

# Rolling Meadows Library Employee Handbook

Attachment D – 08/03/21

## Revised Employee Handbook Policies

**The following policies were revised by the Personnel Committee and will be presented to the Board for approval at the August 3<sup>rd</sup>, 2021 Board Meeting:**

**Title Page:** In the Employee Welcome Message the following statement was added: These policies apply to any job duties or meetings that are in person at the Library, at a different location conducting library business or virtually.

**#102 Employee Relations:** Added that employees can also voice their concerns to the Administrative Services Coordinator at the end of the first paragraph.

**#103 Equal Opportunity Employment:** Added that employees can report an incident to the Administrative Services Coordinator in the second paragraph.

**#106 Immigration Law Compliance:** Added that employees can also seek more information from the Administrative Services Coordinator in the last paragraph.

**#203 Employment Verification Requests:** Added “current” to wage rates.

**#303 Holidays:** Added the addition that floating holidays are available immediately upon employment in the second paragraph.

**#307 Bereavement Leave:** Added that paid bereavement time doesn’t have to be taken consecutively.

**#501 Safety:** Added that employees can also bring their suggestions and concerns to the Administrative Services Coordinator in the second paragraph.

**#506 Use of Equipment:** Added electronics to the list of equipment defined in the policy. Also added to reference policy #510 Electronic Information Systems at the bottom of the policy.

**#507 Emergency Closings:** Added floods to the list of potential emergencies that could disrupt Library operations in the first paragraph.

**#510 Electronic Information Systems:** Added to reference policy #506 Use of Equipment at the bottom of the policy.

**#512 Workplace Violence Prevention:** Deleted the phrase “without proper authorization” at the end of the second paragraph. Added that employees can also bring their concerns to the Administrative Services Coordinator in the last paragraph.

# Rolling Meadows Library

## Employee Handbook

**#601 Family and Medical Leave:** Deleted the phrase his/her designee and added that employees can contact the Administrative Services Coordinator along with the Director if they would like to request time off in the second paragraph.

**#601 Family and Medical Leave (pg 6.01d):** Corrected the spacing after salaried.

**#602 School Visitation Leave:** Deleted the 3<sup>rd</sup> paragraph. In the last paragraph the language was changed from “must submit a written request” to state that employees are “asked to submit a request” in advance of the leave. Also added that employees can also request the leave to the Administrative Services Coordinator.

**#603 Unpaid Personal Leave of Absence:** Deleted paragraphs 4 and 5 which stated leave time requirements.

**#604 Military Leave:** Added ISERRA (Illinois Service-Member Employment and Reemployment Rights Act) to the first paragraph and the appendix. Stated under Salary Continuation that employee called to active duty OR fulfill their annual training commitment is entitled to their regular compensation and deleted *minus the amount of their base military pay*.

**#606 Victims’ Economic Security and Safety Leave (pg 6.06b):** Deleted One definition of discrimination is the failure to make a reasonable accommodation in the last paragraph.

**#702 Drug and Alcohol Use:** In the third paragraph added that employees can also discuss any questions or concerns with the Administrative Services Coordinator along with their Department Director or the Executive Director. Deleted “that have not resulted in and are not the immediate subject of, disciplinary action” in the second to last paragraph.

**#703: Sexual and Other Unlawful Harassment:** In the second paragraph added that employees can also report an incident to the Administrative Services Coordinator.

**Table of Contents, Index and Appendixes have been updated to reflect these changes.**

# Rolling Meadows Library

## Employee Handbook

Welcome to the Staff of the Rolling Meadows Library (RML). We strive to be one of the very best libraries in Illinois. The many gifted and enthusiastic members of our Board and Staff work together to make that goal a reality. The daily contributions of many people help us to serve our patrons and expand our offerings for the community. We want the Library to be a place of discovery and exploration for all our patrons and our staff as we continue to develop new programs and services. This employee handbook is the essential point of reference for your work as a member of our Library Staff. It sets out the basic terms and conditions of your work for the Library, so you will want to read it carefully. **These policies apply to any job duties or meetings that are in person at the Library, at a different location conducting library business or virtually.** Please speak to your Department Director, the Administrative Services Coordinator, or the Executive Director if you have any questions about this employee handbook. We hope your work for the Library will be challenging and rewarding. Again, welcome to RML. We are glad you are here!

# Rolling Meadows Library Employee Handbook

## INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with RML and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by RML to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Library continues to grow, the need may arise and RML reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. Employees will, of course, be notified in writing of such changes to the handbook as they occur.

# Rolling Meadows Library Employee Handbook

## Table of Contents

<b>No. Policy</b>		<b>Updated:</b>	<b>Page</b>
TITLE PAGE			
	Employee Welcome Message	08/03/2021	
	Introductory Statement	08/03/2021	
EMPLOYMENT			
101	Nature of Employment	08/03/2021	1.01
102	Employee Relations	08/03/2021	1.02
103	Equal Employment Opportunity	08/03/2021	1.03
104	Ethical Standards and Conduct	08/03/2021	1.04
105	Hiring of Immediate Family Members	08/03/2021	1.05
106	Immigration Law Compliance	08/03/2021	1.06
107	Conflicts of Interest	08/03/2021	1.07
108	Outside Employment	08/03/2021	1.08
109	Non-Disclosure	08/03/2021	1.09
110	Disability Accommodation	08/03/2021	1.10
111	Job Posting	08/03/2021	1.11
EMPLOYMENT STATUS & RECORDS			
201	Employment Categories	08/03/2021	2.01
202	Access to Personnel Files	08/03/2021	2.02
203	Employment Verification Requests	08/03/2021	2.03
204	Personnel Data Changes	08/03/2021	2.04
205	Employment Applications	08/03/2021	2.05
206	Performance Evaluation	08/03/2021	2.06
207	Job Descriptions	08/03/2021	2.07
208	Identity Protection	08/03/2021	2.08
EMPLOYEE BENEFIT PROGRAMS			
301	Employee Benefits	08/03/2021	3.01
302	Vacation Benefits	08/03/2021	3.02
303	Holidays	08/03/2021	3.03
304	Workers' Compensation Insurance	08/03/2021	3.04
305	Sick Leave Benefits	08/03/2021	3.05
306	Time Off to Vote	08/03/2021	3.06
307	Bereavement Leave	08/03/2021	3.07
308	Jury And Witness Duty	08/03/2021	3.08
309	Benefits Continuation (COBRA)	08/03/2021	3.09
310	Educational Assistance	08/03/2021	3.10
311	Health Insurance	08/03/2021	3.11

# Rolling Meadows Library

## Employee Handbook

<b>No. Policy</b>	<b>Updated:</b>	<b>Page</b>
<b>EMPLOYEE BENEFIT PROGRAMS (continued)</b>		
312 Life Insurance	08/03/2021	3.12
313 Disability Leave	08/03/2021	3.13
314 Employee Assistance Program	08/03/2021	3.14
315 Normal Weekly Hours	08/03/2021	3.15
316 Credit Union	08/03/2021	3.16
317 Deferred Compensation Plans	08/03/2021	3.17
318 City Benefit Fair & IMRF Benefits Presentation	08/03/2021	3.18
 <b>TIMEKEEPING/PAYROLL</b>		
401 Timekeeping	08/03/2021	4.01
402 Paydays	08/03/2021	4.02
403 Employment Termination	08/03/2021	4.03
404 Administrative Pay and Benefit Accrual Corrections	08/03/2021	4.04
405 Pay Deductions	08/03/2021	4.05
 <b>WORK CONDITIONS &amp; HOURS</b>		
501 Safety	08/03/2021	5.01
502 Work Schedules	08/03/2021	5.02
503 Smoking / Vaping	08/03/2021	5.03
504 Rest and Meal Periods	08/03/2021	5.04
505 Overtime	08/03/2021	5.05
506 Use of Equipment	08/03/2021	5.06
507 Emergency Closings	08/03/2021	5.07
508 Business Travel	08/03/2021	5.08
509 Visitors In The Workplace	08/03/2021	5.09
510 Electronic Information Systems	08/03/2021	5.10
511 Telecommuting	08/03/2021	5.11
512 Workplace Violence Prevention	08/03/2021	5.12
513 Sunday Pay	08/03/2021	5.13
514 Reimbursement for Emergency Unscheduled Work at the Library	08/03/2021	5.14
515 Equal Pay Act	08/03/2021	5.15
 <b>LEAVES OF ABSENCE</b>		
601 Family and Medical Leave	08/03/2021	6.01
602 School Visitation Leave	08/03/2021	6.02
603 Unpaid Personal Leave of Absence	08/03/2021	6.03
604 Military Leave	08/03/2021	6.04
605 Pregnancy-Related Absences	08/03/2021	6.05
606 Victims' Economic Security and Safety Leave	08/03/2021	6.06
607 Illinois Family and Military Leave	08/03/2021	6.07
608 Employee Blood Donation Leave	08/03/2021	6.08

# Rolling Meadows Library Employee Handbook

<b>No. Policy</b>	<b>Updated:</b>	<b>Page</b>
<b>EMPLOYEE CONDUCT &amp; DISCIPLINARY ACTION</b>		
701 Employee Conduct and Work Rules	08/03/2021	7.01
702 Drug and Alcohol Use	08/03/2021	7.02
703 Sexual and Other Unlawful Harassment	08/03/2021	7.03
704 Attendance and Punctuality	08/03/2021	7.04
705 Personal Appearance	08/03/2021	7.05
706 Return of Property	08/03/2021	7.06
707 Resignation	08/03/2021	7.07
708 Security Inspections	08/03/2021	7.08
709 Solicitation	08/03/2021	7.09
710 Disciplinary Procedures	08/03/2021	7.10
711 Political Activity While At Work Or On Duty	08/03/2021	7.11
<b>MISCELLANEOUS</b>		
801 Life-Threatening Illnesses in the Workplace	08/03/2021	8.01
802 Bloodborne Pathogens	08/03/2021	8.02
Appendix	08/16/19	

# Rolling Meadows Library Employee Handbook

## **101 Nature of Employment**

Updated: 08/03/2021

Employment with RML is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, RML may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between RML and any of its employees.

The provisions of the handbook may be amended or cancelled at any time, at the sole discretion of the Rolling Meadows Library Board. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Rolling Meadows Library Board.



# Rolling Meadows Library Employee Handbook

## 102 Employee Relations

Updated: 08/03/2021

RML believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Department Director, **the Administrative Services Coordinator**, or the Executive Director.

Our experience has shown that when employees deal openly and directly with Department Directors and the Executive Director, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that RML amply demonstrates its commitment to employees by responding effectively to employee concerns.

# Rolling Meadows Library

## Employee Handbook

### 103 Equal Employment Opportunity

Updated: 08/03/2021

RML does not discriminate in employment opportunities or practices on the basis of race, ethnicity, color, religion, sex, sexual orientation, health condition, national origin, age, disability, or any other characteristic protected by law.

Any employee who wants to report an incident of discrimination in the workplace should promptly report the matter to his or her Department Director. If the Department Director is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Director, Library Board President, **the Administrative Services Coordinator**, or any other member of the Library Board or Library management. Employees can raise concerns and make reports without fear of reprisal.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

# Rolling Meadows Library Employee Handbook

## **104 Ethical Standards and Conduct**

Updated: 08/03/2021

Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of RML is dependent upon our patrons' trust and we are dedicated to preserving that trust.

