

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 underlined on each policy page.

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

All policy page dates are: Updated: 08/05/2014, including the Table of Contents

Revised policies:

- 106 Immigration Law Compliance - Added: citizenship status wording
- 207 Job Descriptions – Added: and when existing job descriptions are to be changed.
- 304 Workers’ Compensation – Added: Optional use of paid benefit information
- 310 Educational Assistance – Deleted: 2nd bullet point and changed range to 20 to 28 in 3rd bullet point.
- 311 Health Insurance – added healthcare wording in 1st paragraph and changed bullet point to 30 “normal weekly hours”.
- 315 Normal Weekly Hours – updated wording in reflect weekly maximum use of paid benefits and work hours.
- 512 Workplace Violence Protection – Added: possible criminal prosecution wording.
- 601 Family and Medical Leave under – Entitlements – Military Caregiver Leave – added additional details to update policy.
- 604 Military Leave – Deleted wording regarding a discontinued IMRF booklet.

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106 Immigration Law Compliance

Proposed: 08/05/2014

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, 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.

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207 Job Descriptions

Proposed: 08/05/2014

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.

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304 Workers' Compensation Insurance

Proposed: 08/05/2014

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.

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310 Educational Assistance

Proposed: 08/05/2014

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. 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 30 to 37.25 normal weekly hours will have 40% of their tuition reimbursed by the Library; Deleted – no one in this normal weekly hours range.
- 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.

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311 Health Insurance

Proposed: 08/05/2014

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.

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315 Normal Weekly Hours

Proposed: 08/05/2014

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.

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512 Workplace Violence Prevention

Proposed: 08/05/2014

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 and/or the 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.

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601 Family and Medical Leave

Proposed: 08/05/2014

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 date 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. A covered service member may have been discharged

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.

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.

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604 Military Leave

Proposed: 08/05/2014

Health Insurance (continued)

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*. Details of the IMRF Benefit Protection Leave are explained in the IMRF publication, *IMRF Benefits for Activated Reservists*. Delete: publication no longer available. Information is available online at www.imrf.org or copies are available in the RML Business Office. Delete: publication not available.

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.

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