

REACHING ACROSS ILLINOIS

LIBRARY SYSTEM

(RAILS)

EMPLOYEE HANDBOOK

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WELCOME TO RAILS

Dear colleague,

Thank you for joining the RAILS team! Every team member plays an important role in helping RAILS achieve our mission, which is to promote excellence in library operations by providing critical and cost-effective supportive services for more than 1,200 member libraries.

RAILS Vision Statement

As a leader, innovator, and partner in encouraging and supporting a powerful network of vital and energetic libraries RAILS envisions a future where:

- *All RAILS members share resources seamlessly and robustly.*
- *All RAILS members are resilient and prepared to meet the ever-changing future.*
- *All RAILS members are highly-valued and seen as essential to anyone who lives, works, or goes to school in the state of Illinois.*

RAILS Mission Statement

RAILS is a multitype regional library system that fosters collaboration and resource sharing among libraries to empower them to better serve their clientele or library users.

RAILS seeks to be an employer of choice for this region. The employee handbook details the benefits available to you. To ensure a safe and productive workplace for all, this handbook also outlines standards of conduct for all RAILS team members.

Whenever you have questions, please speak with your supervisor for clarification about any aspect of the benefits and policies outlined in this handbook. Thank you again for joining our team. We welcome your contributions with appreciation, and we wish you every future success!

This handbook will be reviewed on an annual basis or as often as deemed appropriate by management.

INTRODUCTION

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

The handbook cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not addressed in the handbook, the need may arise to change policies described in the handbook. RAILS therefore reserves the right to revise, supplement, deviate from, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. We will of course, make an effort to notify you of such changes as they occur.

The handbook is not intended to create a contract of employment. Rather, it is simply intended to describe RAILS's present policies and procedures, employee benefits, and general guidelines. Your employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of RAILS. This at-will relationship can only be modified by an enforceable, executed agreement, in writing. All other agreements and/or oral agreements to the contrary will be considered null and void.

Federal, state or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state or local laws or regulations
- If any omissions or inclusions cause conflict with federal, state or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state or local laws or regulations.

Some of the subjects described here are covered in detail in official policy documents, e.g., benefit plans. You should refer to these documents for specific information, since the handbook only briefly summarizes RAILS's policies, procedures and benefits.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the management of RAILS, subject to federal, state and local laws.

EQUAL EMPLOYMENT OPPORTUNITY

RAILS will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information, sexual orientation and gender identity status, all in accordance with applicable law. Such action shall

include, but is not limited to initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

RAILS is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates applicable state and local laws governing nondiscrimination in employment.

Any employee who believes this policy has been violated should report the situation to a RAILS supervisor or the Executive Director. All such matters will be held in confidence, thoroughly investigated and rectified if a policy violation is identified. Please refer to the policy governing sexual and other types of harassment for more detailed information concerning RAILS' investigative procedures.

RAILS strongly encourages use of this policy if necessary and assures its employees that they need fear no reprisals for bringing forth a good faith claim, regardless of the results of any investigation.

RAILS expressly prohibits any form of workplace harassment based on any of the protected classes identified above or that are protected from harassment by applicable federal, state or local law.

AMERICANS WITH DISABILITIES ACT (ADA)-Reasonable Accommodations

RAILS supports the Americans with Disabilities Act (ADA) as amended and Title VII of the Civil Rights Act and will attempt to provide reasonable accommodations for employees with disabilities in the workplace and sincerely held religious beliefs, unless such accommodations would present an undue hardship for RAILS.

Reasonable accommodations apply to all employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies and layoff and termination procedures.

A qualified person with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of themselves or other individuals in the workplace. A qualified person eligible for an accommodation may also include an employee who requires a workplace accommodation in order to practice their religion.

Contact the Human Resources Department for further clarification regarding RAILS' policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

SEXUAL AND OTHER FORMS OF HARASSMENT

RAILS is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, RAILS will not tolerate harassment of RAILS employees by anyone, including any supervisor, coworker, vendor, patron, contractor, or other regular visitor of RAILS.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon

a person's protected status such as sex, color, race, ancestry, national origin, age, disability, sexual orientation, gender identity, or other legally protected group status. Specifically, Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act prohibits sexual harassment.

RAILS will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of protected status.

Sexual harassment consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.

An employee may complain about harassment if the employee is subjected to consensual behavior between two or more other employees. All RAILS employees are responsible to help assure that RAILS avoids harassment. Employees who believe that they have been subjected to sexual or other types of harassment or who have witnessed harassment should immediately submit a complaint to the Executive Director. If the Executive Director is the alleged harasser, then the complaint shall be submitted to the President of the RAILS Board of Directors. All complaints shall be investigated in accordance with the procedures contained herein.

RAILS shall promptly investigate all complaints. Reporting harassment or participating in an

investigation will not reflect adversely upon an individual's status or affect future employment.

Under Section 6-101 of the Illinois Human Rights Act, it is a civil rights violation for a person, or for two or more persons to conspire, to retaliate against a person because he or she has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment in employment or discrimination based on citizenship status in employment, or because he or she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under this Act. Any employee who retaliates against another for exercising their rights under this policy and the Illinois Human Rights Act shall be subject to discipline up to and including discharge.

The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with RAILS' legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against an employee will subject the employee to disciplinary action up to and including discharge.

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

ADMINISTRATIVE CONTACTS

Illinois Department of Human Rights (IDHR)

Chicago: 312-814-6200 or 800-662-3942 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: 800-869-8001

WHISTLEBLOWER COMPLIANCE

A whistleblower as defined by this policy is an employee of RAILS who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective

measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state or local laws or financial wrongdoing. If an employee has knowledge of or a concern about illegal or dishonest fraudulent activity, the employee is to contact the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas—confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. RAILS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities should be promptly submitted to the Executive Director for investigating and coordinating corrective action. In the event the Executive Director is the accused, reports of illegal and dishonest activities or retaliation should be promptly submitted to the President of the RAILS Board of Directors.

CONDUCT STANDARDS AND WORKPLACE POLICIES

CONDUCT AND WORK RULES

As integral members of RAILS' team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

This not only involves sincere respect for the rights and feelings of others but also requires that both in a business and personal setting, employees should refrain from any behavior that might be harmful to the employee, coworkers, and/or RAILS or that might be viewed unfavorably by member library staff or by the public at large.

Employee conduct reflects on RAILS not only when an employee is at work, but also when an employee is away from RAILS. Employees are expected to observe the highest standards of professionalism at all times. The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be all-inclusive, and that other behaviors may, at RAILS' discretion, also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment-at-will relationship. Employees should seek further clarification from their supervisor on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

BREACHES OF CONDUCT

- Falsifying an employment application, time sheet, expense report, personnel or other documents or records of RAILS.
- Unauthorized possession of RAILS' or others' property.
- Possession, distribution or use of weapons or explosives (including firearms), or violation of criminal laws on the premises of RAILS. (RAILS prohibits firearms in the building, even if the employee is licensed to carry.)
- Fighting and/or other disorderly conduct.
- Dishonesty, fraud, theft or sabotage against RAILS or its employees.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of RAILS or its members.
- Insubordination or failure to perform reasonable duties that are assigned.
- Unauthorized use of material, time, equipment or property of RAILS or a member.
- Damaging or destroying system or member property through careless or willful acts.
- Conduct that RAILS feels reflects adversely on the employee, other employees or RAILS.

- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of RAILS security or confidential materials.
- Installing unauthorized or illegal copies of software on a RAILS-owned computer.
- Revealing any confidential information to any person who isn't authorized to receive it and who does not need to know it. For the definition of confidential information, please see the Confidentiality Policy.
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
- Violation of RAILS' drug/alcohol policy.
- Any behavior that results in an employee not performing their job.
- Engaging in such other practices as RAILS determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of RAILS, its employees or its members.

SMOKING

RAILS is committed to protecting the safety and welfare of its employees, clients and visitors.

No smoking of any kind will be permitted in RAILS' vehicles, offices or within 15 feet of any entrance, exit, window, ventilation intake, office or work area, restroom, conference or classroom, break room or cafeteria and/or other common area. This policy specifically applies to the use of smokeless tobacco and/or herbal products as well as e-cigarettes.

Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations.

This policy applies equally to all employees, members, and visitors.

If you are working at a member site, you must comply with any smoking regulations of that facility.

Supervisors and managers are generally responsible for reporting no-smoking violations and enforcing the no-smoking rule. We encourage you to report violations of our smoke-free office policy to a supervisor/manager.

ATTENDANCE

Consistent attendance and punctuality contribute to the success of RAILS' business operations. Attendance problems disrupt operations, lower productivity and create a burden for other employees. All employees of RAILS are expected to assume responsibility for their attendance and promptness. Poor attendance and/or punctuality will be reflected in an employee's performance review, and is subject to disciplinary action.

Rules Concerning Attendance

- **Inform RAILS in advance when possible.** When an employee knows in advance that they cannot avoid absence from work, the employee must request arrangements in advance with the employee's supervisor for such absence.
- **Contact RAILS on the first day of the absence.** If it is not feasible for an employee to make arrangements in advance for an absence, the employee should contact the supervisor or Human Resources as soon as possible. Employee should provide a contact number where the employee can be reached and if no confirmation of message is received, a secondary supervisor or Human Resources should be contacted. The employee should be prepared to explain the reason for the absence and give an expected date of return to work. Keep RAILS informed. Employees must personally contact RAILS on a daily basis during all absences, except those arranged in advance with RAILS.
- **RAILS may require that additional documentation be furnished.**
- In instances of absence due to an employee's health, RAILS reserves the right to require that the employee obtain a **doctor's report** explaining the condition and the doctor's restriction that the employee not work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, RAILS may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted to RAILS.
- Except in extenuating **circumstances, three consecutive days of absence without notice** to RAILS constitutes job abandonment and results in termination of an employee as a voluntary separation.

POLITICAL ACTIVITIES AND CONTRIBUTIONS

RAILS employees must not intentionally perform any of the following activities during compensated time other than vacation, personal, or sick time off. Additionally, employees may never engage in any of these activities by misappropriating RAILS property and resources (such as telephones, cell phones, photocopiers, or computers) for the benefit of any campaign for elective office or any political organization:

- Prepare for, organize, or participate in any political meeting, political rally, political demonstration, or other political event.

For example: Employees may not send an email to fellow workers during work hours encouraging them to attend a rally for a candidate for elective office. Nor may employees use a RAILS email account, at any time, to, for example, issue invitations to or advertise a political event to anyone.

- Solicit contributions, including but not limited to purchasing, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

For example: It is against RAILS policy for employees to collect contributions to fund a political event by placing a “donations” canister on their desktops at work.

