

Subject: RML *Employee Handbook* Policy Updates

Following the Personnel Committee review of the RML *Employee Handbook* typographical errors have been corrected and the following updated policies are submitted for approval this evening:

With your approval, the Table of Contents, Index, and all Handbook policy pages will read, Updated: 07/07/2015. The following policies were changed.

- 308 Jury and Witness Duty – Added, “to receive payment for time off 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.”
- 313 Disability Leave – Page 3.13a, Deleted first paragraph and Added, “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 contributions paid by RML when the employee was away from work.”
- 314 Employee Assistance Program – moved paragraph two ahead of paragraph one to clarify explanation of EAP services available.
- 317 Deferred Compensation Plans – Deleted the first word of the policy, “eligible”.
- 402 Paydays – Deleted: part of last policy sentence “when RML makes direct deposit”.
- 404 Administrative Pay Corrections – Changed Policy Title to: Administrative Pay and Benefit Accrual Corrections. Added, “benefit accrual figures are correct,” to first sentence. Updated Index and Table of Contents to reflect new policy title.
- 601 Family and Medical Leave – Deleted “Health” from Health Insurance heading and City Address information. Changed wording to reflect updated premium payment procedure. See 313 above.
- 602 School Visitation Leave – Moved paragraph three ahead of paragraph two.
- 606 Victims’ Economic Security and Safety Leave – Under Insurance Benefits While on Leave See change noted for Policy 313 – Disability Leave.

Appendix: Changed Fact Sheet Revision Dates, as needed.

Rolling Meadows Library

Employee Handbook

308 Jury and Witness Duty

Updated: 08/05/2014

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.

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.

308 Jury and Witness Duty

Updated: 07/07/15

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.

Added: 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.

Rolling Meadows Library

Employee Handbook

313 Disability Leave

Updated: 08/05/2014

Delete: Employees on leave must make timely payment of any 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

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.

313 Disability Leave

Updated: 07/07/15

Updated wording: 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: 08/05/2014

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.

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 each employee and his/her spouse, significant other, and dependents. The EAP offers problem assessment, short-term counseling, and referral to appropriate community and private services.

Reversed order of 1st and 2nd paragraphs.

314 Employee Assistance Program

Updated: 07/07/15

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 each employee and his/her spouse, significant other, 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.

Rolling Meadows Library Employee Handbook

317 Deferred Compensation Plans

Updated: 08/05/2014

Deleted: **Eligible** employees may choose to enroll in one of the two Deferred Compensation Plans offered by RML. 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.

317 Deferred Compensation Plans

Updated: 07/07/15

Employees may choose to enroll in one of the two Deferred Compensation Plans offered by RML. 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.

Rolling Meadows Library Employee Handbook

402 Paydays

Updated: 08/05/2014

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 to RML. Employees will receive an itemized statement of wages **Deleted: when RML makes direct deposits.**

402 Paydays

Updated: 07/07/15

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

404 Administrative Pay Corrections

Updated: 08/05/2014

RML takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that 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.

404 Administrative Pay (Added: and Benefit Accrual) Corrections

Updated: 07/07/15

RML takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, **Added: 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

601 Family and Medical Leave

Updated: 08/05/2014

Changed heading: Health Insurance

Deleted outdated procedure wording: 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.

601 Family and Medical Leave

Updated: 07/07/2015

Insurance Benefits While on Leave

Updated to: 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

602 School Visitation Leave

Updated: 08/05/2014

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

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.

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.

An employee must make a written request to the Executive Director 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.

602 School Visitation Leave

Updated: 07/07/2015

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

Reversed order of 2nd and 3rd paragraphs

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 must make a written request to the Executive Director 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

Rolling Meadows Library Employee Handbook

606 Victims' Economic Security and Safety Leave

Updated: 08/05/2014

Insurance Benefits While on Leave

The terms and conditions of insurance coverage, including any applicable premium contribution by the employee, shall continue on the same terms during a VESSA leave as if the employee continued to work. **Delete: 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

606 Victims' Economic Security and Safety Leave

Updated: 07/07/2015

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.

Add: 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.