RML will comply with all applicable laws and regulations and expects its employees to do their work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any conduct that will diminish the continued trust and confidence of our patrons.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your Department Director and, if necessary, with the Executive Director for advice and consultation.

Compliance with this policy of ethical standards and conduct is the responsibility of every RML employee.

# Rolling Meadows Library

## Employee Handbook

### 105 Hiring of Immediate Family Members

Updated: 08/03/2021

The employment of immediate family members in an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Immediate family members of persons currently employed by RML may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any immediate family member, higher or lower in the organization, who has the authority to review employment decisions. RML employees cannot be transferred into such a reporting relationship. If the immediate family relationship is established after employment, the individuals concerned may consult with management to suggest ways in which the situation may be resolved; however, management will have sole authority and discretion to decide issues of transfer or termination.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, an employee's "immediate family members" include sons, daughters, grandparents, parents, spouse, a party to a civil union (as defined by the IL statute), brothers, sisters, grandchildren, and in-laws (father-in-law, mother-in-law, brothers-in law, sisters-in-law). "Sons" or "daughters" include biological, adopted, or foster children, stepchildren, legal wards, or children by virtue of the employee standing *in loco parentis*.

# Rolling Meadows Library Employee Handbook

## 106 Immigration Law Compliance

Updated: 08/03/2021

RML is committed to employing only United States citizens and aliens who are authorized to work in the United States. RML does not unlawfully discriminate on the basis of citizenship status, or national origin.

In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Director or [Administrative Services Coordinator](#). Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

# Rolling Meadows Library

## Employee Handbook

### 107 Conflicts of Interest

Updated: 08/03/2021

Employees have an obligation to conduct Library business and other operations within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which RML wishes the Library to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for an immediate family member of the employee as a result of RML's business dealings or other operations. For the purposes of this policy, an employee's "immediate family members" include sons, daughters, grandparents, parents, spouse, a party to a civil union (as defined by the IL statute), brothers, sisters, grandchildren, and in-laws (father-in-law, mother-in-law, brothers-in law, sisters-in-law). "Sons" or "daughters" include biological, adopted, or foster children, stepchildren, legal wards, or children by virtue of the employee standing *in loco parentis*.

No "presumption of guilt" is created by the mere existence of a relationship that has the potential to create a conflict of interest. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Executive Director or any member of the Library Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or his/her immediate family member has a significant ownership in a firm with which RML does business, but also when an employee or his/her immediate family member receives any payment, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving RML.

# **Rolling Meadows Library Employee Handbook**

## **108 Outside Employment**

Updated: 08/03/2021

Any employee may hold an outside job as long as he or she satisfactorily performs his or her job responsibilities with RML. All employees will be judged by the same performance standards and will be subject to RML's scheduling demands, regardless of any existing outside work requirements.

If RML determines that an employee's outside work interferes with performance or the ability to meet the requirements of RML as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with RML.

# Rolling Meadows Library

## Employee Handbook

### **109 Non-Disclosure**

Updated: 08/03/2021

The protection of confidential information is required by Illinois Law. Such confidential information includes, but is not limited to, the following examples:

- employee personnel information
- patrons' personal and circulation information
- volunteers' personal and circulation information

Employees who improperly use or disclose such information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.



# Rolling Meadows Library

## Employee Handbook

### **110 Disability Accommodation**

Updated: 08/03/2021

RML is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

RML is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. RML will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. RML is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

# Rolling Meadows Library

## Employee Handbook

### **111 Job Posting**

Updated: 08/03/2021

RML provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

Job openings and job descriptions will be posted on the staff intranet page and on the employee bulletin board in the Staff Lounge for at least 7 days. Each job posting notice will include the dates of the posting period, job title, department, job summary, essential duties, and qualifications (required skills and abilities).

To apply for an open position, employees should submit an application to the Executive Director (or his/her designee) listing job-related skills and accomplishments. It should also describe how their current experience with RML and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring Department Director. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

# Rolling Meadows Library

## Employee Handbook

### 201 Employment Categories

Updated: 08/03/2021

It is the intent of RML to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and RML.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by RML management.

In addition to the above categories, each employee will belong to one other employment category:

**FULL-TIME** employees are those with 37.5 normal weekly hours. Full-time employees are eligible for RML's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are those who are regularly scheduled to work less than the full-time work schedule. The combination of regularly scheduled normal weekly hours and Sunday hours will not exceed 28 hours for part-time employees. Part-time employees are eligible for some benefits sponsored by RML, subject to the terms, conditions, and limitations of each benefit program.

# Rolling Meadows Library

## Employee Handbook

### 202 Access to Personnel Files

Updated: 08/03/2021

#### **Personnel Documents Available to Employees**

Upon written request to the Executive Director, an employee, or his/her representative, shall be permitted to inspect any personnel records which are, have been, or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, except as provided by the Illinois Personnel Record Review Act.

#### **Time and Place of Inspection**

The inspection will take place within seven working days after the employee makes a written request for such an inspection, unless the Library can reasonably show that the deadline cannot be met. The inspection shall take place at or reasonably near the Library and during normal working hours, unless other hours are mutually agreed upon. The Library will grant at least two requests by an employee in a calendar year.

Employees will not be permitted to remove any part of such personnel records or any part of such records from the place in the Library where such records are made available for inspection. The Library shall retain the right to protect such records from loss, damage, or alteration to insure the integrity of the records.

#### **Personnel Documents Not Available to Employees**

The right of an employee or the employee's designated representative to inspect his or her personnel records does not apply to:

- Letters of reference for that employee.
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
- Materials relating to the Library's staff planning, such as matters relating to the Library's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been, or are intended to be used by the Library in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
- Information of a personal nature about a person other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Records relevant to any other pending claim between the Library and the employee which may be discovered in a judicial proceeding.
- Investigatory or security records maintained by an employer to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the Library's property or operations or could by the employee's activity cause the employer financial liability, unless and until the employer takes adverse personnel action based on information in such records.

# Rolling Meadows Library

## Employee Handbook

### **202 Access to Personnel Files (Continued)**

Updated: 08/03/2021

#### **Personnel Record Correction**

If the employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the employer and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The Library will attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is part of the file.

#### **Copies**

The right of the employee or the employee's representative to inspect records includes the right to copy or receive a copy of records. The Library may charge a reasonable fee for providing copies of records, which may not exceed the actual cost of reproduction.

#### **Disciplinary Actions**

No disciplinary action or written reprimand may be placed in an employee's personnel file until a copy has been furnished to the employee. The Library will not divulge a disciplinary report, letter of reprimand, or other disciplinary action to a third party without written notice as provided in the Illinois Personnel Record Review Act.

#### **Access to Personnel Records by Members of the Library Board**

Members of the Rolling Meadows Library Board may have access to the Library's personnel records only after review of the request by the Library Board's Personnel Committee and upon a majority vote of the Library Board at an official Library Board Meeting.

# Rolling Meadows Library Employee Handbook

## 203 Employment Verification Requests

Updated: 08/03/2021

The Executive Director or his/her designee will respond in writing to requests for letters of recommendation, references, or employment verification requests. Requests must be submitted in writing but do not require a written release from the employee since RML's policy is to confirm only dates of employment, **current** wage rates, and position(s) held.

# **Rolling Meadows Library Employee Handbook**

## **204 Personnel Data Changes**

Updated: 08/03/2021

It is the responsibility of each employee to promptly notify RML of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed, please notify the Executive Director or his/her designee.

# **Rolling Meadows Library Employee Handbook**

## **205 Employment Applications**

Updated: 08/03/2021

RML relies upon the accuracy of information contained in the employment application form, as well as the accuracy of other data presented throughout the hiring process and employment. Any material misrepresentations, falsifications, or omissions in any of this information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.



# **Rolling Meadows Library Employee Handbook**

## **206 Performance Evaluation**

Updated: 08/03/2021

Department Directors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Department Directors may also choose to conduct performance evaluations to provide both Department Directors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

# Rolling Meadows Library

## Employee Handbook

### **207 Job Descriptions**

Updated: 08/03/2021

RML makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description should include, but not be limited to, a job summary (giving a general overview of the job's purpose), essential duties, minimum qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, plus any certification required), and physical demands.

RML maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Executive Director and the Department Director will work with the Administrative Services Coordinator to prepare job descriptions when new positions are created and when existing job descriptions are to be changed. Existing job descriptions are reviewed at least every two years in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact your Department Director or the Executive Director if you have any questions or concerns about your job description.

# Rolling Meadows Library

## Employee Handbook

### 208 Identity Protection

Updated: 08/03/2021

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, Rolling Meadows Library intends to comply with the provisions of the Identity Protection Act.

No employee may do any of the following:

- Publicly post or display any individual's social security number. "Publicly Post" or "Publicly Display" means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual's social security number on any card required for the individual to access products or services.
- Use technology to encode or embed an individual's social security number in or on any cards or documents.
- Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- Use the social security number for any purpose other than the purpose for which it was collected.
- Print an individual's social security number on any materials sent to the individual through the U.S. mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Any such document must be enclosed in a sealed envelope.

Exclusions: This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation, and does not apply in the following circumstances:

- The disclosure of a social security number pursuant to a court order, warrant, or subpoena.
- The collection, use, or disclosure of social security number in order to ensure the safety of other employees.
- The collection or use of social security numbers for internal verification or administrative purposes.

# Rolling Meadows Library

## Employee Handbook

### **208 Identity Protection (Continued)**

Updated: 08/03/2021

Employees who have access to social security numbers in the course of performing their duties:

- are trained in the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- will not disclose a social security number from an individual, unless required to do so under state or federal law, rules, or regulations, or the collection, use or disclosure of the social security number is otherwise necessary for the performance of their duties and responsibilities.
- are required to use or handle information or documents that contain social security numbers and must have access to such information or documents.
- will provide the social security number in a manner that is easily eliminated if required to be released as part of a public records request.
- will provide, when collecting a social security number, or upon request by the employee, a statement of the purpose for which the social security number is being collected and used.

To obtain a statement of purpose for the use of your social security number, please contact the Executive Director or his/her designee.

# Rolling Meadows Library

## Employee Handbook

### 301 Employee Benefits

Updated: 08/03/2021

Eligible employees at RML are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law. The Library Board retains the right to change or eliminate benefits at its sole discretion.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Paid benefits will not accrue or be paid to employees no longer receiving compensation from RML. Your Administration Department and Department Director can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Handbook.

Some of the benefit programs (Policy Numbers in parenthesis) available to eligible employees include:

- Auto Mileage (508)
- Bereavement Leave (307)
- City Benefit Fair (318)
- Credit Union (316)
- Deferred Compensation Plans (317)
- Dental Insurance (311)
- Disability Leave (IMRF)(313)
- Educational Financial Assistance (310)
- Employee Assistance Program (EAP)(314)
- Family Leave (601)
- Health Insurance (311)
- Holidays (303)
- Jury Duty Leave (308)
- Life Insurance (312)
- Medical Leave (601)
- Military Leave (604)
- Pension Plan (IMRF) (317)
- Personal Leave (603)
- Professional Development Opportunities (310)
- Sick Leave Benefits (305)
- Supplemental Life Insurance (312)
- Travel Allowances (508)
- Vacation Benefits (302)
- Witness Duty Leave (308)

Some benefit programs require contributions from the employee, but many are fully paid by RML.