- Solicit, plan the solicitation of, or prepare any document or report regarding anything of value intended as a campaign contribution.
- Plan, conduct, or participate in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes, or for or against any referendum question.
- Survey or gather information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes, or for or against any referendum question.

For example: It is against RAILS policy for employees, during their workday, to call potential voters on behalf of a political party to find out whom they might vote for in an upcoming election.

- Assist at the polls on Election Day on behalf of any political organization, candidate for elective office, or for or against any referendum question.
- Solicit votes on behalf of a candidate, political organization, or for or against any referendum question, or help in an effort to get voters to the polls.
- Participate in a vote recount on behalf of a candidate or political organization.
- Initiate, prepare, circulate, review, or file a petition on behalf of a candidate for elective office or for or against any referendum question.
- Make a contribution on behalf of any candidate for elective office.
- Prepare or review responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- Distribute, prepare for distribution, or mail campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

For example: It is unlawful for employees to use RAILS-owned photocopying machines to produce campaign flyers for a school board candidate.

- Campaign for an elective office or for or against any referendum question.

- Manage or work on a campaign for elective office or for or against any referendum question.

For example: It is against RAILS policy for employees to use RAILS-provided telephones, even during an uncompensated lunch period or before or after their normal work hours, to work on someone's campaign for elective office.

- Serve as a delegate, alternate, or proxy to a political party convention.

Lastly, a supervisor may not compel an employee to perform political activities at any time.

Recommended Best Practice

RAILS employees must not engage in political activities during the hours they work for the RAILS or by misappropriating any RAILS resource (such as phones, copiers, letterhead, fax machines, email accounts, etc.). If you are in doubt as to whether an activity or action may be prohibited by law or policy, you should ask your immediate supervisor.

Political Contributions on RAILS Property

As a RAILS employee, you may not intentionally solicit, accept, offer, or make political campaign contributions on RAILS property. RAILS property includes buildings or portions thereof that are owned or exclusively leased by RAILS, as well as RAILS vehicles.

Prohibited Offer or Promise

RAILS employees, appointees, or officials may not promise anything of value related to the RAILS in consideration for a contribution to a political committee, political party or other entity that has as one of its purposes the financial support of a candidate for elective office. In the context of a prohibited offer or promise related to a political contribution, anything of value includes, but is not limited to

- Positions in RAILS;
- Promotions;
- Salary increases;
- Other employment benefits, including, but not limited to, modified compensation or benefit terms; compensated time off; or change of title, job duties, or location of office or employment. An employment benefit may also include favorable treatment in determining whether to bring any disciplinary or similar action or favorable treatment during the course of any disciplinary or similar action or other performance review;
- RAILS Board appointments;
- Favorable treatment in any official or regulatory matter; and
- The award of any RAILS contract

For example: It is against RAILS policy for an employee, appointee, or official to offer an action by a RAILS facility, or to offer someone a job or to offer an appointment to the RAILS board, or to offer the award of a contract, in exchange for a political campaign contribution.

PERSONAL APPEARANCE

RAILS employees are expected to maintain good personal hygiene and to dress appropriately for the tasks of their position. Some departments will have different dress standards and guidelines. Please see your supervisor if you have questions regarding appropriate dress in the workplace.

HIRING OF RELATIVES/NEPOTISM

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would create actual or substantial interference with the business operations of RAILS or would violate Illinois law or applicable conflict of interest laws.

This policy must also be considered when assigning, transferring, or promoting an employee.

Employees who marry or establish close personal relationships may continue employment as long as it does not violate this policy. If the conditions outlined above should occur, attempts may be made to find a suitable position within RAILS to which one of the employees can transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

- Employees may date and develop friendships and relationships with other employees—both inside and outside of the workplace—as long as the relationships do not have a negative impact on their work or the work of others.
- Any relationship that interferes with the RAILS culture of teamwork, the harmonious work environment or the productivity of employees will be addressed by applying the progressive discipline policy up to and including employment termination.
- Adverse workplace behavior—or behavior that affects the workplace that arises because of personal relationships—will not be tolerated.
- Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment.
- Additionally, any fraternization with any employee who reports to the manager or whose terms and conditions of employment such as pay raises, promotions, and advancement are potentially affected by the manager, is prohibited.
- Additionally, for the same reason above no employee may date another employee who is separated by more than one level in the chain of command. This includes an employee who reports to their boss's counterpart in another department.

- The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations; close friendships are discouraged in any reporting relationship.
- Employees who disregard this policy will receive disciplinary actions up to and including employment termination.

Consequences of Dating and Extramarital Affairs

A manager or supervisor who dates or becomes romantically involved with an employee creates a serious problem for the RAILS. Dating an employee, and extramarital affairs, even when the employee is not in a reporting relationship, creates serious consequences for the RAILS. It can affect the careers of both employees with regard to advancement opportunities, choices of jobs, and assignments. Clearly, these relationships can result in charges of sexual harassment, years or decades after the fact.

If a manager decides to pursue a close relationship with an employee, he or she needs to inform their manager and Human Resources immediately. The RAILS will then decide what, if any, actions are necessary to take in regard to assignments and jobs.

Employees have different definitions and understandings of what constitutes a close relationship, a friendship, or romantic involvement. Consequently, if you have questions or need further clarification, talk with the head of the Human Resources department. Their goal of implementing policies consistently and fairly will help inform your choices.

OUTSIDE EMPLOYMENT

No RAILS employee may accept outside employment that may cause a conflict of interest or infringe on official work time with RAILS. RAILS employees may hold outside employment as long as they can satisfactorily perform their RAILS duties and responsibilities, and the outside job is compatible with RAILS scheduling demands. All RAILS employees—including those with outside employment—are held to the same performance standards and scheduling expectations. In order to remain employed at RAILS, team members may be asked to leave an outside job if it is determined that such secondary employment is impacting their performance or ability to meet RAILS requirements, which may change over time.

No employee may have an outside job that creates a conflict of interest with RAILS. Examples of unacceptable secondary employment include jobs that result in:

- Unscheduled absences from RAILS.
- Unsatisfactory work performance.
- Using sick leave to fulfill secondary employment responsibilities.
- Working for a vendor that does business with RAILS.
- Exposing RAILS to public dispute or legal jeopardy.

Employees who have outside employment or who contemplate such employment must notify their RAILS supervisor and complete the Secondary Employment form provided by RAILS. This form will include the name of the employer, the nature of the proposed secondary employment duties, and the second job's work hours.

Based on available information, the RAILS Executive Director will determine if the proposed secondary employment may create or does create a conflict of interest.

Employees who accept secondary employment that is determined to be a conflict of interest, or who do not terminate secondary employment if a conflict of interest is at any time determined to exist, or who refuse to complete the Secondary Employment form, may be subject to disciplinary action, up to and including discharge.

ACCESS TO PERSONNEL FILES, REFERENCES AND BACKGROUND CHECKS

PERSONNEL FILES

Employee personnel records are maintained in our Human Resources department. Employees may request access to their basic personnel file.

All requests for access to your personnel file must be provided in writing. Upon receipt of your written request, Human Resources will schedule an appointment for you to view your file during normal office hours. Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing or via email to Human Resources.

REFERENCE AND BACKGROUND CHECKS

RAILS must have a signed consent form authorizing RAILS to release any information from the individual's personnel records to the specifically named organization. To be acceptable, this consent form must indicate the general and specific types of information that can be released and release RAILS from all potential liability related to the authorized disclosure.

All requests for reference checks shall be referred to the Human Resources department to ensure uniformity and consistency. HR staff may consult with person(s) more familiar with the employee's work history.

RAILS will provide the following minimum information in response to a reference inquiry:

- Verification that the individual worked for RAILS as a full- or part-time employee and the period during which the individual was employed.
- Verification of the position or positions held by the individual during their tenure of employment.

- Salary information may be released for purposes of loan applications.

Any references by RAILS employees about current or former RAILS employees should not be on RAILS letterhead, and are to be viewed as personal references from the author, not necessarily the opinion of RAILS.

Government Requests for Information

The only exception to the above procedures applies to information requests received by RAILS from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. RAILS normally honors all such requests and provides the information sought in the form requested by the agency or official. When RAILS is requested to provide information about an employee or former employee in response to a subpoena, it normally informs or attempts to inform the individual about the disclosure. However, RAILS reserves the right to refrain from informing individuals of government information requests related to an ongoing investigation of criminal activity.

Freedom of Information Act (FOIA)

Personnel information may be given where allowed by law.

Reference and Background Check

RAILS reserves the right to use a RAILS representative or third-party agency to conduct background checks. RAILS will notify applicants before conducting any reference checks.

Consumer Reporting Agency

For positions involving security responsibilities or significant financial accountability, RAILS reserves the right to request a consumer reporting agency to prepare an investigative consumer report on the applicant. Along with credit and employment history, such a report typically includes information about an individual's character, reputation, and mode of living, obtained through personal interviews with an applicant's neighbors, acquaintances, associates, and friends. RAILS must obtain an applicant's consent before requesting such a report. All federal and state credit reporting laws will be followed during the background check process.

Inaccurate or Fraudulent Information

RAILS will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on their job application or resume or during an interview. Employees hired based on false information discovered after employment begins are subject to discipline, up to and including discharge.

NO SOLICITATION/NO DISTRIBUTION

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour) may not solicit

employees who are on working time for any cause or distribute literature or printed material of any kind.

Employee may leave literature and materials in break/lunch room for employees to access during nonworking time.

Nonemployees are likewise prohibited from distributing material or soliciting employees on RAILS premises at any time.

INCLEMENT WEATHER

When making decisions about closing during serious weather situations, RAILS' priorities are ensuring continuity of service to members and staff safety. Generally, RAILS will not close during bad weather unless conditions are so extraordinarily adverse as to constitute a threat to human safety. The decision to close RAILS will be made by the Executive Director in consultation with the Associate Executive Director, the Delivery and Facilities Director, and the Communications Director.

If a RAILS building is closed, delivery service will not operate. If a RAILS building is open, the Delivery Manager at each RAILS location will decide if any routes at that location will be cancelled due to weather conditions. The primary factor in deciding whether a route is cancelled is the safety of RAILS delivery drivers. RAILS will contact all libraries affected by delivery route cancellations as soon as possible.

When a building closed day falls on a full-time employee's day off, the employee may take an alternative day off, with supervisor approval.

If a RAILS primary work site is closed due to inclement weather but circumstances require that work be completed that day, the supervisor is responsible for completing the work when possible or assigning it to an exempt staff member. If neither option is possible and the work *must* be completed while the primary work site is closed, the supervisor can request an hourly employee (teleworker or nonteleworker) to work while the primary work site is closed.

