



## Personnel Code – Proposed Changes

Please note: proposed new language is highlighted. Language to be eliminated is lined out.

### *ADDITIONAL SECTIONS*

#### **H. 5. Position Eliminations** (pg. 8)

Based on the operational needs of Illinois Heartland Library System, it may from time to time be necessary to eliminate specific positions. The decision to eliminate a particular position is made in the sole discretion of the System and generally is based upon financial factors, specific department needs, volume of business, trends in business and operations, and staffing levels. In accordance with the IHLS Severance Procedure, the System may offer severance pay or other benefits to an employee whose position is eliminated. If any employee is offered severance pay or any sort of benefits to which they are not otherwise legally entitled upon separation, the employee will be required to sign a severance agreement and release form, releasing the System from any and all claims relating to the employee's employment with the System and the separation therefrom.

### *PROPOSED LANGUAGE CHANGES*

#### **C. Over-time, Bonus-time, and Compensation** (pg. 9)

##### 3<sup>rd</sup> Paragraph – Currently Reads

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.

##### 3<sup>rd</sup> Paragraph – Proposed Change

Since exempt employees are not paid compensation for overtime, any time over 40 **work** 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.

## **2. a. Health Insurance** (pg. 21)

### 1<sup>st</sup> Paragraph – Currently Reads

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.

### 1<sup>st</sup> Paragraph – Proposed Change

IHLS **currently pays** 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.

## **A. Transportation** (pg. 23)

### 1<sup>st</sup> Paragraph – Currently Reads

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.

### 1<sup>st</sup> Paragraph – Proposed Change

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

## **B. Food** (pg. 24)

### 1<sup>st</sup> Paragraph – Currently Reads

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.

#### 1<sup>st</sup> Paragraph – Proposed Change

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 **by going to** at <http://www.gsa.gov/portal/category/100120> , and then selecting the year, the state, and the destination city or zip code.

### **C. Hotel** (p. 24)

#### 1<sup>st</sup> Paragraph – Currently Reads

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/100210> , 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.

#### 1<sup>st</sup> Paragraph – Proposed Change

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 **by consulting** at <http://www.gsa.gov/portal/category/100210> , 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.

### **Severance Policy** (pg. 50)

#### Severance Procedure – Currently Reads

#### 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).

(Chart)

#### Severance Procedure – Proposed Change

##### 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.

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--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).

(Chart)

**NOTE: To be eligible to receive severance pay, the employee will be required to execute a severance agreement and release form releasing the System from any and all claims relating to the employee's employment with the System and the separation therefrom.**