# Rolling Meadows Library

## Employee Handbook

### 302 Vacation Benefits

Updated: 08/03/2021

Paid vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Paid vacation time must be requested from the employee's Department Director in writing and is subject to staffing and operational needs.

#### **When Do Paid Vacation Benefits First Become Available?**

Eligible employees begin earning paid vacation benefits immediately upon commencement of work but may not use paid vacation benefits until they have completed six months of employment with the Library. Paid vacation benefits are earned with the completion of each pay period; therefore, one twenty-sixth of the employee's annual paid vacation leave is earned for each pay period.

Part-time employees scheduled to work less than 20 "normal weekly hours" do not earn paid vacation. Such employees may, however, be granted vacation leave without pay upon consultation with their Department Director.

#### **Paid Vacation Leave - Department Directors, Full-time and Part-time Professional Employees**

Employees scheduled to work at least 20 or more "normal weekly hours" earn annual paid vacation days equaling their "normal weekly hours" times 4 paid at their regular hourly rate. If more than one hourly rate applies, the proportion of each rate will be determined by the employee's Normal Weekly Hours Form. Professional employees are those who: hold an MLS from an accredited library school, hold a position in the Library requiring an MLS or equivalent experience, and are scheduled to work at least six or more consecutive months in any 12-month period. Other professionals may include, but not be limited to, those who would qualify as "exempt professionals" under the Fair Labor Standards Act of the United States.

#### **Paid Vacation Leave – Full-time and Part-time Employees Hired Prior to 1/01/02**

Employees scheduled to work at least 20 or more "normal weekly hours" at least six or more consecutive months in any 12-month period will earn annual paid vacation days equaling their:

- "normal weekly hours" times 2 in their first through fifth years of employment;
- "normal weekly hours" times 3 in their sixth through tenth years of employment;
- "normal weekly hours" times 4 in their eleventh year of employment and beyond.

#### **Paid Vacation Leave – Full-time and Part-time Employees Hired 1/01/02 and Later**

Employees scheduled to work at least 20 or more "normal weekly hours" at least six or more consecutive months in any 12-month period are entitled to annual paid vacation days equaling their:

- "normal weekly hours" times 2 in their first through fifth year of employment at benefits level;
- "normal weekly hours" times 3 in their sixth through tenth year of employment at benefits level;
- "normal weekly hours" times 4 in their eleventh year of employment and beyond at benefits level.

# Rolling Meadows Library

## Employee Handbook

### **302 Vacation Benefits (Continued)**

Updated: 08/03/2021

#### **Vacation Leave Not Lost Due To Sick Leave**

No loss of vacation accrual will result from personal illness covered by sick leave.

#### **Carry-over Of Earned But Unused Vacation Leave**

Earned but unused paid vacation leave equal to one year of the employee's annual paid vacation leave may be carried forward to the next calendar year. Unused paid vacation leave in excess of one year of the employee's annual paid vacation leave will be forfeited as of January 1 of each year.

#### **Leaving The Library With Earned But Unused Paid Vacation Leave**

Employees leaving the Library with earned but unused paid vacation leave will be reimbursed at their current regular hourly rate for such leave. Such reimbursement will be for paid vacation hours earned but not used in the current calendar year and the allowable unused paid vacation hours carried forward from the previous calendar year.

#### **Benefit Calculations For Employees With Multiple Payrates**

Employees having more than one rate of pay should refer to **Policy 315 Normal Weekly Hours** for benefits calculations.

# Rolling Meadows Library Employee Handbook

## 303 Holidays

Updated: 08/03/2021

RML will be closed for the following paid holidays:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Eve Day (December 24)
- Christmas (December 25)
- New Year's Eve Day (December 31)

### Unpaid Sunday Holidays

The Library will be closed, but no holiday pay awarded for, Easter Sunday, the Sunday preceding Memorial Day, and the Sunday preceding Labor Day.

### Early Closing Due to the Thanksgiving Holiday

The Library will close at 6:00 p.m. on the Wednesday evening before Thanksgiving. This early closing is scheduled for employees' convenience and no pay is awarded for hours not worked.

### Eligibility for Paid Holidays

Employees working 20 or more "normal weekly hours" are eligible for paid holiday time off immediately upon beginning their employment with the Library.

### Calculating Paid Holiday Hours

The number of hours an employee receives for each holiday is calculated as follows:

$$\frac{\text{employee's "normal weekly hours"}}{5 \text{ days per week}} = \text{hours paid each holiday}$$

Paid holiday hours are always paid at the employee's regular rate of pay. Paid holiday hours will not be counted as hours worked for the purpose of determining overtime. No holiday pay will be awarded an employee taking an unpaid leave of absence and no longer compensated by the Library.

### When A Paid Holiday Falls On A Saturday, Sunday, Or Weekday That Is Normally The Employee's Day Off

When a paid holiday falls on a Saturday, Sunday, or weekday that is normally the employee's day off, the employee will choose a day in the week preceding or following the holiday as a substitute paid holiday. The substitution must be requested from the employee's Department Director in writing at least two weeks in advance and is subject to staffing and operational needs. Paid holidays must be used in whole day increments, no partial use will be allowed.



# Rolling Meadows Library Employee Handbook

## 303 Holidays (Continued)

Updated: 08/03/2021

### When An Employee Is Required To Work On A Holiday

Employees that are required to work on one of the Holidays listed above will be paid at one and one-half times their regular rate of pay and will choose a day in the week preceding or following the holiday as a substitute paid holiday to be paid at their regular rate of pay. The substitute paid holiday must be requested from the employee's Department Director at least two weeks in advance and is subject to staffing and operational needs. Paid holidays must be used in whole day increments, no partial use will be allowed.

### Paid Floating Holidays (also referred to as "Personal Time")

Employees working 20 or more "normal weekly hours" will receive four paid floating holidays annually. Paid floating holidays **are available immediately upon employment**, and will be calculated as follows:

$$\frac{\text{employee's "normal weekly hours"}}{5 \text{ days per week}} \times 4 = \text{paid floating holiday hours}$$

Paid floating holidays must be used in the benefits year in which they are earned. Use of paid floating holidays must be requested in writing from the employee's Department Director at least two weeks in advance and are subject to staffing and operational needs.

### Leaving the Library with "Earned But Unused" Paid Holidays / Personal Time

Employees leaving the Library with "earned but unused" paid holidays or paid floating holidays will not be paid for those hours.

### Benefit Calculations For Employees With Multiple Payrates

Employees having more than one rate of pay should refer to **Policy 315 Normal Weekly Hours** for benefits calculations.

# Rolling Meadows Library

## Employee Handbook

### **304 Workers' Compensation Insurance**

Updated: 08/03/2021

A comprehensive workers' compensation insurance program is provided at no cost to employees. Workers' Compensation is a system of benefits provided by state law and covers injury or illness arising out of, or in the course of, employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits following a three-day waiting period. If the claim is approved, and the employee misses 14 days of work, the three-day waiting period is covered retroactively. An employee has the option to use available paid benefits to cover the three-day waiting period and also has the option to use available paid benefits to supplement any workers' compensation payments received. The use of available paid benefits and workers' compensation payments cannot exceed the employee's regular wages based on normal weekly hours.

It is possible that the reason for the workers' compensation claim is also covered under IMRF Disability. If this is the case the employee should apply for disability benefits as soon as it is known that the absence will extend beyond thirty calendar days from the date of injury or illness. While on an IMRF Disability Leave the employee's IMRF service, pension, and benefits are protected.

If the reason for the workers' compensation claim is covered under Family and Medical Leave (FMLA), that unpaid leave will be run concurrently with the workers' compensation leave.

Employees who sustain work-related injuries or illnesses, no matter how minor the injury may appear, should inform the Executive Director, their Department Director, or the Person In Charge (PIC) immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

# Rolling Meadows Library

## Employee Handbook

### 305 Sick Leave Benefits

Updated: 08/03/2021

Employees working 20 or more "normal weekly hours" are eligible for paid sick leave. Eligible employees earn paid sick leave as follows:

$$\frac{\text{employee's "normal weekly hours"}}{5 \text{ days per week}} \times 12 = \text{annual sick leave allowance hours}$$

Employees will earn paid sick leave on a monthly basis. Paid sick leave can be used in minimum increments of one-quarter hour.

Employees may use paid sick leave benefits for their own illness or injury or to tend to the illness of an immediate family member. For the purposes of this policy, an employee's "immediate family members" include sons, daughters, grandparents, parents, spouse, a party to a civil union (as defined by the IL statute), brothers, sisters, grandchildren, and in-laws (father-in-law, mother-in-law, brothers-in-law, sisters-in-law). "Sons" or "daughters" include biological, adopted, or foster children, stepchildren, legal wards, or children by virtue of the employee standing *in loco parentis*.

Because RML believes that preventative health care is important, employees may use paid sick leave benefits for employee and immediate family members' scheduled appointments with doctors, dentists, etc.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their workday if possible. The Department Director must also be contacted on each additional day of absence. If an employee is absent due to illness or injury, a physician's statement may be required to verify the employee's condition and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave, an employee may be required to provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, or bonuses.

Unused sick leave benefits will be allowed to accumulate to a maximum number of hours as per the formula below:

$$\frac{\text{employee's "normal weekly hours"}}{5 \text{ days per week}} \times 240 \text{ days} = \text{maximum accumulation of sick leave hours}$$

# Rolling Meadows Library Employee Handbook

## **305 Sick Leave Benefits (Continued)**

Updated: 08/03/2021

### **Accumulated Sick Leave**

If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Employees leaving the Rolling Meadows Library will not be paid for any unused sick leave. Subject to current IMRF rules, an employee who is enrolled in the Illinois Municipal Retirement Fund (IMRF) pension plan may, at retirement or upon leaving employment at the library, qualify for additional service credit for unused, earned sick days. This provision of the pension plan is administered by IMRF and an employee considering retirement should contact IMRF for additional information regarding the conversion of unused sick days to service credit.

### **Benefit Calculations For Employees With Multiple Payrates**

Employees having more than one rate of pay should refer to **Policy 315 Normal Weekly Hours** for benefits calculations.

# Rolling Meadows Library

## Employee Handbook

### **306 Time Off to Vote**

Updated: 08/03/2021

RML encourages employees to fulfill their civic responsibilities by voting in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee is unable to vote in an election during his/her nonworking hours, the employee should request unpaid time off to vote from his/her Department Director at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

# Rolling Meadows Library

## Employee Handbook

### 307 Bereavement Leave

Updated: 08/03/2021

Employees who wish to take time off due to the death of an immediate family member should notify their Department Director immediately.

Up to 3 days of paid bereavement leave, **that are not required to be taken consecutively**, will be provided to employees working 20 or more “normal weekly hours”. Bereavement leave will be calculated as follows:

$$\frac{\text{employee's "normal weekly hours"}}{5 \text{ days per week}} \times 3 = \text{maximum hours per loss}$$

Bereavement pay is calculated based on the base pay rate at the time of absence.

For the purposes of this policy, an employee's "immediate family members" include sons, daughters, grandparents, parents, spouse, a party to a civil union (as defined by IL statute), brothers, sisters, grandchildren, and in-laws (father-in-law, mother-in-law, brothers-in law, sisters-in-law). "Sons" or "daughters" include biological, adopted, or foster children, stepchildren, legal wards, or children by virtue of the employee standing *in loco parentis*.