If the immediate supervisor or a member of the executive team directs an hourly employee to perform work when the primary work site is closed, the hourly employee, in addition to being compensated for their regularly scheduled work hours, will be compensated with additional vacation or personal time* (at the employee's option) equal to the hours worked while the primary work site was closed. No hourly employee may work while the facility is closed unless directed to work by the immediate supervisor or a member of the executive team. Exempt staff directed to work will not receive additional personal time and/or compensation for hours worked while the facility is closed.

- * Personal time issued during inclement weather emergencies falls under the same guidelines as regular personal time and must be used before the end of the calendar year, or it will be forfeited.

If there is an emergency at a teleworker's site, such as a power outage, the teleworker will notify the supervisor as soon as possible. The teleworker may be reassigned to the primary work site or an alternate work site.

For [Inclement Weather Procedures](#) see the RAILS Employee Intranet page.

VISITORS

RAILS welcomes visits of short duration by friends, children, or other relatives at the employee's work site. Visitors unaccompanied by an employee should check in at the reception area or office closest to the building main entrance. Employees will be notified if visits become too frequent or disruptive to fellow employees.

SAFETY

Establishment and maintenance of a safe work environment are shared responsibilities of RAILS and employees at all levels of RAILS. RAILS will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Disregard for safety rules or procedures will result in disciplinary action up to and including discharge.

Employees have an obligation to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of RAILS are expected to correct unsafe conditions as promptly as possible. RAILS will not retaliate against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area they reasonably feel is unsafe.

All accidents, especially those that result in injury, must be reported immediately to the nearest available supervisor, regardless of how insignificant they may appear. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation procedures. Failure to immediately report an accident may result in discipline, up to and including discharge.

If you are disabled and would need special assistance during an emergency, please inform your supervisor and/or Human Resources.

INTERNET SAFETY POLICY

It is the policy of Reaching Across Illinois Library System (RAILS) to:

- a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, email, or other forms of direct electronic communications;
- b) Prevent unauthorized access and other unlawful online activity;
- c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Technology protection measures may be disabled for adults for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the RAILS online computer network when using email, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

- a) Unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- b) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

RAILS computers are intended for use by staff working at RAILS facilities. Some computers are also designated for use by adults attending workshops or meetings at RAILS facilities. Use of RAILS computers by persons under the age of 18 is prohibited except under the direct supervision of a RAILS staff member.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the RAILS staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology Services or designated representatives.

WORKPLACE VIOLENCE

RAILS expressly prohibits any acts or threats of violence by any employee or former employee against any other employee in or about RAILS’ facilities or elsewhere at any time. RAILS will not condone any acts or threats of violence against RAILS’ employees or members on RAILS’ premises at any time or while they are engaged in business with or on behalf of RAILS, on or off RAILS premises.

RAILS is committed:

- To providing a safe and healthful work environment.

- To taking prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To taking appropriate action when dealing with members, former employees, or visitors to RAILS' facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibiting unauthorized firearms or other weapons onto RAILS premises.
- To establishing viable security measures to ensure that RAILS' facilities are safe and secure to the maximum extent possible and to properly handle access to RAILS facilities by the public, off-duty employees, and former employees.

All employees are responsible for maintaining a workplace that is free from threatening behavior and violence. Accordingly, each employee has a duty to report any threat, instance of harassment or offensive conduct, or violent act observed or experienced at work. In addition, any employee who has a reason to believe that a violent act may be committed on the worksite or against an individual related to the business in any way must promptly report that belief or suspicion to the Executive Director and their supervisor. No employee who in good faith either makes a report or participates in an investigation under this policy will experience retaliation of any kind.

The duties above are in addition to an ***employee immediately phoning 911 in the event an employee believes an immediate threat of harm exists.***

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that RAILS, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

Any employee who applies or obtains a protective or restraining order which lists RAILS premises as being protected areas should inform the Executive Director or their designee. RAILS will require the employee to furnish RAILS with a copy of the order.

WORKPLACE SECURITY AND INSPECTIONS

Your safety and peace of mind is important in the workplace. To safeguard employees, customers, and RAILS, RAILS reserves the right to question employees and all other persons entering and leaving its premises and to inspect any packages or any other possessions or articles carried to and from RAILS' property. In addition, RAILS reserves the right to search any employee's office, desk, files, locker, or any other area or article on its premises. All offices, desks, files, lockers, and so forth, are the property of RAILS and are issued for the use of employees only during their employment with RAILS. Inspections may be conducted at any time at the discretion of RAILS.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees who refuse to cooperate in an inspection will be subject to disciplinary action up to and including discharge.

IDENTITY PROTECTION

Purpose

RAILS complies with the provisions of the Identity Protection Act (5 ILCS 179/1 *et seq.*).

Requirements

- A. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- C. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- D. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

Prohibited Activities

No employee may do any of the following:

- A. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- B. Print an individual's social security number on any card required for the individual to access products or services.
- C. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a barcode, chip, magnetic strip, RFID technology, or other technology.
- D. Require an individual to transmit their social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- E. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, email, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application

or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

- F. Collect, use, or 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 that agency's duties and responsibilities;
 - The need and purpose for the social security number is documented before collection of the social security number; and
 - The social security number collected is relevant to the documented need and purpose.
- G. Require an individual to use their social security number to access an Internet website.
- H. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

- A. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
- B. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
- C. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
- D. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers before allowing the public inspection or copying of the information or documents.

Applicability

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.

ILLEGAL DRUGS AND ALCOHOL/DRUG FREE WORKPLACE

RAILS has a strong commitment to its employees to provide a safe and healthy work environment. RAILS expects all employees to report for work in a condition to perform their duties. The presence of drugs or alcohol on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. RAILS' policy with respect to drugs and alcohol is as follows:

- The illegal use, sale, or possession of narcotics, drugs or controlled substances; including, but not limited to, marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates while on the job or on RAILS' property is a dischargeable offense. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. The definition of illegal substance under this policy includes medical marijuana. [A1]The possession, distribution or use of alcoholic beverages by any RAILS employee is prohibited during working hours. Individuals found using alcohol will be subject to disciplinary action up to and including discharge.
- Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty will be relieved from duty and may be requested to take a physical examination at a designated medical facility. Refusal to comply with a physical examination or failure to pass the examination may result in disciplinary action, up to and including discharge.
- Off-the-job illegal drug and/or alcohol use which could adversely affect an employee's job performance or which could jeopardize the safety of other employees, the public, or RAILS' facilities, or where such usage adversely affects the public trust in the ability of RAILS to carry out its responsibilities, is also cause for disciplinary action, up to and including discharge.
- Employees who are arrested for off-the-job drug activity may be considered in violation of this policy. In deciding what action to take, RAILS will take into consideration the nature of the charges, the employee's present assignment and record with RAILS, and the impact of the employee's arrest on the conduct of RAILS' business.
- Employees are encouraged to request assistance through the RAILS Employee Assistance Program or other reputable sources in the community in dealing with a personal alcohol or drug-related problem. Their employment will not be jeopardized so long as an approved treatment program is successfully completed, and they continue to observe RAILS' policy regarding drugs and alcohol.
- Employees who wish to report drug and alcohol use in violation of this policy should contact the Director of Finance and Human Resources or Executive Director. RAILS will

make every effort to protect anonymity, and such information will be treated in confidence.

- Employees are required to notify the Director of Finance and Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

CONFIDENTIALITY

All employees must safeguard confidential information obtained as a result of working for RAILS. This confidential information includes all information not generally known that could cause RAILS or any of its employees injury, embarrassment, or loss of reputation or goodwill if this information is disclosed to the general public. This information may include, but is not necessarily limited to, personal, patron information and/or technical information, and any material identified by RAILS as confidential.

Access to confidential information should be on a need to know basis and must be authorized by the RAILS Executive Director or Associate Executive Director. RAILS may seek all remedies available under the law for any threatened or actual unauthorized use or disclosure of confidential information. Any employee who is unsure about the confidentiality of any information should immediately seek the assistance of a supervisor prior to disclosing such information.

Employees should use reasonable security measures with respect to confidential information, including but not limited to the following:

- Confidential information should not be disclosed to any third party except upon RAILS' prior written approval;
- No copies should be made of any confidential information except when necessary for RAILS business
- Employees may not use confidential information for their own benefit, nor for the benefit of any third party, without RAILS' prior written approval.

All confidential information shall remain the sole property of RAILS, and all copies must be returned to RAILS upon termination of employment or upon demand at any other time.

In some circumstances, there is immunity from liability for confidential disclosure of a trade secret to the government or in a court filing:

(1) Immunity

An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) Use of Trade Secret Information in Anti-Retaliation Lawsuit

An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

DISCIPLINARY STEPS

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of RAILS, based on violations of any RAILS' policies, rules or regulations, an employee may be subject to disciplinary actions as follows:

- | | |
|-------------------|---|
| 1. First Offense | Verbal Warning |
| 2. Second Offense | Written Warning |
| 3. Third Offense | Disciplinary Suspension/Final Written Warning |
| 4. Fourth Offense | Discharge |

All actions above should be documented in writing.

In its documentation and consideration of disciplinary steps, particularly for the third and fourth offense, RAILS will consider the length of the period over which the violations occurred, as well as their severity. If the first or second offenses occurred at a much earlier date, for example three years, RAILS may disregard them and begin a new set of actions.

RAILS is not required to go through the entire disciplinary action process. Discipline may begin at any step, including immediate discharge (especially during the early stages of employment), dependent upon the severity of the incident. The progressive disciplinary steps and the failure to follow the steps in every situation do not in any way create a contractual right to continued employment.

Sometimes RAILS will find it necessary to investigate the infraction for which an employee may face discharge. In this case, RAILS may suspend the employee, with or without pay, pending the investigation. The objective of this suspension will be to determine if discharge is the proper decision. Following the investigation, if RAILS decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

OPEN DOOR COMMUNICATIONS/PROBLEM-SOLVING PROCEDURE

The problem-solving procedure should be used to address problems that may occur in the workplace. If an employee has a complaint, problem or situation that needs to be addressed, the following procedure should be used:

Step One: The employee should discuss the situation with their supervisor as soon as possible. The employee should give the supervisor an opportunity to investigate and then get back to the employee.

Step Two: If the employee is not satisfied with the supervisor's response or feels the problem is not resolved, the employee can present the problem in writing or via email to the Director of Finance and Human Resources as soon as possible. The employee should give the Director of Finance and Human Resources an opportunity to consider the situation and get back to the employee in writing.

Step Three: If the employee is still not satisfied that the problem is resolved, the employee can present the problem to the Executive Director. The employee should give the Executive Director an opportunity to consider the situation and get back to the employee in writing.

Step Four: If the employee is still not satisfied that the problem is resolved, the employee can present the problem to the President of the RAILS Board of Directors, again, as soon as possible. The President of the RAILS Board of Directors, in consultation with the Board of Directors, will consider the situation and report the final decision in writing or via email.

