

Attachment D - 08/06/2013

August 6, 2013

To: The Library Board
From: The Personnel Committee
Subject: RML *Employee Handbook* Policy Updates

The attached policy pages reflect updated wording following our review of the RML *Employee Handbook*. Changes to policy content have been noted in bold on each policy page.

Changes to the following policies are submitted for approval this evening:

All policy pages show: **Updated: 08/06/2013**

Revised policies:

- 106 Immigration Law Compliance - Added: **immigration status** to first paragraph
- 303 Holidays – Added, on both pages, **Paid holidays must be used in whole day increments, no partial use will be allowed.**
- 313 Disability Leave – Corrected spelling of “**designation**”.
- 508 Business Travel – **Local Business Travel** section revised.
Deleted page 5.9.
- 601 Family and Medical Leave Act – Changed wording to reflect **Military Family Leave** changes and added one sentence* to first paragraph.
- 604 Military Leave – Added, ***If there is a need for time off for a military related reason employees should contact the Executive Director or his/her designee.**

Table of Contents – Changed Dates, **Updated: 08/06/2012.**

Rolling Meadows Library

Employee Handbook

106 Immigration Law Compliance

Updated: Proposed

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, **(Add) immigration 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. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Rolling Meadows Library

Employee Handbook

303 Holidays

Updated: Proposed

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. **(Add) Paid holidays must be used in whole day increments, no partial use will be allowed.**

Rolling Meadows Library

Employee Handbook

303 Holidays

Updated: Proposed

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 in writing at least two weeks in advance and is subject to staffing and operational needs. **(Add) Paid holidays must be used in whole day increments, no partial use will be allowed.**

Paid Floating Holidays

Employees working 20 or more "normal weekly hours" will receive four paid floating holidays annually. Paid floating holidays 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

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

Rolling Meadows Library

Employee Handbook

313 Disability Leave

Updated: Proposed

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 31st 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 31st 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~~ **(Correct) designation** as an "active employee" may change depending on the terms and conditions of the current insurance policy.

Rolling Meadows Library

Employee Handbook

508 Business Travel

Proposed:

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 7.5 hours each day. 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 guidelines: **(Delete the following)**

If you drive your car, leaving from the Library and returning to the Library, you will be reimbursed for the total trip.

If you drive your car from home and return to the Library, the eligible mileage would be the total miles driven minus your normal mileage from home to the Library.

(Add) If you drive your car, mileage will be paid for the actual round trip miles driven to attend the meeting or program no matter if the starting point is your home or the Library.

Rolling Meadows Library Employee Handbook

508 Business Travel

Proposed: Delete this page, information is included on page 5.8.

Local Business Travel (continued)

If you attend an all day meeting on a scheduled workday, leaving from and returning to your house, the eligible mileage paid will be calculated on miles driven over and above your normal daily mileage to and from the Library.

If you work a 6-day week and attend a meeting on your normal day off, the eligible mileage would be the total miles driven, round trip, from your home.

Rolling Meadows Library

Employee Handbook

601 Family and Medical Leave

Proposed:

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.

(Add) If there is a need for time off for a military related reason, employees should contact the Executive Director or his/her designee for additional leave details.

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.

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

Rolling Meadows Library Employee Handbook

601 Family and Medical Leave

Proposed:

Length of FMLA Leave (continued)

ned 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 a 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.

(Add) 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 **(Replace) Caregiver** Leave with **Family** Leave to care for a covered service member with a serious injury or illness and leave to care for a family member with a serious health condition the leave will be designated as Military **(Replace) Caregiver** Leave **with Family** Leave.

Rolling Meadows Library

Employee Handbook

601 Family and Medical Leave

Proposed:

(Add) 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.

(Delete) Military Family Leave Entitlements – Military Caregiver Leave

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of unpaid leave during a single 12 month period to care for a covered service member who returns from active duty with a serious injury or illness which occurred in the line of duty and renders the individual medically unfit to perform his or her military duties. The eligible employee must be the spouse, son, daughter, parent, or next of kin of the service member.

The “single 12-month period” for Military Caregiver Leave begins on the 1st day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 weeks in a single 12 month period for FMLA and Military Leave.

(Delete) Military Caregiver Leave - Definitions

A covered service member is a member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Next of kin is an eligible employee who is the nearest blood relative of the service member.

(Add) 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. 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 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.

Rolling Meadows Library Employee Handbook

601 Family and Medical Leave

Proposed:

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.

Rolling Meadows Library

Employee Handbook

601 Family and Medical Leave

Proposed:

(Delete) Qualifying Exigencies May Include:

- Attending certain military events;
- Arranging for alternative childcare;
- Addressing certain financial and legal arrangements;
- Attending certain counseling sessions; and
- Attending post-deployment reintegration briefings.

(Add) 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.

(Add) 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.

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.

Rolling Meadows Library

Employee Handbook

601 Family and Medical Leave

Proposed:

Use and Accrual of Benefits While on FMLA

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.

Health Insurance

The terms and conditions of insurance coverage, including any applicable premium contribution by the employee, shall continue on the same terms during family or medical leave as of the day before the leave start date. Employees on leave must make timely payment of any employee portion of the insurance premium. The employee portion of premium payments will be payable to the City of Rolling Meadows and mailed, by the employee, directly to the City of Rolling Meadows at the following address:

City of Rolling Meadows
3600 Kirchoff Road
Rolling Meadows, IL 60008
Attn: Human Resources

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.

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 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

604 Military Leave

Proposed

In compliance with the Illinois state statutes and the federal Uniformed Services Employment and Reemployment Act (USERRA), RML provides military leaves of absence to employees called to active duty. **(Add) 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 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.

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.