#### **Benefit Calculations For Employees With Multiple Payrates**

Employees having more than one rate of pay should refer to **Policy 315 Normal Weekly Hours** for benefits calculations.

# Rolling Meadows Library Employee Handbook

## 308 Jury and Witness Duty

Updated: 08/03/2021

RML encourages employees to fulfill their civic responsibilities when required to perform jury duty or when subpoenaed to be a witness in a civil or criminal case.

All employees working at least 20 “normal weekly hours” will be paid using the following calculation:

$$\frac{\text{employee's "normal weekly hours"}}{5 \text{ days per week}} \times \text{number of jury duty days} = \text{hours to be paid}$$

Employees must show the jury duty summons or witness subpoena to their Department Director as soon as possible so that the Department Director may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

To receive payment for time off the employee must submit a copy of the jury duty or witness duty check with their timesheet. Transportation costs associated with jury duty or witness duty are not paid by RML.

RML will continue to provide health insurance benefits for the full term of absence due to jury or witness duty. Vacation, sick leave, and holiday benefits will continue to accrue during jury or witness duty.

Employees will not receive paid jury or witness duty benefits for proceedings in which the employee is a plaintiff or defendant unless the Library Board determines that special circumstances warrant such benefits.

### **Benefit Calculations For Employees With Multiple Payrates**

Employees having more than one rate of pay should refer to **Policy 315 Normal Weekly Hours** for benefits calculations.

# Rolling Meadows Library Employee Handbook

## **309 Benefits Continuation (COBRA)**

Updated: 08/03/2021

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their covered dependents the opportunity to continue health and dental insurance coverage under the Rolling Meadows Library health plans when a "qualifying event" would normally result in the loss of coverage. Some common qualifying events are resignation, termination of employment for reasons other than gross misconduct, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or dependent pays the full cost of coverage at the RML group rate plus an administration fee.

RML retains a COBRA administration service that provides a written notice describing rights granted under COBRA when the employee becomes covered under RML's health insurance plans. The notice contains important information about the employee's rights and obligations.



# Rolling Meadows Library

## Employee Handbook

### 310 Educational Assistance

Updated: 08/03/2021

RML recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within RML.

Employees working 20 or more normal weekly hours and who have completed one year of work at RML are eligible to apply for educational assistance. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Scheduling changes based on course work or class schedules must have the Department Director's prior approval. Because RML's educational assistance program is contingent on the availability of funds allocated in the Library's budget, early application for such benefits is encouraged.

RML has sole discretion in determining the eligibility of a course for reimbursement. To be considered for reimbursement, courses must be related to the employee's current job duties or necessary to enhance the employee's ability to compete for reasonably attainable jobs within RML. Educational assistance must be approved in writing by the employee's Department Director and the Executive Director.

The Library will reimburse the employee for up to six credit hours per semester (or quarterly equivalent) according to the following schedule:

- full-time employees (37.5 normal weekly hours) will have 50% of their tuition reimbursed by the Library;
- part-time employees working 20 to 28 normal weekly hours will have 30% of their tuition reimbursed by the Library.

RML will pay one-half of the reimbursement, as indicated above, upon enrollment and the balance upon successful completion of the course with a grade of C or better. Proof of course completion and grade attained must be presented before reimbursement is made. If the staff member does not complete the course or fails to attain a final grade of C or better, he/she will be required to reimburse the Library for any payments made by RML for that course.

Time spent traveling to and attending class is not considered part of the employee's work week and is not compensable.

While educational assistance is expected to enhance employees' performance and professional abilities, RML cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Employees are encouraged to contact their Department Director or the Executive Director for more information or questions about educational assistance.

Courses must be related to the employee's current job duties or a foreseeable-future position in the organization to be reimbursable under this policy. RML has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position at RML. Educational assistance must be approved in writing by the employee's Department Director and the Executive Director.

# Rolling Meadows Library

## Employee Handbook

### 311 Health Insurance

Updated: 08/03/2021

RML's health insurance plans provide employees and their dependents access to medical and dental insurance benefits. Employees in the following employment classification, as per the Affordable Care Act, are eligible to participate in RML's health insurance plans:

- Employees Working At Least 30 “normal weekly hours”

Eligible employees may participate in the health insurance plans subject to all terms and conditions of coverage under the relevant plans as covered in the insurance provider's agreement with the City of Rolling Meadows and RML.

As with all other health insurance terms and conditions, the employee designation as an "active employee" may change depending on the terms and conditions of the current insurance policy.

A change in employment classification that would result in loss of coverage in RML's health insurance plans may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of each of RML's health insurance plans are described in a Summary Plan Description (SPD). Contact the Executive Director or his or her designee for more information about health insurance benefits.

# Rolling Meadows Library

## Employee Handbook

### **312 Life Insurance**

Updated: 08/03/2021

Life insurance offers you and your family important financial protection. RML provides a basic term life insurance plan for eligible employees. Additional employee and dependent coverage is also available at the employee's expense.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided to the employee as part of the basic life insurance plan.

Employees working at least 37.5 "normal weekly hours" are eligible to participate in the employer paid life insurance plan subject to all terms and conditions of the relevant life insurance plan.

Details of the basic life insurance plan, including benefit amounts, are described in the Summary Plan Description provided to covered employees. Contact the Executive Director or his/her designee for more information about life insurance benefits.

# Rolling Meadows Library

## Employee Handbook

### 313 Disability Leave

Updated: 08/03/2021

RML provides employees with disability plan benefits through the Illinois Municipal Retirement Fund (IMRF). Disability benefits are provided to ensure a continuing income and to help eligible employees cope with an illness or injury that result in a long-term absence from employment.

Disability plan benefit eligibility is subject to IMRF rules. In general, to be eligible for disability plan benefits an employee must:

- be enrolled in IMRF
- have at least 12 consecutive months of service credit following enrollment in IMRF
- have IMRF service credit in each of the 12 months immediately preceding the date of disability

Temporary Disability plan benefits are effective on the 31<sup>st</sup> day following the date of disability, provided you are no longer receiving compensation (sick pay, vacation pay, etc.) from the Library, and you are still disabled. If you are receiving compensation from the library beyond the 31<sup>st</sup> day, disability benefits become effective the day after Library compensation stops, subject to IMRF terms and conditions.

Prior to going on an IMRF disability leave for any reason other than Workers' Compensation, RML requires an employee to exhaust all paid vacation, sick, and personal hours available at the date of disability. Library benefit hours will continue to accrue for the period covered from the date of disability through the date all available benefit hours are used. When benefit hours are exhausted and the employee is no longer receiving compensation from the Library, benefit accrual will stop. If the disability leave is also covered by Workers' Compensation, paid benefits will continue to accrue for the first twelve months of the leave.

If the reason for the disability leave of absence is covered under Family and Medical Leave (FMLA), that unpaid leave will be run concurrently with the disability leave and/or a disability leave covered by Workers' Compensation.

An RML employee who is absent due to illness or injury may be required to provide a physician's statement to verify the disability and its beginning and expected ending dates. Also, the employee will be required to provide a fitness for duty statement from a healthcare provider approving the employee's return to work.

The terms and conditions of insurance coverage, including any applicable premium contribution by the employee, shall continue on the same terms during disability leave as if the employee continued to work. However, as with all other health insurance terms and conditions, the employee designation as an "active employee" may change depending on the terms and conditions of the current insurance policy.

If applicable paid benefits are exhausted and Disability Leave continues unpaid, monthly insurance premiums will continue to be paid by the Library. Upon return to work the employee will pay, through payroll deduction, any employee insurance contributions paid by RML for the unpaid Disability Leave period.

Additional terms and conditions governing IMRF Disability Plan benefits are explained in the IMRF booklet, *IMRF Disability Benefits*, on file in the Library Administrative Office and available to library employees. All terms and conditions governing IMRF disability benefits are administered by the Illinois Municipal Retirement Fund, independent of the Rolling Meadows Library.

# Rolling Meadows Library

## Employee Handbook

### 314 Employee Assistance Program

Updated: 08/03/2021

Through the Employee Assistance Program (EAP), RML provides confidential access to professional counseling services for problems such as alcohol and other substance abuse, marital and family difficulties, and emotional distress. Legal counseling is also available. The EAP is available to all employees and board members and their spouses, significant others, and dependents. The EAP offers problem assessment, short-term counseling, and referral to appropriate community and private services.

RML cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. No information related to an employee's participation in the program is entered into the personnel file or shared with the employer without the employee's written authorization. All counselors are guided by a Professional Code of Ethics.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. To contact an EAP counselor, refer to the telephone number posted in the Staff Lounge or see the Executive Director or his/her designee.

# Rolling Meadows Library

## Employee Handbook

### 315 Normal Weekly Hours

Updated: 08/03/2021

#### Normal Weekly Hours Calculations

Normal weekly hours are used primarily, though not exclusively, for benefits calculations.

Normal weekly hours are established through current Library personnel records only and represent the number of hours an employee is expected to work in one week. The “*Normal Weekly Hours Form*” controls until a “*Status Change Notice*” is filed with the Executive Director. Weekly variations in hours actually worked do not constitute a change in the employee’s normal weekly hours.

For employees who work an unbalanced or irregular schedule, normal weekly hours will be calculated by dividing the total number of hours that the employee is expected to work in one year (according to the forms listed above) by 52 weeks.

For most employees, a “week” for the purpose of normal weekly hours calculations runs from Monday through Saturday. Because Sunday hours not worked as part of a flextime schedule are paid at time and one-half their normal rate in either wages or compensatory time off (at the employer’s discretion), they are excluded from normal weekly hours calculations.

#### Maximum Benefit Hours Allowed In One Week

Benefit hours cannot be combined with hours worked or non-overtime hours to increase an employee’s compensation to more than 40 hours per week, unless permission is granted, in writing, by the Executive Director. Such permission will only be given in extraordinary circumstances.

#### Benefit Calculations For Employees With Multiple Payrates

If an employee works at jobs within the library that have different rates of pay, benefits will be earned and paid according to the employee’s primary or “home” rate of pay. An employee’s primary or “home” rate of pay is the rate of pay for the majority of the Normal Weekly Hours an employee works as listed on the employee’s current personnel records.

# Rolling Meadows Library Employee Handbook

## **316 Credit Union**

Updated: 08/03/2021

Any RML Employee or Board Member is eligible to become a Credit Union member. The Credit Union provides a wide range of services to RML employees including savings and checking accounts, loans, and credit cards, all at competitive rates. Payroll deduction makes Credit Union accounts convenient for member employees.

Enrollment packets and information for the Credit Union are available in Administration.

# Rolling Meadows Library Employee Handbook

## **317 Deferred Compensation Plans**

Updated: 08/03/2021

Employees may choose to enroll in one of the two Deferred Compensation Plans offered by RML (includes an IMRF supplementary savings plan). These tax deferred, supplemental retirement plans are paid by voluntary payroll deductions. Each of these plans is intended for long term investment, funded entirely by the employee, and subject to IRS regulations.

Additional information and enrollment packets are available in Administration and by contacting IMRF (Illinois Municipal Retirement Fund).