USE OF ELECTRONIC AND TELEPHONE EQUIPMENT

RAILS provides or contracts for the communication services and equipment necessary for the efficient conduct of business. All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in RAILS' information systems are RAILS' property and are to be used primarily for job-related purposes. To ensure the proper use of communications systems and business equipment, RAILS may monitor the use of these systems and equipment from time to time.

1. Excessive personal use of electronic systems and the distribution of personal messages by employees is prohibited. Personal software or messages shall not be installed or stored on RAILS electronic equipment unless approved by the IT department. Likewise, employees are prohibited from bringing unauthorized electronic communications equipment to work to use with RAILS-provided electronic communications equipment and/or from accessing RAILS' systems with their devices without explicit permission from the IT Department. Such prohibitions include but are not limited to any type of external computer drives (such as flash drives) to save information from computer drives, personal laptops and other wireless communications devices. Using such unauthorized equipment with RAILS-provided electronic communications equipment and/or accessing RAILS' systems without permission is considered to be theft of RAILS' intellectual property. Employees who create a RAILS profile/email account on their personal device without permission (or who refuse to delete their RAILS profile/email on their personal device when asked to do so) will automatically have their device reset to factory default by RAILS. This setting will delete all RAILS information from their device, but will also delete any and all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.
2. RAILS will, or reserves the right to, monitor the use of electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.
3. The use of personal passwords assigned to the employee is not grounds for an employee to claim privacy rights in the electronic or communications systems. RAILS reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to RAILS to allow access to the systems.
4. RAILS' prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic and telecommunications systems. Intimidating, harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually-oriented messages or images and/or messages that otherwise interfere with the job performance of fellow coworkers. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to their supervisor.
5. Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be shared with nonessential parties by email, faxes, etc.

6. Employees should respect all copyright and other intellectual property laws. For RAILS' protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including RAILS' own copyrights, trademarks, and brands.
7. Employees must be aware that electronic messages that have been erased or deleted can be retrieved by IT experts and can be used against an employee or RAILS. Therefore, employees should use the electronic systems only in the appropriate manner. RAILS records are public information and subject to records retention laws and Freedom of Information Act requests.
8. Employees should exercise care so that no personal correspondence appears to be an official communication of RAILS. Personalized RAILS stationery and business cards may only be issued by RAILS. Employees may not use the RAILS' address for receiving personal mail or use RAILS stationery or postage for personal letters.
9. A violation of this policy can result in discipline up to and including termination of employment.

RECEIPT OF FRAUDULENT EMAIL

Email scams, such as phishing and spoofing, often target employees by making it seem as if the emails are coming from internal managers or other trusted persons. RAILS scam-detection systems provide some impersonation protection. However, such emails may still not be detected and reach an employee.

RAILS' Executive Director, or any other RAILS employee, will never request via email any employee to purchase anything on their behalf or to advance any employee's personal funds to an outside entity. In addition, the RAILS' Executive Director or any other RAILS employee will not make requests for any personal information (other than directly through Human Resources), particularly pertaining to banking or credit card account numbers.

If you receive a suspicious email, please do the following:

1. Do not respond to the email or unsubscribe to it. This tells the scammer that you have read the email and will only encourage additional solicitations.
2. Forward the email to the IT help desk, noting that it is a scam email, and then delete it from your mailbox.
3. If you have any doubt as to the email's authenticity, carefully view the sender's email address. It will often have the alleged sender's name in it but an address different from the sender's true email address (for example, a fraudulent email purporting to be from a RAILS employee but without an email address ending in @railslibraries.info). If you still have doubts, personally contact the alleged sender.

RAILS will not reimburse any employee losses incurred due to responding to any such fraudulent emails or other similar correspondence schemes.

SOCIAL MEDIA USE

Social media includes blogs, and collaborative web-based discussion forums, such as LinkedIn, Facebook, Instagram and Twitter.

The following applies to the use of social media, whether such use is for RAILS on RAILS time, for personal use during nonwork time, outside the workplace or during working time while using RAILS owned equipment.

1. Employees are prohibited from discussing confidential, work-related matters via social media.
2. Employees may not use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false, or discriminate against coworkers, managers, customers, clients, vendors or suppliers, any organizations associated or doing business with RAILS, or any members of the public, including website visitors who post comments. RAILS' antiharassment and EEO policies apply to use of social media in the workplace.
3. Employees should respect all copyright and other intellectual property laws. For RAILS' protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including RAILS' own copyrights, trademarks, and brands.
4. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with coworkers.

RAILS-Sponsored Social Media

RAILS-sponsored social media is used to convey information about products and services; advise members about service updates; obtain member feedback, exchange ideas or trade insights about service trends; reach out to potential new markets; provide marketing support to raise awareness of RAILS' services; issue or respond to breaking news; brainstorm with employees and members; and discuss activities and events.

1. Only employees designated and authorized by RAILS may prepare content for or delete, edit, or otherwise modify content on RAILS-sponsored social media. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to RAILS-sponsored social media accounts must provide RAILS with all passwords and/or log-in information to such accounts immediately upon RAILS' request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon RAILS' request.
2. Designated employees are responsible for ensuring that the RAILS-sponsored social media conform to all applicable RAILS rules and guidelines. These employees are authorized to

remove immediately and without advance warning any content (including offensive content such as pornography, obscenities, or profanity) and/or material that violates RAILS' EEO and/or antiharassment policies.

3. Employees who want to post comments in response to content should identify themselves as employees.

Personal Use of Social Media

1. Employees who use social media and choose to identify themselves as employees of RAILS may not represent themselves as a spokesperson for RAILS. Accordingly, employees must state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of RAILS or of any person or organization affiliated or doing business with RAILS should they identify themselves as an employee of RAILS in a post. This section does *not* prohibit employees from including RAILS' name, address and/or other information on their social media profiles.
2. Employees cannot post photographs of RAILS events, other RAILS employees, or RAILS representatives engaged in RAILS' activities, unless employees have received RAILS' explicit permission.
3. Employees cannot advertise or sell RAILS products or services through social media.

RAILS Monitoring

Employees should have no expectation of privacy while using RAILS equipment and facilities for any purpose, including the use of social media. RAILS reserves the right to monitor, review, and block content that violates RAILS' policies.

Violations

RAILS will investigate and respond to all reports of violations of RAILS' policies. Employees are urged to report any violations of this policy to the Director of Finance and Human Resources or the Human Resources department. A violation of this policy may result in discipline up to and including termination of employment.

EMPLOYEE LEAVE

VACATION TIME

Because RAILS recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, RAILS grants annual, paid vacations. The amount of vacation to which employees are entitled depends on their length of service as of their anniversary date.

Eligibility

Vacation time is provided to all regular full-time employees and regular part-time employees who work at least 20 hours per week on a consistent basis.

For record-keeping purposes, RAILS will issue employees' vacation days up front twice a year on January 1 and July 1. For example, if an employee is eligible for 15 days of vacation, they would receive 7.5 days (56.25 hours) on January 1, and then another 7.5 days on July 1. Vacation is received upon hire or transfer into an eligible position, as noted above. An employee may use their vacation time at any point during the calendar year; however, vacation is actually granted on the dates specified above. The maximum hours for which employee paid time off accruals are calculated is 37.5 hours per week.

Vacation time is prorated for new hires based on start date.

An employee who is on a leave of absence that exceeds four weeks (personal, family/medical, worker's compensation, etc.,) will have their next vacation distribution prorated.

Vacation Rate

Length of service	Vacation Distribution: January 1 and July 1	Total Annual Vacation
0-less than 6 years	7.5 days/56.25 hours	15 days/112.5 hours
6 years	8.0 days/60.0 hours	16 days/120.0 hours
7 years	8.5 days/63.75 hours	17 days/127.5 hours
8 years	9.0 days/ 67.5 hours	18 days/135.0 hours
9 years	9.5 days/71.25 hours	19 days/142.5 hours
10 years or more	10.0 days/75 hours	20 days/150.0 hours

Part-Time Proration

Part-time employees who work at least 20 hours per week on a consistent basis are eligible for prorated paid vacation, depending on the number of hours worked per week. For example, an employee who works 25 hours per week is eligible for the percentage of what a full-time employee is entitled to (112.5 hours x 25/37.5 = 75 hours) per year. Neither the scheduled number of days worked per week nor the scheduled hours per day worked are factors in determining the prorated vacation allowance.

Vacation Scheduling

It is each employee's responsibility to schedule and take all vacation received. Employees must receive the permission of their supervisor prior to scheduling and taking vacation days.

Employees are encouraged to take their vacation in the calendar year of eligibility. However, employees may carry over to a new calendar year no more than 37.5 hours of vacation time as of December 30. Any additional hours over 37.5 will be lost, and the employee will not receive payment for these hours.

Upon termination of employment, employees will be paid for vacation benefits that have been received and unused at the employee’s rate of pay at termination.

SICK TIME

Paid sick time is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the employee's own or a qualifying family member’s incapacitating or contagious illness or injury and necessary medical treatment or medically advised rest. Visits to doctors and dentists also are acceptable reasons for taking sick time. Taking sick time under false pretenses is a violation of trust that is subject to disciplinary action, up to and including dismissal.

Eligibility

Sick time is provided to all regular full-time employees and regular part-time employees who work at least 20 hours per week on a consistent basis.

For record-keeping purposes, RAILS will issue employees’ sick time up front on January 1 of every calendar year. Sick time allotment begins upon hire or transfer into an eligible position, as noted above. Sick time is prorated for new hires based on start date.

Qualifying Family Member/Relationship

Qualifying family members are the employee’s child (including stepchild or foster child), spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or domestic partner, and other members of your household. Members of your household include those who live with you as their permanent residence.

Sick Leave Allotment

Status	Annual Sick Leave
Full-time	90 hours
Part-time	Part-time employees who are scheduled to work at least 20 hours per week are eligible for prorated sick time hours. For example, an employee who works 22.5 hours per week is eligible for 54 hours of sick time (22.5/37.5* 90)

Staff can accrue up to 90 days of sick leave (675 hours). Sick leave will not be paid out at the time of termination and shall be repaid by the employee in accordance with applicable law if the employee uses more than they have earned at time of termination.

Sick Bank

Hours that an employee accrues in excess of 90 days (675 hours) are deemed inactive and will be moved to a sick bank that is used for retirement service credit reporting purposes only. Once the hours are moved into the sick bank, an employee can no longer access those hours for use under the guidelines of

this policy. Sick bank hours will only be reported to the employee pension fund for service credit. Sick bank accruals will not be paid out at the time of termination.

Notice of Absence

Employees who know in advance that they will be absent for health reasons must give their supervisor advance notice, including the probable start date and duration of the absence. If a sudden illness makes it impossible for an employee to request sick time before the workday begins, the employee should notify the supervisor within one hour of the scheduled start time whenever possible. (Please see the Attendance Policy for more information).

