

PROPOSED FY 2015

PERSONNEL CODE CHANGES/UPDATES

Current Employment Definitions

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 37.5 to 40-hour work week. Full-time employees are eligible for all benefits provided by IHLS.
- b. Part-time employee with full benefits – An employee who is regularly scheduled to work between 30 and 37.5 hours per week is also eligible for all benefits provided by the System. Any paid time off will be prorated.
- c. Part-time employee with limited benefits– An employee who regularly works 29 hours or less per week will only receive legally required benefits. Employees who work 1,000 hours or more in any 12-month period will also be eligible to participate in the retirement plan

Updated Employment Definitions

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. DELETE THIS SECTION** Part-time employee with full benefits – An employee who is regularly scheduled to work between 30 and 37.5 hours per week is also eligible for all benefits provided by the System. Any paid time off will be prorated.
- 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.

Current

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. Position descriptions should be periodically reviewed and updated to ensure relevance.

Updated

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 employees file.**

Current

Recruitment

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, levels of expertise (skills, knowledge, and abilities), interview results, background check, and fitness for duty physicals.

Updated

Recruitment

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

Current

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 on a fitness for duty physical and a 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 and fitness for duty physicals 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

Updated

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.

Current

Probationary Period

All new employees and current employees promoted to a higher job classification will have a probationary period of six months. During this period, the employee is mentored, trained, and evaluated to help him or her achieve effective job performance. Any results of employee performance will be reviewed by the supervisor and the Executive Director.

Updated

Probationary Period

All new employees and current employees promoted to a higher job classification will have a probationary period of three months. 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 HR Representative and the Executive Director.

Current

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 action should be documented and discussed with the Executive Director. Actions of suspension or discharge must be made by the Executive Director.

Updated 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.**

Current Termination For Cause

Termination for cause (or dismissal) refers to the termination of an employee because of misconduct or unsatisfactory performance. Termination for cause requires accurate documentation indicating the specific circumstances leading to the dismissal and any corrective action that was recommended to alleviate the situation. Any recommendations for termination for cause must be reviewed and approved by the Executive Director.

Updated Termination 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.**

Current Pay Periods and Direct Deposit

Pay is highly encouraged to be received through direct deposit and will occur biweekly on alternate Fridays. Any employee not desiring direct deposit must notify the Fiscal Officer at least 14 days prior to any pay date.

The pay period covered by each check will be the two-week period previous to the week in which the paycheck is issued.

Updated

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.

Current

Overtime 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 Sunday through Saturday cannot consider sick or personal leave in determining the 40 hours necessary to receive overtime compensation.

Non-exempt employees who are required to work in excess of a 40-hour work week will be given overtime compensation at the rate of 1.5 hours for each hour over 40 hours.

Exempt employees who are required to work in excess of a 40-hour work week may be given time off at the rate of one hour for each hour over 40 hours worked. Earned time shall be used within thirty calendar days following the time worked. The Executive Director must approve any exceptions to this policy.

Compensatory pay or time off will be earned and taken in no less than 30 minute increments

Updated

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.**

State and Quasi-State entities such as IHLS are allowed to use compensatory time off to help offset non-exempt employees over-time costs.

Non-exempt employees who are required to work in excess of a 40-hour work week will be **given compensatory time off at the rate of 1.5 hours for each hour worked over 40 hours.** The maximum accrual at any time is 240 hours. Any hours earned over the 240 threshold must be paid as prescribe by law. Non-exempt employees can take compensatory time off whenever they want as long as it doesn't conflict with business necessity and their immediate supervisor has approved the time off. Any unused compensatory time will be paid out to the employee (at the current rate) upon separation from employment.

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.

Current

Work Schedule

Full-time employees are scheduled to work either a 37.5 or 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 and the Executive Director. 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. Changes in schedules and working from home must be approved in advance and may be allowed when the fulfillment of work responsibilities will not be adversely affected. Employees unable to report to work at the scheduled time must notify their immediate supervisor or the Executive Director as soon as possible.

Updated

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.

NEW

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.
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.

Current

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 may wear sweatshirts and jeans, but must be modest in their appearance. 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 identification.

The Executive Director (or designee) must approve any exceptions to the parameters established in this policy.

Updated 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.

Current

Medical Leave

All full-time employees earn medical leave with pay at the rate of 12 days per fiscal year, accrued each pay period. Employees working 30 or more hours, but less than 40 hours a week, earn medical leave on a pro-rated basis. Medical leave is accumulated without a maximum.

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. 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.

A Sick Bank shall be created to allow staff to donate sick days 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. The Executive Director shall establish procedures governing the establishment, eligibility criteria, operation, and dissolution of the Sick Bank. An employee must have been employed by IHLS for a minimum of one year. 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.

Updated

Medical Leave

All full-time employees earn medical leave with pay at the rate of 12 days per fiscal year, accrued each pay period. ~~Employees working 30 or more hours, but less than 40 hours a week, earn medical leave on a pro-rated basis.~~ 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.

New 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 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.

Current

Bereavement Leave

Bereavement leave is allowed all employees working 30 or more hours a week 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, 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). A Sick Bank shall be created to allow staff to donate sick days 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. The Executive Director shall establish procedures governing the establishment, eligibility criteria, operation, and dissolution of the Sick Bank. An employee must have been employed by IHLS for a minimum of one year. 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.

Updated

Bereavement Leave

Bereavement leave is allowed all employees ~~DELETE THIS...~~ **working 30 or more hours a week** 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).

Current

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 30 hours or more per week will receive holiday pay based on the number of hours paid during a regular work day.

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

Updated 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 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.

New 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.

Current Vacations

Vacation time is provided for each employee who works 30 or more hours a week and who has completed the training 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 15-minute increments. At no time may any employee accumulate more than 1.5 times the annual amount of vacation which would be paid upon termination. The detailed vacation schedule is contained in Appendix E.

Updated 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 employees 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.

Current Personal Leave

Employees working over 30 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.

Updated Personal Leave

Employees who work 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.

Current

Unpaid Leave

All questions regarding leaves of absence should be directed to the supervisor. Leave of Absence request forms are available from the Business Office.

Updated

Unpaid Leave

All questions regarding leaves of absence should be directed to the supervisor **and/or the HR Representative**. Leave of Absence request forms are available **on IHLS “Public-Drive” or in the Human Resources** Office.

Current

Health Insurance

IHLS intends to pay the premium for group health insurance (such as medical, dental and vision) for all employees who routinely work at least 30 or more 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 the Business 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 may be asked to share in that cost.

Updated

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.

Current
Life Insurance

Term life insurance will be provided by IHLS to each employee working 30 or more 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 may be asked to share in that cost.

Updated
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.

Current
Employee Assistance Program (EAP)

An Employee Assistance Program will be available to employees working 30 or more hours a week 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 may be asked to share in that cost.

Updated
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.

Current

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. 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.

Updated

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.

Current

Employee Respect and Behavior --ok

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

Current

Drug Free Workplace

IHLS adheres to the Illinois Drug Free Workplace Act (30 ILCS 580). 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 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 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 may impose other sanctions and require the satisfactory participation in a drug abuse assistance or rehabilitation program. The Executive Director 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.

Updated 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**.