# Rolling Meadows Library

## Employee Handbook

### **318 City Benefit Fair & IMRF Benefits Presentation**

Updated: 08/03/2021

The library will treat employee time attending the City's **Annual Benefit Fair** and **City-Sponsored Annual IMRF Benefits Presentation** as compensable time.

Employees will not be compensated for travel time or mileage to these events. This provision only applies to employees eligible for such benefits.

Attendance at these events is subject to the staffing needs of your department and should be cleared two weeks prior to the event. If staffing needs preclude an employee's attendance, the Administration Office will work to obtain information on behalf of the employee.

# Rolling Meadows Library

## Employee Handbook

### **401 Timekeeping**

Updated: 08/03/2021

Accurately recording time worked is the responsibility of every employee. Federal and state laws require RML to keep an accurate record of time worked in order to calculate employee pay and benefits. Employees exempt from the provisions of the Fair Labor Standards Act will also record time worked for purposes of public accountability.

Time worked is all the time actually spent on the job performing assigned duties. Employees should accurately record the time they begin and end work periods. Overtime work must be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The Department Director will review and then initial the time record before submitting it for payroll processing.

# Rolling Meadows Library

## Employee Handbook

### **402 Paydays**

Updated: 08/03/2021

All employees are paid biweekly on every other Friday unless an observed holiday falls on the regularly scheduled payday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a City or bank holiday, paychecks will be available to employees on the last workday preceding the holiday.

The employee can choose to have the check picked up by another person. A requested change in paycheck delivery arrangements must be authorized by the employee, in writing, in advance of the designated payday.

Employees may have their pay electronically deposited into designated accounts if they provide advance written authorization. Employees will receive an itemized statement of wages.

# Rolling Meadows Library

## Employee Handbook

### 403 Employment Termination

Updated: 08/03/2021

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

# **Rolling Meadows Library Employee Handbook**

## **404 Administrative Pay and Benefit Accrual Corrections**

Updated: 08/03/2021

RML takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, benefit accrual figures are correct, and employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay the employee should promptly bring the discrepancy to the attention of the Executive Director or his/her designee so that corrections can be made as quickly as possible.

# Rolling Meadows Library

## Employee Handbook

### 405 Pay Deductions

Updated: 08/03/2021

The law requires that RML make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. RML also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." RML also makes federally mandated Social Security contributions for each employee.

RML offers programs and benefits beyond those required by law. Deferred Compensation Plans, employee paid life insurance, and Credit Union services are available and eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. See **Policy 301 Employee Benefits** for additional benefits available.

Contact Administration for assistance if you have questions concerning why deductions were made from your paycheck or how they were calculated.

# Rolling Meadows Library

## Employee Handbook

### 501 Safety

Updated: 08/03/2021

Safety is a priority at RML. RML provides information to employees about workplace safety and health issues through regular internal communication channels such as meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Department Director, with another Department Director, **the Administrative Coordinator**, or bring them to the attention of the Executive Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Person in Charge (PIC)\*. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Executive Director and the Person in Charge\*. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

\* Use the Person In Charge (PIC) list to determine the person to notify.

# Rolling Meadows Library

## Employee Handbook

### **502 Work Schedules**

Updated: 08/03/2021

Work schedules for employees vary throughout our organization. Department Directors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the Department Director involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their Department Director to request participation in the flextime program.



# Rolling Meadows Library

## Employee Handbook

### **503 Smoking/Vaping**

Updated: 08/03/2021

In keeping with RML's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy also prohibits the use of any electronic nicotine delivery system, or vaping, anywhere that tobacco smoking is prohibited.

The Smoke-free Illinois Act became effective on January 1, 2008, and prohibits smoking in places of employment and indoor public places.

In addition, no smoking is permitted within 15 feet of entrances, exits, windows that open and ventilation intakes.

Signage requirements include "No Smoking" signs at each entrance to the place of employment or public place where smoking is prohibited. "No Smoking" signs must comply with the Smoke-free Illinois Act.

In addition, there is no requirement for an employer to provide an outdoor shelter for smokers.

RML complies with all signage and posting requirements.

# Rolling Meadows Library

## Employee Handbook

### **504 Rest and Meal Periods**

Updated: 08/03/2021

For every 3.75 continuous hours of work, employees are provided with a paid rest period of 15 minutes. To the extent possible, rest periods will be provided in the middle of work periods and, like all other benefits, are subject to the operating demands of the employee's department. The employee's Department Director will schedule rest periods so as to ensure adequate staffing throughout the department.

All employees working a 7.5 hour shift are provided with one unpaid meal period of 60 minutes in length each workday. Department Directors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods.

# Rolling Meadows Library

## Employee Handbook

### **505 Overtime**

Updated: 08/03/2021

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. Overtime work must receive the Executive Director's authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Neither paid nor unpaid benefit hours (i.e., sick leave, vacation leave, meal periods, etc.) will be considered "hours worked" for the purpose of performing overtime calculations.

# Rolling Meadows Library

## Employee Handbook

### 506 Use of Equipment

Updated: 08/03/2021

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. For the purpose of this section, "equipment" includes any machinery, **electronics**, tools, or vehicles owned, leased, or used by the Library. When using such equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Department Director if any equipment appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Department Director can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

For additional information see **Policy 510, Electronic Information Systems.**

# Rolling Meadows Library

## Employee Handbook

### 507 Emergency Closings

Updated: 08/03/2021

At times, emergencies such as severe weather, fires, floods, or power failures can disrupt Library operations. In extreme cases, these circumstances may require the closing of the Library. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When there is an emergency closing, employees who earn benefits will receive up to the equivalent of one Personal Day's pay for each day the library is closed not to exceed 3 days per calendar year.

If part of the emergency closure day was worked by an employee, they will be paid the balance necessary to bring them up to the equivalent of one Personal Day's pay. Once Emergency Closing Pay is used for a particular day, it is counted as one less Emergency Closing Day even if only a portion was used for that day.

Employees that do not earn benefits may be offered the option to make up lost hours due to the emergency closing depending on the needs of each department as decided by the Department Director. Make up hours must be completed within 30 days of the emergency closure.

Employees in essential operations (the definition of which may change from time to time, as determined by the Executive Director, depending on the nature of the emergency) may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive one and one-half their regular rate of pay for those hours worked.

# Rolling Meadows Library

## Employee Handbook

### **508 Business Travel**

Updated: 08/03/2021

RML will reimburse employees for reasonable travel expenses incurred while on assignments away from the Library. Work-related travel must be approved in advance and in writing by the Executive Director or the employee's Department Director.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing Library objectives will be reimbursed by RML. Such reimbursement will not exceed an estimated budget without the written approval of the Executive Director. Employees are expected to limit expenses to reasonable amounts. Mileage reimbursement will be keyed to current federal tax provisions.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Executive Director or their Department Director and, at the earliest possible moment, submit a written report of the incident. Vehicles owned, leased, or rented by RML may not be used for personal use without prior approval from the Executive Director.

When travel is completed, employees should submit completed travel expense reports within 14 days. Receipts for all individual expenses should accompany reports.

Employees should contact their Department Director for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

#### **Conference Attendance and Paid Time Reporting**

Attendance at conferences such as PLA, ALA, etc. will be paid at the employee's regular rate of pay for any educational or professional programs attended. No paid compensation will be received for programs which are primarily recreational in nature. Travel time to and from the conference is included in this daily figure.

#### **Local Business Travel**

Local mileage reimbursement is keyed to current Federal tax provisions with reimbursements made using the following guideline:

Mileage will be paid for the actual round trip miles driven to attend the meeting or program.

# Rolling Meadows Library

## Employee Handbook

### **509 Visitors in the Workplace**

Updated: 08/03/2021

To provide for the safety and security of our employees and patrons, only authorized visitors are allowed in staff-only areas. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter RML at the main entrance. Authorized visitors to staff-only areas will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed in staff-only areas of the Library, employees should direct the individual to a public area and immediately notify the \*Person in Charge. If a dangerous situation occurs, the library employee should immediately call 911 and tell the Person in Charge.

\* Use the Person In Charge (PIC) list to determine the person to notify.

# Rolling Meadows Library

## Employee Handbook

### 510 Electronic Information Systems

Updated: 08/03/2021

The Library's local area network, computers, computer files, the Internet, security cameras, software, E-mail, voice mail, online patron access catalogs, circulation systems, etc. are intended for Library related business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, use of all electronic information and communication systems, including, but not limited to, e-mail may be monitored.

RML strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, RML prohibits the use of any of its electronic information and communication systems in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Library electronic information and communication systems, as well as all data and other communications stored in, received by, or transmitted from such systems, are the sole property of RML. Electronic information and communication systems include, but are not limited to, the Library's local area network, computers, computer files, the Internet, software, e-mail, voice mail, online patron access catalogs, circulation systems, etc. All such systems, data, and other communications are to be used solely for job-related purposes. The use of such systems, data, and other communications for non-job-related purposes is strictly prohibited. Employees may not access, use, or alter codes, data, communications, files, etc. unless authorized to do so. Examples of such unauthorized use include, but are not limited to:

- operating a business for personal gain, sending chain letters, or soliciting money for religious, charitable or political causes;
- sending, soliciting, saving, or printing offensive or harassing statements, including disparagement of others based on race, ethnicity, color, religion, sex, sexual orientation, health condition, national origin, age, disability, or any other characteristic protected by law;
- sending, soliciting, saving, or printing sexually explicit messages or images; and
- sending, soliciting, saving, or printing copyrighted materials in violation of copyright or trademark laws.

For additional information see **Policy 506, Use of Equipment.**



# Rolling Meadows Library

## Employee Handbook

### **511 Telecommuting**

Updated: 08/03/2021

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that RML may offer to some employees when it would benefit both the organization and the employee.

Employees who believe telecommuting can enhance their ability to get the job done should submit a written request to the Executive Director proposing how it will benefit RML and themselves. The request should explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and the Executive Director. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the Executive Director.

In the case of an injury while working at home on approved Library projects, the employee will immediately report the injury to the Executive Director.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, RML has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

# Rolling Meadows Library

## Employee Handbook

### 512 Workplace Violence Prevention

Updated: 08/03/2021

RML is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, RML has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, patrons, volunteers and guests, should be treated with courtesy and respect at all times. Employees, patrons, volunteers, and guests are expected to refrain from conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of RML **without proper authorization.**

Conduct that threatens, intimidates, or coerces an employee, patron, volunteer, or guest will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your Department Director or any other member of management. This includes threats by employees. When reporting a threat of violence, you should be as specific and detailed as possible.

RML will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, RML may suspend employees, either with or without pay, pending investigation.

Any employee determined to be responsible for threats of (or actual) violence, or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action, up to and including termination of employment and possible criminal prosecution.

RML encourages employees to bring their disputes or differences with other employees to the attention of their Department Director, **the Administrative Services Coordinator**, and/or Executive Director before the situation escalates into potential violence. RML is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

# Rolling Meadows Library

## Employee Handbook

### **513 Sunday Pay**

Updated: 08/03/2021

Employees not exempt from the provisions of the Fair Labor Standards Act will be paid at one and one-half times their normal hourly rate for hours an employee is required to work on Sundays. Sunday hours an employee works as part of a flextime arrangement or at the employee's request will be paid at the employee's normal hourly rate.