Proof of Need for Absence

An employee using sick time for more than three business days in a row will normally be required to produce a note from a health care practitioner. The note should certify that the employee was unable to work for health reasons and is fit to return to duty or that the employee's assistance was needed to care for a qualifying individual as defined in this manual. Employees may also be required to provide such a note when abuse of sick leave privileges is suspected and/or when RAILS has reason to believe that the employee may not be able to perform their essential job functions due to a health-related reason.

Confidentiality of Medical Information

All information about an employee's medical condition is confidential and will be kept in separate files. When an employee is absent for medical reasons, the employee's regular personnel file contains only the dates of the medical absence, not the medical reason(s) for the absence.

PERSONAL TIME

Eligibility

Personal time is provided to all regular full-time employees and regular part-time employees who work at least 20 hours per week on a consistent basis.

For record-keeping purposes, RAILS will issue employees' personal time up front on January 1 of every calendar year. Personal time allotment begins upon hire or transfer into an eligible position, as noted above. Personal time is prorated for new hires based on start date.

Allotment Rate

Status	January 1 Distribution of Total Annual Personal Time
Full-time	37.50 hours /5.00 days
Part-time	Part-time employees who are scheduled to work at least 20 hours per week personal time hours are eligible for prorated personal time. For example, an employee who works 22.5 hours per week is eligible for 22.5 hours of personal time ($22.5/37.5 * 37.5$)

Paid personal days must be taken by the end of the calendar year in which they are received or they will be lost.

The paid personal day benefit is subject to the following additional rules:

1. To receive payment for personal time, an employee must notify the supervisor prior to the day of absence, if possible, or satisfy the notification set forth in the Attendance Policy.
2. Although paid personal days may be scheduled for use the day before or after a paid holiday or to extend vacations or weekends, this type of scheduling is dependent upon the advance approval of the supervisor. Consideration will be given to whether or not the hours can be covered by other staff members.
3. Personal time will not be paid out upon termination.

Hours per week are based on the employee's offer letter or employee change letter.

HOLIDAYS

RAILS observes the following holidays and will be closed:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Christmas Eve
7. Christmas Day
8. New Year's Eve

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

When a legal holiday falls on a full-time employee's day off, the employee may take an alternative day off, with supervisor approval, within the same pay period.

Full-time and part-time employees regularly scheduled to work at least 20 hours per week on a consistent basis are entitled to receive holiday pay for the hours they would have been regularly scheduled to work on the holiday.

The following conditions apply to RAILS' holiday pay policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at an individual employee's base rate of pay for the scheduled day/holiday.
- Holidays will not be paid to employees on inactive status (any type of leave of absence or layoff status).
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)

This policy contains information consistent with and in addition to the information contained in the [“Employee Rights Under the Family and Medical Leave Act”](#) notice and is meant to provide additional information about RAILS’s specific policies and procedures under the Family and Medical Leave Act (FMLA). In the event of any conflict between the “Employee Rights” notice and this policy, the “Employee Rights” notice will prevail.

Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a rolling 12-month period and be restored to the same or an equivalent position upon return, provided that the employee has worked for RAILS for at least 12 months *and* worked at least 1,250 hours in the last 12 months.

Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons: (1) the birth of a child and in order to care for such child; (2) the placement of a child with the employee for adoption or foster care; (3) to care for a spouse, son, daughter or parent (“covered family member”) with a serious health condition; or (4) because of the employee’s own serious health condition that renders the employee unable to perform the functions of the employee’s position. Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, both spouses employed by RAILS who request leave because of reasons one or two or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week FML 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 or parent. 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; (7) attending post-deployment briefings; and (8) for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military member’s covered active duty.

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 their 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.

Employees may not be granted a FML leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee may be subject to immediate termination.

Notice of Leave

If the FML is foreseeable, the employee must give RAILS at least 30 days' notice in accordance with the usual procedure for requesting a leave of absence. When the need for leave is not foreseeable, the employee is expected to notify RAILS as soon as practicable and, absent unusual circumstances, in accordance with RAILS' attendance policy.

Medical Certification—Leave for Employee's Own or a Covered Family Member's Serious Health Condition

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health-care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. RAILS, at its expense, may require an examination by a second health-care provider designated by RAILS, if it reasonably doubts the medical certification you initially provide. If the second health-care provider's opinion conflicts with the original medical certification, RAILS, at its expense, may require a third, mutually agreeable health-care provider to conduct an examination and provide a final and binding opinion. RAILS may also require medical recertification periodically during the leave. Upon their return to work following a leave for their own illness employees will be required to present a fitness for duty verification specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee requests 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). RAILS may also request additional information pertaining to the leave.

Certification for Service Member Family Leave

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

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave

If an employee requests leave because of the need to care for a covered veteran with a serious injury or illness, RAILS may require the employee to supply certification completed by an authorized health-care

provider of the covered veteran. In addition, RAILS may request additional information pertaining to the leave.

Use of Paid Leave

FML is unpaid leave. Short-term/long-term disability and/or workers compensation leave run concurrently with FML (where appropriate) and will not extend the leave period. Employees have the option of using paid leave (vacation, personal and sick) concurrently or consecutively with FML. When using paid leave in conjunction with FML, employees must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved FML leave, RAILS will maintain the employee's health benefits as if the employee continued to remain actively employed. The employee is responsible for paying their share regardless of whether or not they are using paid leave.

Intermittent Leave

Leave because of a serious health condition, to care for a service member with a serious injury or illness or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, RAILS will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, RAILS may temporarily transfer the employee to an available alternate position that better accommodates the recurring leave and that has equivalent pay and benefits. A fitness for duty certification will be required to return from an intermittent absence if reasonable safety concerns exist concerning the employee's ability to perform job duties.

Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes leave because of their own serious health condition, the employee will be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

PAID FAMILY LEAVE

RAILS will provide up to six weeks of paid family leave to eligible employees following the birth of an employee's child, surrogacy, placement of a child in connection to adoption or foster care, for their own serious illness or to care for a seriously ill family or other household member. This policy will run consecutively with any other benefit or leave time for which the employee requests and is eligible.

Eligibility

Full-time and part-time employees working 20 or more hours per week with one year of service are eligible for paid family leave. Temporary employees and interns are not eligible for this benefit.

Qualifying Criteria/Relationship

- Have given birth to a child.
- Utilized a surrogate to birth your child.
- Be a spouse or domestic partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).
- Be the child of a parent with a serious illness.
- Be the primary caregiver of a seriously ill family member or household member. "Family member" is defined as the employee's child (including stepchild or foster child), spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or domestic partner. Members of your household include those who live with you as their permanent residence.
- A serious illness is one that would meet the eligibility requirements of the FMLA, regardless of whether the RAILS employee would be otherwise qualified for FMLA or intends to request FMLA leave related to their or their family member's illness. RAILS may request verification from the employee's or their family member's treating physician as to the need for the leave.

Amount, Time Frame and Duration of Paid Family leave

Eligible employees will receive a maximum of six weeks of paid family leave per event or in total for more than one event in a 12-month period. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six-week total amount of paid family leave granted for that event. In the event that more than one birth, adoption, foster care placement, or parental or family illness event occurs within a 12-month time frame, the employee may submit a separate request for additional paid leave to the Executive Director for consideration. The Executive Director and/or designee will engage in an interactive process with the requesting employee.

- Paid family leave is compensated at 100 percent of the employee's regular, straight-time weekly pay for all full-time employees and part-time employees working 20 or more hours per week with one year of service. Employees will be paid on a biweekly basis on regularly scheduled pay dates.

- Approved paid family leave may be taken at any time during the six-month period immediately following the birth, adoption, placement of a child with the employee, or at any time during the employee's or family member's serious illness. The leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary.
- Paid family leave does not carry over from year to year, and employees are not eligible for payment of unused paid family leave upon separation of employment.

Coordination with Other Policies

- Paid family leave taken under this policy will run consecutively with all other employee leave entitlements including FML (family and medical leave), vacation, personal and sick. Should the employee require additional leave after exhaustion of paid family leave, the employee must meet the requirements for use of those benefits at the time that they are requested.
- RAILS will maintain all benefits for employees during the paid family leave period just as if they were taking any other paid time off, such as vacation, personal, or sick time.

Requests for Paid Family leave

The employee will provide their supervisor and the Director of Finance and Human Resources with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary Human Resources forms (Paid Family Leave Request) and provide all documentation as required by the Human Resources department to substantiate the request.

GENERAL LEAVE OF ABSENCE

Occasionally, for personal or other reasons, you may need to apply for an unpaid personal leave of absence when you do not qualify for a leave under another RAILS' policy. Under these circumstances, you may qualify for a leave of absence. This leave of absence may be granted for 1 to 4 weeks.

You must apply in writing or via email for this leave of absence and submit your request to your supervisor. Your request should set forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with RAILS. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of RAILS. While RAILS will make every effort to reinstate the employee to their previous position, there are no guarantees.

Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment.

Requests for an extension of a general leave of absence should be submitted in writing or via email to your supervisor and then to Human Resources.

FUNERAL/BEREAVEMENT LEAVE

Employees will be granted up to three days of regularly scheduled work hours of paid bereavement leave due to the death of an immediate family member. Immediate family includes "Family member" is defined as the employee's child (including stepchild or foster child), spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or domestic partner, and members of your household. Members of your household include those who live with you as their permanent residence.

Additional paid or unpaid time or leave for persons not covered in the definition of "immediate family member" may be allowed in some circumstances at the discretion of RAILS, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, RAILS may require an employee seeking leave under this policy to verify the death of the member of the immediate family and/or the employee's relationship to the member of the immediate family.

Furthermore, an employee who has been employed by RAILS for at least 12 months and worked at least 1,250 hours in the last 12 months may be entitled to take up to two (2) weeks of time off for the death of the employee's child. Three days of this time will be paid pursuant to this bereavement policy, and employees may use available paid leave hours or take unpaid time off for the remainder of the two-week period.

JURY DUTY

Employees will be granted leave to serve on a jury. RAILS will grant paid time off for up to four weeks of regularly scheduled work hours to any employee summoned for jury duty. Any remaining time required for jury service may be unpaid. Any employee summoned for jury duty should provide a supervisor with as much notice as possible. Employees requesting and/or returning from jury duty leave will be required

to provide copies of their jury duty checks for verification of jury duty service and payroll processing. Employees may keep their juror pay.

MILITARY LEAVE

Leaves of absence for military or reserve duty are granted to all employees of RAILS. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and/or training and their benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect, but are not required, to use any vacation or personal leave for any portion of the absence that is unpaid. Training leaves will not normally exceed two weeks per year, plus reasonable travel time. Pay for military and reserve duty leaves is determined in accordance with applicable state and federal laws.

