(/user\)](/user)

[Staff Login \(/user\)](/user)

[Log out \(/user/logout\)](/user/logout)



WHISTLEBLOWER COMPLIANCE

Policy: IHLS requires its directors, employees, and volunteers to observe high standards of business and personal ethics in their conduct in connection with the performance of their job duties and responsibilities. As employees and representatives of IHLS, everyone must at all times be completely honest in all dealings with IHLS and demonstrate the highest level of integrity in fulfilling job responsibilities. Compliance with all federal, state, and local laws is essential.

The purpose of this policy is to: (a) encourage and enable individuals to raise concerns regarding suspected illegal or unethical conduct or practices or violations of IHLS policies on a confidential and, if desired, anonymous basis, (b) protect employees from retaliation for raising such concerns, and (c) establish procedures for IHLS to receive and investigate reported concerns and address and correct inappropriate conduct and/or actions.

Reporting Responsibility: Each employee has the responsibility to report in good faith any concerns about actual or perceived violations of IHLS policies or any federal, state, or local law, or regulation governing IHLS. Appropriate concerns to report under this policy include but are not limited to: audit or accounting issues, financial improprieties, ethical violations, fraud, theft, embezzlement, bribery or kickbacks, misuse of IHLS property or assets, undisclosed conflicts of interest, dishonesty, harassment or discrimination, or any other conduct that is unlawful.

Whistleblower protection covered under this policy includes: (a) an employee's report to a supervisor or a public body of an activity, inaction, policy, or practice implemented by IHLS that the employee reasonably believes is a violation of a law, rule, or regulation, (b) an employee assisting or participating in a proceeding to enforce the provisions of the Illinois Equal Pay Act (or any other federal, state, or local law, regulation, rule or ordinance).

A whistleblower also includes an employee of IHLS who reports an activity related to IHLS (internally to supervision or externally to any government agency or authority) that they consider to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials (or government agencies, if applicable) are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee is to contact Human Resources. If the employee is not comfortable reporting the issue to Human Resources, the employee may instead contact the Executive Director.

Acting in Good Faith: Anyone reporting a concern under this policy must act in good faith and have reasonable grounds to believe that the information disclosed indicates a violation or law,



regulations, and/or ethical standards or policies of IHLS. Any unfounded allegation that proves to have been made maliciously, recklessly, or knowingly false will be viewed as a serious offense and will result in disciplinary action, up to and including discharge.

No Retaliation: No employee who in good faith reports a concern, participates in an investigation or makes a good faith report to an outside governmental agency shall be subject to adverse employment consequences because of such report or participation. This protection extends to employees who report in good faith, even if the allegations are, after an investigation, not substantiated.

Any IHLS representative who retaliates against an employee who has made a good faith report as described herein or who has participated in an investigation relating to such a report will be subject to disciplinary action, up to and including discharge.

Any employee who believes that he or she (or another employee) has been subjected to harassment, retaliation or adverse employment consequences as a result of making a good faith report or participating in an investigation must contact Human Resources.

Confidentiality: IHLS encourages an employee who reports concerns covered by this policy to identify himself or herself in order to facilitate the investigation. However, such concerns may be submitted in a confidential and/or anonymous basis. IHLS will take reasonable steps to protect the identity of the individual and shall keep reports made under this policy as confidential as possible, consistent with the need to conduct an adequate investigation and applicable law.

All reports of illegal and dishonest activities or retaliation should be promptly submitted to Human Resources for investigating and coordinating corrective action. In the event the employee is not comfortable reporting such issues to Human Resources, the employee may instead contact the Executive Director. If the employee is not comfortable reporting such issues to either Human Resources or the Executive Director, reports of illegal or dishonest activities, violations of any federal, state or local law or regulation, or any incident of retaliation should be promptly submitted to the President of the IHLS Board of Directors.



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Illinois Heartland Library System is seeking feedback from its members on the recently proposed Whistleblower Policy. This policy has been vetted by legal counsel and the Illinois Heartland Library System Board of Directors reviewed it in a first reading on Tuesday, May 25, 2021.

This policy puts into writing protections for staff who bring forward concerns of IHLS-related activity believed to be unlawful or fraudulent. The purpose of this policy is to encourage and enable IHLS staff to raise concerns regarding suspected illegal or unethical conduct, practices, or violations of IHLS policies on a confidential basis and protect the employees from retaliation for raising such concerns.

Members of Illinois Heartland Library System are encouraged to review the proposed policy and share their comments. To make a member comment, please use the comment form below.

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Resources or the Executive Director, reports of illegal or dishonest activities, violations of any federal, state or local law or regulation, or any incident of retaliation should be promptly submitted to the President of the IHLS Board of Directors.

Public comment will close after **Friday, July 2, 2021**. IHLS Personnel Committee will review the comments at their next meeting, scheduled for Tuesday, July 6, 2021.

Comments

Whistleblower (/comment/2660#comment-2660)

Permalink (/comment/2660#comment-2660) Submitted by Brenda Shipley (not verified) on Thu, 06/17/2021 - 13:58

Sounds ok to me

Whistleblower (/comment/2666#comment-2666)

Permalink (/comment/2666#comment-2666) Submitted by Robin Geralds (not verified) on Wed, 06/30/2021 - 10:30

Looks good

Whistleblower (/comment/2669#comment-2669)

Permalink (/comment/2669#comment-2669) Submitted by Jo Keillor (not verified) on Wed, 06/30/2021 - 13:42

This is good and, in today's world, is essential.

[Contact our Offices \(/about/locations\)](/about/locations)

[Contact our Staff \(/content/page/ihls-staff-department\)](/content/page/ihls-staff-department)

[My account \(/user\)](/user)

[Staff Login \(/user\)](/user)

[Log out \(/user/logout\)](/user/logout)



Current Personnel Code Policy:

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.

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.

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.

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www.illinoisheartland.org • 618.656.9401 Fax

Proposed Policy:

Adverse Weather

In the event of extreme adverse weather, the Executive Director (or designee) will determine which IHLS locations will be open, closed, or have a delayed start. A variety of sources will be used to make the determination from using the Illinois Road Conditions map, to local closings and other sources that are deemed reliable. Some IHLS operations may be limited during a weather emergency. If an IHLS building is closed, delivery service will not operate. If an IHLS building is open, the Operations/Area Manager at each IHLS location will decide if any routes at that location will be cancelled due to weather conditions. The primary factor in deciding whether a route is cancelled is the safety of IHLS delivery drivers. IHLS will post information about closings, delayed starts, or other departures from standard procedures during inclement weather on the IHLS website home page, and an alert will be sent out via the IHLS text messaging service to inform of weather delays, building closures, and route changes.

Each supervisor will be responsible for notifying each of his or her direct reports. 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. To sign up for the Text Alert system send a text with your hub location to 84483.

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of determining whether the employee has worked more than forty (40) hours during that particular week.

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.