Earned benefits may be used for a Sunday that the employee is scheduled to work; however, such hours will be paid at the employee's regular rate rather than the time and one-half rate.

# Rolling Meadows Library

## Employee Handbook

### **514 Reimbursement for Emergency Unscheduled Work at the Library**

Updated: 08/03/2021

If a non-exempt employee works unscheduled hours at the request of the Executive Director or his/her designee due to an emergency situation at the Library, the rate of pay applied will be time and one-half, multiplied by the non-exempt employee's normal rate of pay for that day. Time paid will include travel time (round trip from home to the Library and return) plus time actually worked.

In any case, if the time spent is less than 1 hour, the non-exempt employee will be reimbursed for a full hour of work.

# Rolling Meadows Library

## Employee Handbook

### **515 Equal Pay Act**

Updated: 08/03/2021

In compliance with the Illinois Equal Pay Act, RML will pay equal wages to men and women for doing the same or substantially similar work, requiring equal skill, effort, and responsibility, under similar working conditions, except if the wage difference is based upon a seniority system, a merit system, a system measuring earnings by quantity or quality of production, or factors other than gender.

RML complies with all posting requirements for this Act.

# Rolling Meadows Library

## Employee Handbook

### 601 Family and Medical Leave

Updated: 08/03/2021

In compliance with the Illinois state statute and the federal Family and Medical Leave Act, RML provides unpaid family leaves of absence to eligible employees who wish to take time off from work duties for any of the following reasons (as defined by the Family and Medical Leave Act):

- to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child;
- to care for the employee's child, spouse, or parent with a serious health condition; or
- when the employee is unable to work because of his or her own serious health condition; or
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, parent, or next of kin is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation See Military Family Leave Entitlements.

If there is a need for time off for a military related reason, employees should contact the Executive Director or **the Administrative Services Coordinator, his/her designee.**

#### **FMLA Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities, or subsequent treatment in connection with the inpatient care.

The continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. See FMLA Fact Sheet #28 for other conditions and additional treatment schedules which may also meet this requirement.

#### **FMLA Eligibility**

To be eligible for Family and Medical Leave the employee **must**:

- have worked for RML for at least 12 months (need not be consecutive); and,
- have worked at least 1250 hours during the 12 months prior to the start of the leave;
- work for a covered employer (RML).

Note regarding work hours: Fair Labor Standards Act (FLSA) guidelines will be used to determine compensable hours.

# Rolling Meadows Library

## Employee Handbook

### 601 Family and Medical Leave (Continued)

Updated: 08/03/2021

#### Length of FMLA Leave

Employees may request up to a maximum of 12 workweeks of family leave within any 12 month period. A "workweek" shall be defined as the number of hours an employee is expected to work in one week as noted in the employee's personnel file. The 12 month period is determined by using a "rolling calendar"; 12 weeks would be available in any 12 month period counted back from the requested leave start date. Each time an employee takes FMLA leave, any balance of the 12 weeks which has not been used during the immediately preceding 12 months is available to the employee, with approval. Any combination of family leave and medical leave may not exceed this 12 week maximum limit.

#### Married Couples with the Same Employer

Married couples working for the library may be restricted to a combined total of 12 workweeks of family leave for childbirth, adoption, or placement of a foster child; as well as for the care of a parent with a serious health condition. If the leave is necessary for the employee's own serious health condition, each spouse is eligible for up to the 12 week maximum.

#### Notification of the Need for Leave

Eligible employees may make a written request for family leave to the Executive Director at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. RML will respond to the request, in writing, within 5 business days.

An employee requesting family leave for a health related reason may be required to submit a health care provider's statement citing the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

If an employee requests a leave for a FMLA qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. The Family and Medical Leave Act empowers the employer to designate the leave as FMLA leave, whether or not requested by the employee. However, if an employee requests a leave due to an FMLA qualifying reason for which RML has previously provided an FMLA protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

#### Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FMLA entitlement to take Military Family Leave. This leave may be used to address certain qualifying exigencies related to the covered active duty or call to covered active duty of a spouse, son, daughter, parent, or next of kin.

If a leave qualifies as both Military Family Leave, to care for a covered service member with a serious injury or illness, and FMLA, to care for a family member with a serious health condition, the leave will be designated as Military Family Leave.

# Rolling Meadows Library

## Employee Handbook

### **601 Family and Medical Leave (Continued)**

Updated: 08/03/2021

#### **Certification for Military Family Leave**

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, RML may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, RML may also request additional information pertaining to the leave.

#### **Military Family Leave Entitlements – Military Caregiver Leave**

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12 month period. This single 12 month period begins with the first day the employee takes the leave to care for a covered service member discharged up to 5 years previous to the requested leave start date. A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty, or has a pre-existing injury that was aggravated in the line of duty, that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment recuperation or therapy.

#### **Military Family Leave Entitlements – Qualifying Exigency Leave**

Eligible employees with a spouse, son, daughter, parent or next of kin on active duty or called to active duty status in the National Guard, Reserves, or in the Regular Armed Forces in support of a contingency operation may use their 12 week entitlement to address certain qualifying exigencies.

#### **Qualifying Exigencies May Include**

(1) Attending certain military events; (2) arranging for alternative childcare; (3) addressing certain financial and legal arrangements; (4) attending certain counseling sessions; (5) addressing issues related to short-notice deployment; (6) spending time with a covered family member who is resting and recuperating; and (7) attending post-deployment briefings.

#### **Certification for a Qualifying Exigency**

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). RML may also request additional information pertaining to the leave.



# Rolling Meadows Library

## Employee Handbook

### **601 Family and Medical Leave (Continued)**

Updated: 08/03/2021

#### **Intermittent FMLA**

An employee does not need to use FMLA leave allowance, including Military Family Leave allowances, in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary or if the need is due to a qualifying exigency. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations, subject to the approval of the health care provider. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval and must end within 12 weeks of birth or placement.

In cases of an intermittent or reduced schedule leave the employee shall, upon request, advise RML in writing of the reasons why the leave is necessary and of the schedule for treatment, if applicable. The employer and employee shall attempt to work out a schedule that meets the employee's needs without unduly disrupting the employer's operations, subject to the approval of the health care provider.

#### **Use and Accrual of Benefits While on FMLA**

If the reason for any FMLA leave is also covered under RML sick leave, disability leave, or Workers' Compensation policy, FMLA will run concurrently with that leave. While on FMLA leave, for any reason other than that covered by Workers' Compensation, the employee will be required to exhaust any applicable paid sick, vacation, and personal hours that are available at the start date of the leave.

Paid Holiday hours will not be paid during any part of the leave the employee is no longer receiving compensation from the Library. Benefit hours will continue to accrue for the period covered from the leave start date through the date the available benefit hours are used. While benefit hours accrued during the leave cannot be used during the leave of absence, they will become available when the employee returns to work. When available benefit hours are exhausted and the employee is no longer receiving compensation from the library, benefit accrual will stop. If the reason for the FMLA leave is also covered by Workers' Compensation, the employee will not be required to exhaust paid benefits. Paid benefits will continue to accrue for the period of time the unpaid FMLA leave runs concurrently with Workers' Compensation.

#### **Insurance Benefits While on Leave**

The terms and conditions of insurance coverage shall continue on the same terms during FMLA as if the employee continued to work.

If applicable paid benefits are exhausted and FMLA continues unpaid, monthly insurance premiums will continue to be paid by the Library. Upon return to work the employee will pay, through payroll deduction, any employee insurance contributions paid by RML for the unpaid FMLA period.

An employee who has opted out of health coverage will continue to receive monthly opt out payments while continuing to receive compensation from the Library. Health insurance opt out payments will stop when the employee is no longer receiving compensation from the Library.

# Rolling Meadows Library

## Employee Handbook

### 601 Family and Medical Leave (Continued)

Updated: 08/03/2021

#### Returning to Work

To allow the library to prepare work schedules and adjust staffing, an employee on FMLA leave is requested to provide RML with at least two weeks advance written notice of the date the employee intends to return to work. An employee among the highest paid 10% of salaried (corrected spacing) employees, who will not be reinstated, is notified of that fact, in writing, before the FMLA leave start date. When an FMLA leave ends, job reinstatement is subject to the terms of the Family and Medical Leave Act. In general, the employee will be reinstated to the same position, if it is available, or to an equivalent available position for which the employee is qualified. An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee has been continuously employed.

See the Employee Handbook Appendix, Fact Sheets #28, #28A, #28B, and #28C for additional information regarding those acting “*in loco parentis*”, and Family and Medical Leave Act Military Leave Entitlements. RML posts notices of FMLA requirements in compliance with the Family and Medical Leave Act.

# Rolling Meadows Library Employee Handbook

## 602 School Visitation Leave

Updated: 08/03/2021

RML will grant employees unpaid leave in accordance with the provisions listed in the Illinois School Visitation Rights Leave Act.

Time requested must be used to attend school conferences or classroom activities related to the employee's child if the conference or classroom activity cannot be scheduled during non-work hours. Employees are eligible for up to eight hours during any school year with no more than four hours to be taken on any given day.

~~School Visitation Leave is available to full-time employees and part-time employees who have worked at RML for at least six consecutive months immediately preceding the leave request. A part-time employee must have worked, during those six months, an average number of hours per week equal to at least one-half a full-time equivalent position (37.5 hours per week) in the employee's job classification. This leave is only available to employees who have exhausted all accrued vacation leave, personal leave, and any other leave except sick leave or disability leave.~~

An employee is asked to ~~make a written~~ request such a leave from their Department Director, the Executive Director ~~or the Administrative Services Coordinator~~ at least seven days in advance of the leave. In emergencies, no more than 24 hours' notice is required. The employee must schedule the leave so as not to unduly disrupt the employer's business.

# Rolling Meadows Library

## Employee Handbook

### 603 Unpaid Personal Leave of Absence

Updated: 08/03/2021

An unpaid leave of absence may be granted to any RML employee who wishes to take time off to attend to personal matters. It is important for the employee to understand that there is no guarantee of job reinstatement if an unpaid personal leave of absence is taken.

#### Applying for Leave

An employee can request up to 3 months of unpaid time off. If there is a need for additional unpaid time, a second leave application must be submitted and, after review, the leave of absence may be extended.

An employee is required to submit a written application for an Unpaid Personal Leave of Absence to the Executive Director. The application must include the leave start and end dates and the reason for the request. Requests should be made as far in advance as possible to allow for operational and scheduling demands.

~~Any employee working less than 20 hours per week should complete an unpaid personal leave application if the time off will exceed 2 workweeks.~~

~~Any employee working 20 hours or more per week should complete an application for an unpaid personal leave if the time off exceeds available accrued paid benefit hours by more than one workweek.~~

#### Use of Paid Benefit Time

The employee must exhaust any available, applicable, paid benefit time before unpaid leave time will be granted. Policies covering the use of paid benefit time are included in the Employee Handbook. Benefit accrual will stop effective with the start date of the unpaid leave.

#### Insurance Benefits While on Leave

Full-time employees' health, dental, and life insurance benefits will terminate 30 days after the start date of an unpaid leave of absence. Insurance benefits may be reinstated 30 days after the employee returns from the leave of absence, as long as the employee is eligible for insurance and accepted by the insurance plans available to library employees.