VOTING TIME

An employee may be permitted two hours of paid leave to vote in a state or national election if the employee's working hours begin less than two hours after the opening of the polls *and* end less than two hours before the closing of the polls. If you need to take time off to vote, you should notify your supervisor of your plans no later than the day before the election. Your supervisor will notify you of the two-hour block of time assigned to you for voting purposes. Proof of attendance at the polls may be required.

SCHOOL VISITATION

RAILS recognizes that it benefits the parent/legal guardian, the children and the community when a parent/legal guardian is able to take time off from work to attend school conferences or classroom activities of their children/dependents when such activities cannot be scheduled during nonworking hours. In accordance with the School Visitation Rights Act (820 ILCS 147), RAILS grants regular full-time and regular part-time employees who have been employed for at least six (6) months up to eight (8) hours of unpaid leave during any school year (August through July). Employees may use any available vacation/personal time for absences under this policy.

Notification Period

When possible, an employee must notify their immediate supervisor 3 days before taking this leave. Employees requesting this type of leave may be asked to provide supporting documentation from their child(ren)'s school administrator to the Human Resources department.

BENEFITS AND SERVICES

EMPLOYEE BENEFITS

Eligible employees of RAILS are provided a wide range of benefits. Detailed descriptions of benefits are available from Human Resources.

In addition, all employees are covered by social security, workers compensation, and unemployment insurance as prescribed by law. RAILS reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

INSURANCE

RAILS offers health insurance benefits to full-time and part-time employees. RAILS will pay the majority of the premium for employee-only coverage for full-time employees. Part-time employees who are normally scheduled to work at least 20 hours per week are eligible for dental and vision insurance benefits after one year of service, at their own expense. Family members may also be eligible to participate in the plan. Should an employee choose to participate in the plan, the employee's portion of the premium will automatically be deducted from the employee's paycheck. The Human Resources department will provide specific enrollment and plan information when an employee becomes eligible to participate.

RAILS offers medical, dental, vision, life insurance, and disability insurance plans. Plan descriptions that explain coverage of many of the benefits in detail are available from Human Resources.

EMPLOYEE ASSISTANCE PROGRAM

RAILS will provide confidential and voluntary assistance through its employee assistance program (EAP) to all employees and their family members who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc. For the welfare of employees as well as for effective business operations, RAILS encourages its employees to take advantage of this valuable benefit.

EDUCATIONAL BENEFITS POLICY

The RAILS educational benefits program is contingent on annual funding.

Requirements for Approval

All staff applying for reimbursement for coursework that is a part of a degree program (certificate, associate, bachelor's, graduate) must:

- Provide evidence of admission to the certificate/degree program.
- Submit an application to their supervisor and obtain approval for the class in order to be reimbursed.
- Be full-time working 37.5 hours per week in order to receive the maximum allowable reimbursement. Benefits are prorated for employees working 20 or more hours per week based on their budgeted hours.

- Be employed for at least one year prior to application for educational benefits.
- Must have received a satisfactory performance review.
- The class must be related to the applicant's job or a required/core class as part of a certificate/degree program
- Registering for a class does not ensure reimbursement under this program.

Reimbursement

- The amount of the reimbursement is contingent on the number of approved applicants.
- Incomplete classes will not be reimbursed.
- Reimbursement will not exceed 50% of the cost of class tuition.
- Reimbursement amounts will be prorated for part-time employees.
- The employee will not be reimbursed for a class that was previously reimbursed.
- Enrollment in classes or certificate/degree programs and tuition reimbursement by RAILS are not a guarantee of a job change, promotion or salary increase.
- Reimbursement will be made to the employee after providing verification that they have successfully completed a class with a B average or above or earned a pass for a pass/fail class.

Termination/Resignation/ Retirement:

If an employee resigns, retires, or is terminated for cause from RAILS employment after receiving reimbursement for a class, then the employee will be responsible for repaying as follows:

Less than one year	Entire amount is due.
Over 12 months	No repayment is due.

If an employee is laid off by RAILS, no repayment will be due. Employees may be required to sign individual agreements in order to receive reimbursement under this policy.

If an employee is enrolled in a class approved for reimbursement and any time during the term of the class the employee resigns from RAILS or is terminated by RAILS, no reimbursement will occur.

Class Time

If the class is not offered outside the employee's normal working hours, work schedules may be modified with the approval of the employee's supervisor and the approval of the Executive Director.

Tax Liability

It is possible, under Federal Law IRC 127, that an employee receiving reimbursement for a class may be subject to income tax and required to declare that reimbursement as income. For further information and current maximum allowed, contact the Human Resources department.

Appeals

Appeals of denial may be made in writing or via email to the Executive Director. The Executive Director shall have ultimate authority on approving, denying or adjusting any tuition reimbursement requests.

COBRA BENEFITS

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under RAILS' health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours; leave of absence; divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage after a qualifying event at RAILS' group rates, plus an administration fee for continuation coverage. RAILS provides each eligible employee with a written notice describing rights granted under COBRA when a qualifying event occurs. The notice contains important information about the rights and obligations of the employee and/or beneficiary(ies). Failure to timely comply with the notice may result in a loss of insurance coverage. It is imperative that each employee keep Human Resources apprised of the insurance status of their family life and age of dependents.

PENSION PLAN AND POLICY

RAILS will adhere to Illinois Municipal Retirement Fund (IMRF) guidelines, and will not permit end-of-career payouts in a way to pad or "spike" pensions. For example, but not by way of limitation, RAILS shall not pay out accrued but unused vacation time prior to the actual date of employment termination and shall not increase an employee's compensation or pay a retirement bonus timed to pad or "spike" an employee's IMRF pension.

Notwithstanding any other policy or practice to the contrary, RAILS recognizes that compensation increases paid during the final years of employment with the purpose of increasing a participant's pension beyond the limitations of section 7-116 of the Illinois Pension Code, as amended from time to time, are not compatible with good pension plan administration and may be one cause of pension plan underfunding. Therefore, all compensation increases authorized or granted to RAILS employees in their final years of employment as defined in the Pension Code will not exceed the limitations defined by that statute for the purpose of increasing a participant's pension beyond the limitations of 7-116. This prohibition includes, but is not limited to, payment of accrued but unused vacation or other benefit time prior to an employee's actual date of retirement or separation, payment of a bonus at retirement, as well as granting a wage increase which exceeds the statutory limitations when not the result of a promotion or transfer to a new position. Any practice or other policy, which is contrary to this policy, is void as of the date of adoption of this policy (November 20, 2015).

OTHER RETIREMENT/BENEFIT PROGRAMS

RAILS offers employees the opportunity to contribute, through payroll deductions, to a 457 Deferred Compensation Plan, a Roth IRA account, and/or a Flexible Spending Account. Plan descriptions of these programs are available from Human Resources.

EMPLOYEE RETENTION INCENTIVE PLAN

Employee Referral Program

For hard-to-fill openings,* RAILS will offer the following rewards for employee referrals. The role(s) will be reposted on the RAILS job board, and the posting will clearly state the role is eligible for an employee referral. If a candidate is hired from an employee referral, the referring employee will have the option of choosing between vacation or personal time or a monetary reward. The payout will take place in two distributions; the first after the new hire's 90th day of service and the second after the new hire's 180th day of service.

**Hard-to-fill roles are job openings that have been posted and produce no quality candidates.*

Option 1—Time-off reward

Position Hired	Full-time	Part-time
Staff	3.75 hours	½ day prorated
Manager	7.5 hours	1 day prorated
Director	15 hours	2 days prorated

Option 2—Cash reward.

Position Hired	Full-time	Part-time
Staff	\$200	\$100
Manager	\$400	\$200
Director	\$600	\$300

Years of Service Program

RAILS will recognize years of service by awarding a monetary payment to employees with at least 10 years of service. The service award will be paid to the employee each year after achieving 10 years of service, and the monetary award will increase in five (5) year increments as outlined below to encourage employee retention. Part-time employees working 20 or more hours per week will be eligible for a prorated award amount. An employee who changes between full-time and part-time or vice versa will be paid based on a years of service calculation. The award will be paid on the final pay date in June of every year that the program is in effect. The employee must be employed by RAILS at the time of payout to be eligible for the monetary payment.

1. 10 years—\$200
2. 15 years—\$250
3. 20 years—\$400
4. 25 years—\$450
5. 30 years—\$600
6. 35 years—\$650
7. 40 years—\$800
8. 45 years—\$850
9. 50 years or more—\$1,000

The years of service program will not change the employee's base wage, is subject to statutory deductions, and will only be categorized as a service award. Therefore, the monetary payment will not be used in any calculations associated with wage adjustments such as raises. The amounts

listed above are the net amounts that will be issued to employees via check. (RAILS will gross up the awards in order for employees to receive the amounts listed above).

Birthday Recognition

RAILS will grant full-time and part-time (20 or more hours per week) employees with five (5)* or more years of service an additional personal day that must be used during the employee's birth month or it will be forfeited. This benefit will renew annually. If you terminate from RAILS prior to using this benefit, you will not be paid out for this day.

*Years of service based on seniority date in payroll system and employee handbook.

ILLINOIS PREGNANCY ACCOMMODATION ACT

Summary

The Illinois Pregnancy Accommodation Act prohibits discrimination against pregnancy, and an employee is entitled to reasonable accommodations.

Eligibility

This policy protects employees as well as job applicants. This policy applies to all employees and job applicants affected by pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth.

Coverage

Pregnancy is a protected class under the Illinois Pregnancy Accommodation Act (IPAA). Pregnant workers are entitled to reasonable accommodations, and those accommodations may vary by individual and from job to job.

Examples of Reasonable Accommodation

A reasonable accommodation is a reasonable modification or adjustment to the job application process or work environment, or to the manner or circumstances under which the position desired or held is customarily performed, that enable an applicant or employee affected by pregnancy to be considered for the position or to perform the essential functions of that position.

The employee is responsible for making the accommodation request. Listed below are examples of possible accommodation requests:

- More frequent or longer bathroom breaks;
- Breaks for increased water intake;
- Breaks for periodic rests;
- Private nonbathroom space for expressing breast milk and breastfeeding;
- Seating;
- Assistance with manual labor;
- Light duty;

- Temporary transfer to a less strenuous or hazardous position;
- The provision of an accessible worksite;
- Acquisition or modification of equipment;
- Job restructuring;
- A part-time or modified work schedule;
- Appropriate adjustment or modifications of examinations, training materials, or policies;
- Reassignment to a vacant position;
- Time off to recover from pregnancy; and
- Leave necessitated by pregnancy.

Medical Certification

If the employee is requesting a reasonable accommodation for pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth, the employee and the relevant health-care provider must supply appropriate medical certification. This certification should include:

- The need or medical justification for the requested accommodation;
- A description of the reasonable accommodation medically advisable;
- The date the reasonable accommodation became medically advisable; and
- The probable duration of the reasonable accommodation.