Health and dental insurance coverage may be continued under COBRA. Under COBRA employees are responsible for the entire monthly premium plus an administration fee. Details will be provided to full-time employees taking a personal leave in excess of 30 days.

#### Pension Benefits While on Leave

Any employee in an IMRF covered position requesting an unpaid leave of absence should consider applying for an IMRF Benefit Protection Leave. Details will be provided to any IMRF employee taking an unpaid leave of absence.

# Rolling Meadows Library

## Employee Handbook

### **604 Military Leave**

Updated: 08/03/2021

In compliance with the **Illinois Service Member Employment and Reemployment Rights Act (ISERRA)** and the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), RML provides military leaves of absence to employees called to active duty. If there is a need for time off for a military related reason employees should contact the Executive Director or his/her designee.

#### **Eligibility**

Military leave is available immediately upon the employee's commencement of work with the Library.

#### **Notification of the Need for Leave**

Employees requiring military leave should submit a copy of their orders and a leave request to the Executive Director as soon as they become aware of the need for leave. Advance notice of military service is required unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

#### **Salary Continuation**

An employee called to active duty **or** to fulfill their annual training commitment is entitled to receive his/her regular compensation. ~~minus the amount of their base military pay~~. Annual paid Military Leave is available to employees for basic training and annual training. Paid leave is also available for special or advanced training which lasts up to 60 days. In compliance with the Illinois Military Leave of Absence Act, an employee on annual leave for special or advanced training longer than 60 days is no longer required to be paid by the library.

#### **Seniority**

An employee on military leave continues to accrue seniority at the same rate as if he/she continued working.

#### **Family and Medical Leave Act Eligibility Requirements**

Military leave time is, for Family and Medical Leave purposes, considered as work time and would count toward the 12 month Family and Medical Leave eligibility requirement.

#### **Use and Accrual of Vacation Hours While on Leave**

Any accrued vacation and personal hours are, at the employee's discretion, available for use with the leave start date. Employees returning from leave will be permitted to use any unused paid vacation and personal hours that had accrued before the beginning of the military leave.

# Rolling Meadows Library

## Employee Handbook

### 604 Military Leave (Continued)

Updated: 08/03/2021

#### **Health Insurance**

If the employee is on leave for 31 days or less, there is no change in insurance payment procedures or premiums paid. If the leave is longer than 31 days employees and their dependents are entitled to health insurance coverage as required under the current USERRA legislation and any applicable state statutes, at the employee's expense. The rate paid cannot exceed 102% of the group premium paid by employees not on leave. Upon reemployment, the employee and his or her family may reenter the employer's health plan without a waiting period, subject to the terms of the insurance carrier.

#### **IMRF and Paid Military Leave**

Your IMRF benefits will continue as long as RML continues to pay your salary. Payroll contributions to IMRF protect an employee's IMRF disability and death benefit coverage and IMRF service credit continues to accrue during paid leave.

For purposes of pension eligibility, upon return, no break in employment is considered to have occurred because of military service, no forfeiture of benefits already accrued is allowed, and there is no need for an employee to requalify for participation in the pension plan.

#### **IMRF and Unpaid Military Leave**

Military leaves of absence for basic training or advanced training that exceed the 60 day paid period could affect IMRF benefits. An employee on leave for basic or advanced training requiring more than 60 days away from work should complete IMRF form 6.32 requesting an IMRF Benefit Protection Leave *before the leave start date*. Information is available online at [www.imrf.org](http://www.imrf.org).

#### **Return to Work - Use and Accrual of Vacation Hours**

While vacation and personal hours do not accrue during any unpaid leave of absence, upon return to work from a military leave the employee is entitled to begin earning vacation and personal hours at the rate that would be in effect if the employee had never been on the military leave.

# Rolling Meadows Library Employee Handbook

## 604 Military Leave (Continued)

Updated: 08/03/2021

### Return to Work – Employer Notification

The amount of time a returning employee has to reapply for work depends on how long he or she was away on duty. Employees who serve for 31 to 180 days must apply for reinstatement within 14 days of the end of service. Individuals who serve for 30 days or less have no protected period and are required to return to work at the start of the next regularly scheduled workday following eight hours of their return home.

These time limits may be extended for up to two years if an individual is hospitalized or convalescing from an injury caused by active duty. RML is not required to reemploy a returning individual whose employment before military service was for a brief, non-recurrent period, with no reasonable expectation that it would continue indefinitely.

An employee who serves 90 days or less must be reemployed in a position that he or she would have attained if continuously employed. If not qualified for that position, the employee must be reemployed in the position he or she left. An employee who serves 91 days or more would be offered a position of like seniority, status, and pay. If the employee was not qualified for a similar job, then they must be reemployed in any other position of lesser status and pay for which they are qualified. In any case, the employee's seniority would not be affected from the time away on military leave.

If, prior to leaving for military service, an employee knowingly provides written notice of an intent not to return to work after military service, the employee waives entitlement to leave of absence rights and benefits not based on seniority.

# Rolling Meadows Library Employee Handbook

## **605 Pregnancy-Related Absences**

Updated: 08/03/2021

RML will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to all applicable federal and state laws and the medical leave policy provisions outlined in this handbook (see Family and Medical Leave and Disability Leave policies for additional information).

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions, will be considered in the same manner as other requests for unpaid family or personal leave.

All requests for pregnancy-related absences must be submitted to the Executive Director in writing.



# Rolling Meadows Library

## Employee Handbook

### 606 Victims' Economic Security and Safety Leave

Updated: 08/03/2021

In compliance with the Illinois Victims' Economic Security and Safety Act (VESSA), RML provides unpaid leaves of absence of up to 12 weeks to any employee who requests time off from work duties for any of the following reasons:

- to seek 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 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, temporarily or permanently relocating, 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 ensuring economic security;
- 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 domestic or sexual violence.

Domestic or sexual violence means domestic violence, sexual assault, or stalking. Parent means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child. Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability. Family or household member means a spouse, a party to a civil union (as defined by IL statute), parent, son, daughter, and persons jointly residing in the same household.

# Rolling Meadows Library

## Employee Handbook

### **606 Victims' Economic Security and Safety Leave (Continued)**

Updated: 08/03/2021

#### **Applying for Leave**

Employees should provide as much notice as is practicable, if possible, a written request for a VESSA leave should be made to the Executive Director at least 48 hours in advance of foreseeable events and as soon as possible for unforeseeable events. Certification of the need for VESSA will be requested. An employee would be required to make a sworn statement that the leave request is legitimate.

Employees may request up to a maximum of 12 workweeks of VESSA leave within any 12 month period. A "workweek" shall be defined as the number of hours an employee is expected to work in one week, as noted, in the employee's personnel file. The 12 month period is determined by using a "rolling calendar"; 12 weeks would be available in any 12 month period counted back from the requested leave start date. Each time an employee takes a VESSA leave, any balance of the 12 weeks which has not been used during the immediately preceding 12 months is available to the employee, with approval. Any combination of VESSA leave and medical or FMLA leave may not exceed this 12 week maximum limit.

Under the Victim's Economic Security and Safety Act requirements, RML also provides employees with an intermittent or reduced schedule VESSA leave of absence. The reason for the leave must be covered under the acceptable reasons previously stated in this policy.

In cases of an intermittent or reduced schedule leave the employee shall, upon request, advise RML, in writing, of the reasons why the leave is necessary. The employer and employee shall attempt to work out a schedule that meets the employee's needs without unduly disrupting the employer's operations.

#### **Use and Accrual of Paid Benefits While on Leave**

The employee may choose to use any earned paid benefits available at the leave start date. Benefit hours will continue to accrue during any portion of the leave the employee is receiving compensation from the Library. While benefit hours accrued during the leave cannot be used during the leave of absence, they will become available for use when the employee returns to work. Benefit accrual will stop when the employee is no longer receiving compensation from the Library.

#### **Insurance Benefits While on Leave**

The terms and conditions of insurance coverage shall continue on the same terms during a VESSA Leave as if the employee continued to work.

If applicable paid benefits are exhausted and VESSA continues unpaid, monthly insurance premiums will continue to be paid by the Library. Upon return to work the employee will pay, through payroll deduction, any employee insurance contributions paid by RML for the unpaid Leave period.

# Rolling Meadows Library

## Employee Handbook

### 606 Victims' Economic Security and Safety Leave (Continued)

Updated: 08/03/2021

#### Return to Work

To allow the library to prepare work schedules and adjust staffing, an employee on VESSA leave is requested to provide RML with at least two weeks advance written notice of the date the employee intends to return to work.

When a VESSA leave ends, job reinstatement is subject to the terms of the Victims' Economic Security and Safety Act. In general, the employee will be reinstated to the same position, if it is available, or to an equivalent available position for which the employee is qualified.

Under the provisions of this Act, no employee will be disciplined or discharged because the workplace is disrupted or threatened by the actions of a person who has committed or threatened domestic or sexual violence against the employee or the employee's family or household member. ~~One definition of discrimination is the failure to make a reasonable accommodation.~~ RML will comply with all provisions of the Victims' Economic Security and Safety Act.

# Rolling Meadows Library

## Employee Handbook

### **607 Illinois Family and Military Leave Act**

Updated: 08/03/2021

RML will grant employees an unpaid leave of absence in accordance with the provisions listed in the Illinois Family and Military Leave Act.

Up to 30 days of unpaid leave is available during the time the federal or state deployment orders are in effect if the military service will last 30 days or longer. Unpaid time may be requested by a spouse, parent, adult child, or grandparent of a person called to military service by either the State of Illinois or the United States, as ordered by the Governor or President.

#### **Eligibility**

To be eligible for this leave, employees must have worked at RML for at least twelve consecutive months immediately preceding the leave request and worked at least 1250 hours (including paid benefit hours used) during that twelve month period.

#### **Notification of the Need for Leave**

An Illinois Family and Military Leave request should be made to the Executive Director at least 14 days before the leave start date. A request for a leave of 5 consecutive days or less should be made as soon as the need for leave is known. The employee may be required to present proof from the proper military authority to ensure eligibility. This leave is only available to employees who have exhausted all accrued vacation leave, personal leave, and any other applicable leave except sick leave or disability leave.

Taking Illinois Family Military Leave will not result in the loss of any employee benefit accrued before the leave start date.

#### **Health Insurance**

The terms and conditions of insurance coverage shall continue on the same terms during a Family and Military Leave as if the employee continued to work. If the employee's payroll deductions are inadequate to cover the premium payment, RML will pay the difference. The employee is required to reimburse the library, within a reasonable period of time following their return to work, for any employee contribution paid by the library while the employee was on Family and Military Leave.

#### **Return to Work**

Upon return to work, the employee shall be restored to the position held before the leave, or to a position with equivalent seniority, benefits, and pay. If the employee is not restored, it must be for conditions unrelated to the Illinois Family and Military Leave.

# Rolling Meadows Library Employee Handbook

## **608 Employee Blood Donation Leave**

Updated: 08/03/2021

RML will grant eligible employees paid leave in accordance with the provisions listed in the Illinois Employee Blood Donation Leave Act.

Illinois Employee Blood Donation Leave is available to full-time RML employees who have been employed by the Library for six consecutive months immediately preceding the leave request.

An eligible employee may take up to one hour of paid time every 56 days to donate blood.

An eligible employee requesting leave to donate blood platelets may take up to two hours of paid leave time no more than 24 times in a 12 month period.

An employee requesting paid time covered by the Illinois Employee Blood Donation Leave Act must receive approval from their Department Director and schedule the leave so as not to unduly disrupt Library business.

# Rolling Meadows Library

## Employee Handbook

### 701 Employee Conduct and Work Rules

Updated: 08/03/2021

To ensure orderly operations and provide the best possible work environment, RML expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies

Employees should notify Library Management or any member of the RML Board if there is a concern regarding employee conduct so that the matter can be dealt with in a timely and confidential manner.

Employment with RML is at the mutual consent of RML and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

# Rolling Meadows Library

## Employee Handbook

### 702 Drug and Alcohol Use

Updated: 08/03/2021

It is RML's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on RML premises and while conducting business-related activities off RML premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, marijuana or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their Department Director, **the Administrative Services Coordinator**, or the Executive Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems ~~that have not resulted in, and are not the immediate subject of, disciplinary action~~ may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if granting the leave will not cause RML any undue hardship.

Employees with questions on this policy should raise their concerns with their Department Director, **the Administrative Services Coordinator**, or the Executive Director without fear of reprisal.

# Rolling Meadows Library

## Employee Handbook

### 703 Sexual and Other Unlawful Harassment

Updated: 08/16/19

RML is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments by an employee, patron, or other visitor to RML based on an individual's race, ethnicity, color, religion, sex, sexual orientation, health condition, national origin, age, disability, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her Department Director. If the Department Director is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Director, Board President, **the Administrative Services Coordinator**, or any other member of the Board or management. Employees can raise concerns and make reports without fear of reprisal as per the protections afforded under the Illinois Whistleblower Act and the Illinois Human Rights Act.

Employees also have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed with 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Any member of the Library Board or Library management who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director, Library Board President, or **the Administrative Services Coordinator** so that the matter can be dealt with in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Anyone knowingly making a false report of sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.



# **Rolling Meadows Library Employee Handbook**

## **704 Attendance and Punctuality**

Updated: 08/03/2021

To maintain a safe and productive work environment, RML expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on RML. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Department Director as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

# **Rolling Meadows Library Employee Handbook**

## **705 Personal Appearance**

Updated: 08/03/2021

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the public image RML presents to patrons and visitors. Library staff should wear clothing that will communicate professionalism.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees may or may not be compensated for the time away from work.

Consult your Department Director or the Executive Director if you have questions as to what constitutes appropriate attire.

# **Rolling Meadows Library Employee Handbook**

## **706 Return of Property**

Updated: 08/03/2021

Employees are responsible for all RML property, materials, or written information issued to them or in their possession or control. Employees must return all RML property immediately upon request or upon termination of employment.

# Rolling Meadows Library Employee Handbook

## **707 Resignation**

Updated: 08/03/2021

Resignation is a voluntary act initiated by the employee to terminate employment with RML. Although advance notice is not required, RML requests at least 2 weeks' written notice of resignation from non-exempt employees and 4 weeks notice from exempt employees and Department Directors.

# Rolling Meadows Library Employee Handbook

## **708 Security Inspections**

Updated: 08/03/2021

RML wishes to maintain a work environment that is free of illegal drugs, alcohol, marijuana, firearms, explosives, or other improper materials. To this end, RML prohibits the possession, transfer, sale, or use of such materials on its premises. RML requires the cooperation of all employees in administering this policy.

Desks, lockers, electronic equipment (including computers), and other storage devices may be provided for the convenience of employees but remain the sole property of RML. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of RML at any time, either with or without prior notice.

# Rolling Meadows Library Employee Handbook

## **709 Solicitation, Canvassing, & Peddling**

Updated: 08/03/2021

In an effort to ensure a productive and harmonious work environment, persons not employed by RML may not solicit or distribute literature in the workplace without the approval of the Executive Director.

Employee rules regarding solicitation, canvassing, & peddling are subject to the library policy dealing with these issues.

The posting of solicitations on the staff bulletin boards, via e-mail, social media, or on the staff web page requires prior approval of the Executive Director or his/her designee. If employees have a message of interest to the workplace, they may submit it to the Executive Director for approval to post.

For additional information see **Policy 501, Electronic Information Systems**.

# Rolling Meadows Library

## Employee Handbook

### 710 Disciplinary Procedures

Updated: 08/03/2021

The purpose of this policy is to state RML's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace.

RML's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with RML is based on mutual consent and both the employee and RML have the right to terminate employment at will, with or without cause or advance notice, RML may use progressive discipline at its discretion.

Disciplinary action may call for any of the following:

- verbal warning,
- written warning,
- suspension or termination of employment.

Depending on the severity of the problem and the number of occurrences there may be circumstances when one or more steps are bypassed.

#### **Progressive Discipline Where Possible**

Progressive discipline means that with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; the next occurrence of the same or related offense may be followed by a written warning; the third occurrence of the same or related offense may lead to a suspension or termination of employment. The Executive Director may decide to repeat any of the stages listed above. By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and RML.

Written warnings will be signed by the Executive Director and the Department Director before being added to the employee's file. The employee will also be asked to sign the warning before it is added to his/her personnel file. The employee's signature simply indicates that he or she has read the warning. The employee may submit his/her own written statement to be added to the personnel file.

# Rolling Meadows Library Employee Handbook

## 710 Disciplinary Procedures (Continued)

Updated: 08/03/2021

### Exceptions to Progressive Discipline

RML recognizes that there are certain types of behavior that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

Examples of such behavior include, but are not limited to, acts or omissions which:

- constitute gross insubordination,
- endanger the health and safety of others,
- significantly disrupt Library operations, or
- pose a significant threat to Library property.

### Terminations

Terminations will not be carried out by the Executive Director without consultation with the Library Board President and Chairperson of the Personnel Committee; however, the final decision on termination rests solely with the Executive Director.

An employee may appeal his/her termination in writing to the Library Board. An employee's appeal must be presented in writing, addressed to the Board President, and must be postmarked no later than two weeks after the date of termination. There are no provisions in the appeal process for the employee to appear before the Board. After the Board has reviewed the employee's written appeal, it may then choose to grant or deny the relief requested in the appeal or to grant some other relief.



# Rolling Meadows Library

## Employee Handbook

### 711 Political Activity While At Work Or On Duty

Updated: 08/03/2021

It is vital that patrons know that their requests for information will be filled in a thorough, professional, and non-partisan manner. If their trust in the Library as a politically neutral institution is ever shaken, its mission as a place for free intellectual inquiry will be seriously jeopardized. Partisan political activity in a workplace can also disrupt operations by creating dissension. Therefore, RML employees may not engage in political activity while at work or on duty.

The Local Governmental Employees Political Rights Act (50 ILCS 135 et. Seq.) reads in pertinent part, “No employee of a unit of local government or school district may... (ii) engage in political activities while at work or on duty”.

Prohibited political activity by Library employees while at work or on duty includes the display of political items supporting or opposing legislation, a candidate for office, view, belief, or position. Such items include, but are not limited to: pictures, signs, stickers, badges, buttons, banners, and articles of clothing—but do not include bumper stickers on personal vehicles. All areas of Library property are included in this prohibition. This prohibition also extends to all activity outside of Library property while the employee is at work or on duty. Employees are not allowed to state or imply that their views represent those of the Rolling Meadows Library. This extends to all forms of communication including the use of social media.

# Rolling Meadows Library

## Employee Handbook

### **801 Life-Threatening Illnesses in the Workplace**

Updated: 08/03/2021

Employees with life-threatening illnesses, such as cancer, heart disease, and HIV / AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. RML supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, RML will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. RML will take reasonable precautions to protect such information from inappropriate disclosure. Department Directors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Executive Director or RML's Employee Assistance Program for information and referral to appropriate services and resources.

# Rolling Meadows Library

## Employee Handbook

### 802 Bloodborne Pathogens

Updated: 08/03/2021

While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Rolling Meadows Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens that have been incorporated by administrative actions.

#### A. Exposure Determination:

No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.

#### B. Universal Precautions:

All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other bodily fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

#### C. Exposure Control Plan:

At any time within the Library environment that human blood, human bodily fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers and blood-tinged materials (i.e. Band-Aids, gauze, cotton, clothing, etc.). ***Needles should be disposed in a Sharps container.*** Containers are located at the Reference Desk, Welcome Desk, and Youth Department.

# Rolling Meadows Library Employee Handbook

## 802 Bloodborne Pathogens

Updated: 08/03/2021

### C. Exposure Control Plan (continued):

If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

### D. Training and Immunizations:

The Library shall provide directly or through System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the Hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

# Rolling Meadows Library

## Employee Handbook

### APPENDIX: Updated 8/3/2021

#### **United States Department of Labor: Wage and Hour Division**

**FMLA Fact Sheets:** [https://www.dol.gov/whd/fmla/fact\\_sheets.htm](https://www.dol.gov/whd/fmla/fact_sheets.htm)

- **Fact Sheet #28:** The Family and Medical Leave Act of 1993 (PDF)  
<https://www.dol.gov/whd/regs/compliance/whdfs28.pdf>
- **Fact Sheet #28A:** Employee Protections under the Family and Medical Leave Act (PDF)  
<https://www.dol.gov/whd/regs/compliance/whdfs28a.pdf>
- **Fact Sheet #28B:** FMLA leave for birth, bonding, or to care for a child with a serious health condition on the basis of an "in loco parentis" relationship (PDF)  
<https://www.dol.gov/whd/regs/compliance/whdfs28B.pdf>
- **Fact Sheet #28C:** FMLA leave to care for a parent with a serious health condition on the basis of an "in loco parentis" relationship (PDF)  
<https://www.dol.gov/whd/regs/compliance/whdfs28C.pdf>

Illinois School Visitation Rights Leave Act:

<https://www2.illinois.gov/idol/faqs/pages/school-visitation-rights.aspx>

**Illinois Service Member Employment and Reemployment Rights Act (ISERRA)**

<https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=3912&ChapterID=33>

Uniformed Services Employment and Reemployment Act (USERRA):

[https://www.dol.gov/vets/programs/userra/userra\\_fs.htm](https://www.dol.gov/vets/programs/userra/userra_fs.htm)

Illinois Victims' Economic Security and Safety Act (VESSA):

[https://www2.illinois.gov/idol/laws-rules/eow/documents/vessa\\_fs.pdf](https://www2.illinois.gov/idol/laws-rules/eow/documents/vessa_fs.pdf)

Illinois Family and Military Leave Act:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2734&ChapterID=68>

Illinois Employee Blood Donation Leave Act:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2700&ChapterID=68>

Local Governmental Employees Political Rights Act:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=696&ChapterID=11>

Illinois Whistleblower Act

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2495&ChapterID=57>

Illinois Human Rights Act

<http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=2266&ChapterID=64>

- **Illinois Department of Human Rights (IDHR)** Chicago: 312-814-6200 -Chicago TTY: 866-740-3953  
Springfield: 217-785-5100 -Springfield TTY: 866-740-3953
- **Illinois Human Rights Commission (IHRC)** Chicago: 312-814-6269 -Chicago TTY: 312-814-4760  
Springfield: 217-785-4350 Springfield TTY: 217-557-1500
- **United States Equal Employment Opportunity Commission (EEOC)** Chicago: 800-669-4000 Chicago  
TTY: 800-669-6820