An accommodation may be denied if the employee does not provide the necessary medical certification.

For more information about the Illinois Human Rights Act, which prohibits pregnancy discrimination and the employer’s obligation to accommodate pregnancy in the workplace, employees should reference the “Pregnancy and Your Rights” in the workplace posting, which can be found with RAILS’ other employment posters or located here:

https://www2.illinois.gov/dhr/Publications/Documents/Pregnancy_Posting-Igl-ENG14.pdf

VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT (VESSA)

Statement of Policy

Eligible employees may use unpaid victims’ economic and security and safety leave for up to 12 weeks in a 12-month period for any one or more of the following reasons:

- A. Seeking 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; or
- B. Obtaining services from a victim services organization for the employee or the employee’s family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee’s family or household member; or

- D. 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; or
- E. 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; or
- F. If the employee is a victim of domestic, sexual or gender violence, to seek medical help, legal assistance, counseling, safety planning, or other assistance.

Definitions

- A. "12-month period" means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.
- B. "Family or household member" means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;
- C. "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.
- D. "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.
- E. "Domestic or sexual violence" means domestic violence, sexual assault, or stalking.

Coverage and Eligibility

Both full- and part-time employees are eligible to apply for this leave.

Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution of Time Off

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

An employee is required to give 48 hours' notice to RAILS in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification

- A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the

employee as soon as reasonably possible, but in most cases, within 15 days after requested.

- B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance in addressing domestic or sexual violence and/or its effects;
 - A police or court record; or
 - Other corroborating evidence.
- C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

Effect on Benefits

During an approved VESSA leave, RAILS will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, RAILS will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health-care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse RAILS for the cost of the premiums paid by RAILS for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic or sexual violence or other circumstances beyond your control.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Human Resources department. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

RAILS supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for RAILS.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic or sexual violence or with a family or household member who is a victim of domestic or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact the Human Resources department.

PROFESSIONAL DEVELOPMENT

MEMBERSHIPS AND DUES

RAILS staff members participate in professional organizations and/or conferences to stay current in their skills, to identify trends affecting member libraries and to develop knowledge and content for RAILS services.

RAILS will pay for one professional membership for directors, managers, and other full-time RAILS staff with an advanced degree (master's or above), subject to the Executive Director's approval. RAILS will pay for two professional memberships for the Executive Director and the Associate Executive Director. RAILS employees are expected to use good judgment in the selection of professional memberships, and such memberships are expected to be used to the benefit of the employee's skills as they relate to RAILS.

RAILS will pay for one section or division in addition to general membership. RAILS may pay for additional professional membership fees when beneficial to RAILS. Executive Director approval is required. RAILS also has organizational memberships in relevant organizations, which may provide benefits to individual employees, such as discounted fees for conferences, etc.

RAILS will also pay for one membership in a library-related professional organization for each board member. Membership in the Illinois Library Association is encouraged.

CONFERENCE/WORKSHOPS/TRAINING ATTENDANCE

When an employee attends a job-related conference, workshop, training class, etc. through RAILS, RAILS will allow the employee to count that time away from work as paid time, with their supervisor's advance approval. Employees should discuss pay rates with their supervisors.

TRAVEL TIME

RAILS will pay nonexempt employees for travel time if it extends their normal commute time or workday in order for them to attend work-related conferences, provide emergency support, attend long-distance meetings, etc. The employee will be compensated for travel time in accordance with applicable law with their supervisor's advance approval.

The following are provisions from the RAILS Fiscal Accountability Policy addressing travel:

XI. Travel

- A. It is the policy of RAILS to reimburse full- and part-time employees and RAILS Board of Directors members for reasonable authorized expenses incurred by them in the performance of their duties.
- B. The RAILS Board of Directors shall develop a policy for the control of travel sufficient to prevent obligation of funds exceeding budget limitations and to hold travel to the minimum required for the efficient and economical conduct of the system's business. The procedure for the control of travel established by the board shall include a description of

the system's travel approval procedure, allowable transportation expenses, nonreimbursable expenses, and rates of reimbursement for mileage, including automobile, air and train; per diem/meals; and lodging. Mileage for automobile travel shall be reimbursed at a rate no greater than the allowance rate in effect under regulations promulgated pursuant to 5 U.S.C. 5707 (b)(2). Rates for the reimbursement for expenses other than mileage shall not exceed the actual cost of travel as determined by the U. S. General Services Administration. Expense reports must be supported by original receipts that document allowable travel expenditures.

- C. The RAILS Board of Directors will at least biennially review and revise travel reimbursement rates to reflect, as accurately as possible, the actual amounts necessary to reimburse employees. Examples of nonreimbursable expenses that shall be included in the Travel Control Policy include: alcoholic beverages; coat check; entertainment; meals for other system employees or board members or late checkout and room guarantee charges (unless special circumstances exist and Executive Director approval is obtained); parking tickets or other traffic tickets and charges associated with locksmith services; and transportation to procure meals, except under circumstances when such transportation is allowed by the Travel Control Policy.
- D. Whenever possible and cost-efficient, RAILS business travel arrangements will use governmental entity discount rates.

RAILS EMPLOYMENT

The Executive Director bears final authority and responsibility for staff recruitment, evaluations and promotions, discipline management and terminations, as well as other personnel matters in accordance with System policies; bears responsibility for maintaining written System personnel evaluation records; establishes and maintains a Human Resources system for personnel.

EMPLOYMENT CLASSIFICATIONS

Each employee is designated as either *nonexempt* or *exempt* according to federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

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

Regular full-time employees are those who are not in a temporary or part-time status and who are regularly scheduled to work a minimum of 37.5 hours per week or more. Generally, they are eligible for RAILS' benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular part-time employees are those who work an average of less than 37.5 hours per week on a regular, authorized prearranged basis. Generally, they may be eligible for some of RAILS' benefit

package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

Temporary employees are those who work a 37.5 hour week or less over a designated, predetermined period of time, usually not to exceed six months. Temporary employees are not eligible for any of RAILS' benefit package except those required by law.

The above classifications are for administrative use only. They do not alter the nature of the at-will employment relationship.

RAILS Organizational Chart

The RAILS organizational chart is available on the RAILS intranet and will be updated annually or as changes in personnel warrant.

PAY PERIODS AND PROCEDURES

Employees are paid biweekly (every two weeks). A pay period and payday schedule will be distributed at the beginning of each calendar year. If a payday falls on a holiday, the payday will be on the last prior workday. Direct deposit of funds is recommended, and employees are encouraged to receive payment via this option.

RAILS takes all reasonable steps to assure 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 Human Resources department so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, RAILS will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Deductions From Pay

It is the policy of RAILS not to take any improper pay deductions that would be in violation of the Fair Labor Standards Act, its regulations (specifically Section 541.602(a)), or relevant state law or local ordinance.

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to their supervisor. The complaint will be promptly investigated, and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.

Any employee whose pay is improperly deducted shall be reimbursed for such improper deduction no later than the next pay period after the improper deduction is communicated to management.

OVERTIME/TIMEKEEPING

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible.

Employees are expected to work overtime if additional work effort is required to serve our members.

Overtime is paid only after a nonexempt employee has worked more than forty (40) hours during the workweek. All overtime is paid at one and one-half the employee's regular hourly rate.

Nonexempt employees must have supervisor authorization before working overtime. Working unauthorized overtime is prohibited and may be disciplined up to and including termination.

All employees must complete weekly time sheets. The time sheet is an employee's time record, and it is important. It is the basis of the employee's pay record.

Falsification of this record or failure to accurately and/or timely complete the record is subject to discipline up to and including discharge, or may delay the employee's paycheck until the next pay period.

HOURS OF WORK/MEAL/BREAK PERIODS

Department supervisors shall determine and establish a daily and weekly schedule of normal work hours necessary to provide services. The schedule may be temporarily changed in order to meet emergency or other defined needs. It is the personal responsibility of each employee to be at his/her workstation and fully prepared to begin work at the time the scheduled work hours begin. Employees are not permitted to alter workhours without the permission of the supervisor. Altering work hours includes arriving early and then leaving early and/or arriving late and staying late. Employees are not authorized to trade hours without the permission of the supervisor.

An employee who works 7 1/2 continuous hours or more shall be provided an unpaid meal period of at least 30 minutes and two 15-minute paid breaks. Employees may schedule their own meal/break periods as long as meal/break periods are staggered to ensure department coverage. The meal period must be taken no later than five hours after beginning work.

COMPENSATORY TIME

Eligible employees are nonexempt employees who are subject to the federal Fair Labor Standards Act (FLSA). Exempt employees under the terms of the FLSA are not eligible employees.

Accrual of Compensatory Time

For each hour of overtime worked by an eligible employee in a given workweek, one and one half (1.5) hours of compensatory time shall accrue. Eligible employees may accrue not more than 22.5 hours of compensatory time, computed as one and one half hours of compensatory time for not more than 15 hours of overtime work.

Use

An eligible employee who has accrued compensatory time shall be allowed to use said time within a reasonable period following accrual so long as the operations of RAILS are not unduly disrupted, preferably within the current or subsequent pay period. Compensatory time shall not be counted as hours worked in the period in which such hours are used.

Payment on Termination

An eligible employee who is terminated, and who has accrued compensatory time, shall be monetarily reimbursed for such accrued compensatory time at a rate not less than the average rate of pay for the preceding three years, or the final regular rate of pay, whichever is higher.

Records

Records shall be maintained to evidence the overtime hours worked by each eligible employee in a given workweek, if any, and the number of hours of compensatory time accrued by each eligible employee, if any.

Monetary Reimbursement in Lieu of Compensatory Time

Nothing herein shall prohibit RAILS, at RAILS' option, of freely substituting payment via monetary reimbursement, in whole or in part, for compensatory time off; and an overtime payment monetarily reimbursed does not affect subsequent granting of compensatory time in future workweeks or work periods. Monetary reimbursements to an employee for accrued compensatory time may be made at any time except that on termination, such payment shall be made pursuant to this policy. No employee shall otherwise have the right to receive, upon request, monetary reimbursement in lieu of accrued compensatory time.

ON-CALL

Purpose

- To ensure employees understand the on-call policy and that on-call compensation will only be awarded consistent with this policy.

Statement of Policy

RAILS employees may be required to serve on-call to provide necessary services to members, such as LLSAP services. On-call pay will be awarded to nonexempt employees who are called back to work outside their normal work schedules consistent with this policy.

Definitions

1. On-call duty is defined as an unscheduled request to return to work for emergency purposes outside of an employee's regular work schedule. Such requests may be made by a supervisor, other appropriate RAILS management team member, or by member libraries needing emergency support for RAILS-provided services (e.g. LLSAP emergency support).
2. An employee is considered on-call when the employee is assigned on-call duty and is available to respond by telephone or email to the end user's request for assistance. On-call duties may include travelling to the worksite, providing remote assistance to members or

RAILS employees, answering questions, consulting with a supervisor, or any other on-call related matters.

Policy

It is the responsibility of each employee assigned on-call duty to:

1. Carry the on-call device (cell phone, tablet computer, pager, etc.) or provide a current telephone number where they may be reached or paged.
2. Respond to the on-call request within 30 minutes to confirm that the employee has received the request and is working on the issue.
3. Employees must be available and ready to respond within 30 minutes of receiving a call or page. When the employee returns to duty, the employee shall complete the required documentation to account for time worked in accordance with RAILS policy.
4. The employee is free to move about as they please so long as they can be reached via the on-call device.
5. Employees who are on-call must comply with all RAILS policies, including Illegal Drugs and Alcohol in the Workplace. Employees who fail to comply with RAILS policies will be disciplined, up to and including termination of employment.

Eligibility for Compensation

Nonexempt employees who serve in an on-call capacity are eligible for compensation as follows:

- An employee who is called back to work outside their normal work schedule in an emergency or is assigned on-call duty will be paid for the time actually worked. Hours worked are triggered only when the employee must respond to an on-call issue; carrying the on-call device will not qualify as time worked.
- Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to a RAILS facility or member library, they will be paid for travel time.
- Overtime compensation (or compensatory time) is only applicable when total hours worked exceed 40 hours in a workweek.

Compliance with On-Call Policy

It is imperative that employees comply with the policy and procedures outlined herein. Depending on the nature of the problem, failure to respond to emergency calls could result in poor service to RAILS members. Any employee who is, or becomes, unable to meet their on-call obligation shall immediately notify their supervisor.

The supervisor must approve any changes to the approved on-call schedule. Employees who fail to meet their on-call obligations by not responding and/or refusing to fulfill duties when called during their on-call duty period are subject to disciplinary action, up to and including termination of employment.

On-Call Duty Schedule

The supervisor will publish the on-call duty schedule at least one month in advance. Employees wishing to exchange scheduled on-call time are responsible for finding a replacement or making a trade. Trades must be approved by the appropriate supervisor. If an employee is unable to locate a replacement, the prescheduled on-call duty stands.

On-Call and Leave Events

If an employee is unable to report to work during normal business hours, it is the employee's responsibility to notify the supervisor of such in accordance with the RAILS Attendance policy. An employee can be removed from on-call status at any time at the discretion of the supervisor should there be any question as to whether the employee is able and/or capable of carrying out the on-call responsibilities.

TELEWORKING

Teleworking (Telecommuting) is a work arrangement that allows employees to work at home, on the road, or at some other satellite/off-site location for all or part of their regularly scheduled workweek. Although not all jobs can be performed satisfactorily from other locations, RAILS recognizes that, in some cases, teleworking arrangements can provide a mutually beneficial option for both RAILS and employees. However, teleworking is a voluntary work alternative. It is not an entitlement; it is not an organization-wide benefit; and it in no way changes the terms and conditions of employment with RAILS.

Eligibility

Candidates for teleworking arrangements must have worked at RAILS for a minimum of 3 months of continuous, regular employment.

Teleworking requires the following:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home and/or satellite office location as they do when working on RAILS' premises.
- Employees must be reachable by phone and email when teleworking.
- Employees must be available to attend scheduled meetings and participate in other required office activities at RAILS service centers or other locations as needed. Employees who telecommute may be required to attend these meetings and other activities in person.
- Teleworking is not designed to be a replacement for appropriate child/elder care. Although an individual employee's schedule may be modified to accommodate child/elder care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Not all positions can be performed from off-site locations. Employees interested in teleworking arrangements should discuss the matter with their supervisor. Teleworking arrangements are approved on a case-by-case basis, and the supervisor and employee must complete the teleworking form that documents schedule and other issues. There will be a written agreement only for regularly scheduled teleworking.

Performance expectations and payroll procedures for teleworking employees are the same as for in-office work.

Office Environment and Safety

Employees are responsible for providing office furnishings at their own expense. The employee will establish a safe, appropriate work environment at their location. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work.

Injuries sustained by the employee while at their home and/or satellite work location and in conjunction with their regular work duties are normally covered by the RAILS workers' compensation policy.

Teleworking employees are responsible for notifying RAILS of such injuries in accordance with RAILS's worker's compensation procedures. The employee is liable for any injuries sustained by visitors to their home work site.

Technology Needs and Information Security

RAILS will determine, with information supplied by the employee and the supervisor, the appropriate technology needs (including hardware, software, Internet connectivity, phone lines, fax equipment or software, photocopiers, etc.) for each formal teleworking arrangement on a case-by-case basis.

Teleworking employees must provide the needed Internet connectivity at their own expense, including a carrier-approved modem with router and firewall functionality. RAILS requires teleworking employees to set up strong WPA wireless security passwords. RAILS IT staff can provide only limited support in setting up and troubleshooting an employee's broadband service. They will not call broadband providers or open trouble tickets for an employee's broadband service.

RAILS will provide other necessary equipment and software.

Equipment supplied by RAILS will be maintained by RAILS. Equipment supplied by the employee, if deemed appropriate by RAILS, will be maintained by the employee. RAILS accepts no responsibility for damage or repairs to employee-owned equipment. RAILS reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by RAILS is to be used for business purposes only. The teleworker will be required to sign an inventory of all office property and to agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all RAILS property will be returned to RAILS, unless other arrangements have been made.

In the event RAILS does not provide devices or resources such as cell phones, workstations or other equipment or working materials, an employee may be eligible for reimbursement for the cost of using their personal devices or materials in the course of conducting RAILS business. It is the duty of the employee to request authorization from their supervisor or the Director of Finance and Human Resources to use their own personal devices, equipment or resources and seek reimbursement for the expense of their use by submitting a request that includes the need for using their personal device, equipment or resource and an estimate of expense to be incurred. Only preapproved use of personal devices, equipment or resources will be subject to reimbursement by RAILS after submission of supporting documentation to prove the cost incurred by the employee.

If RAILS has provided any of the assets for which the employee has requested to use their personal asset, or has the devices, equipment or resources available for the employee to use, and the

employee still chooses to use their own personal asset, then no expense reimbursement is allowed.

RAILS reserves the right to require an employee use RAILS issued devices, equipment or resources as opposed to using their own personal assets to conduct RAILS business.

RAILS Information Technology staff will service the teleworker's equipment via remote support only. If RAILS-provided equipment or software problems cannot be resolved remotely, the employee must bring the equipment to a RAILS service center for service.

ALTERNATIVE WORK SCHEDULE POLICY

RAILS is interested in alternative work schedules as a method of staff retention through work/life balance. Alternative scheduling is available to assist employees in meeting their personal work performance goals and family needs. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling. Flexible work schedules are offered when it is feasible and will in no way interfere with providing efficient and effective services.

Eligibility

Eligibility for participation in RAILS' alternative work schedule program will be evaluated on a case-by-case basis by the immediate supervisor. This will be dependent on whether or not the proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. Employees must have worked at RAILS at least 3 months before being eligible for an alternative work schedule. Employees who have been subject to disciplinary action during the previous 90 days may not be eligible to participate in the alternative work schedule program.

Flextime: Work Times

Flextime at RAILS is a work schedule with time of arrival and departure that differs from the standard operating hours. Employees may participate in RAILS's flextime program by working the same number of normally scheduled hours per week during a different, preapproved schedule.

Guidelines for Alternative Work Schedules

1. The employee must submit a written request to their immediate supervisor. Employees should be prepared to discuss how they intend to resolve any conflicts that may arise between work responsibilities and the new schedule.
2. The supervisor will approve or deny the request based on staffing needs, the employee's job duties, the employee's work record and the employee's ability to temporarily or permanently return to a standard work schedule when needed.
3. Once a schedule is approved, the employee will be expected to work that schedule unless a written request is made to discontinue the schedule and is approved by the employee's immediate supervisor.

RAILS reserves the right to cancel or suspend a flextime/compressed work schedule at any time for any reason. Exempt employees must depart from any flextime schedule to perform their duties. Nonexempt employees may be asked to work overtime regardless of a flextime schedule.

YEARS OF SERVICE

RAILS values the service of our employees by recognizing years of service for certain benefits based upon continuous service as an employee of RAILS. Years of service continue to accrue during RAILS-approved leaves of absence.

Calculating Years of Service

- Service time starts with the date of hire as a regular employee and continues to accrue until employment is terminated.
- For RAILS staff hired on July 1, 2011, continuous service as an employee of the Alliance Library System, DuPage Library System, Metropolitan Library System, North Suburban Library System, and/or the Prairie Area Library System is counted towards RAILS years of service.
- The date of hire is used for allotment of vacation benefits, service awards, and other employment decisions where years of service should be given preference.
- Years of service end when employment is terminated. If an employee is rehired, years of service start over based upon the date of rehire into a regular position.

Employee Responsibility

- Be familiar with the RAILS service time policy and how it is used in the accrual of vacation, service awards, and other benefits.
- If you have questions about your years of service, talk to your supervisor immediately to resolve the issue.
- If an employee reports any errors with their years of service, the employee's supervisor will work with Human Resources to resolve the issue promptly.

JOB PERFORMANCE

PERFORMANCE REVIEWS/SALARY INCREASES

The RAILS management philosophy is that regular discussions between supervisors and staff will help ensure that all staff performance will be excellent. Regular discussions about project work, goal achievement and any job problems are expected of all RAILS staff. Official performance evaluations are scheduled annually on the employee's start date anniversary. In the case of performance problems, more frequent reviews may be conducted.

Salary increases are generally determined annually during the budget process. The budget, which contains these salary increases, is then approved by the RAILS board before the increases are granted.

TERMINATION OF EMPLOYMENT

Employees desiring to terminate their employment relationship with RAILS are urged to notify RAILS at least two weeks in advance of their intended termination. Such notice preferably should be given in writing or via email to the employee's supervisor. Proper notice generally allows RAILS sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck.

As mentioned elsewhere in this handbook, all employment relationships with RAILS are on an at-will basis. Thus, although RAILS hopes that RAILS' relationship with employees is long-term and mutually rewarding, RAILS reserves the right to terminate the employment relationship at any time.

Exit interviews with Human Resources are normally scheduled for outgoing employees after the notice of intent to terminate is received. The purposes of this interview are to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all RAILS' property that may be in the employee's possession (e.g., keys), and to provide employees with an opportunity to discuss their job-related experiences.

Employees who terminate their employment relationship with RAILS are welcome to reapply for employment with RAILS in the future. If rehired, such employees will not be credited for any previous service with RAILS.

DRIVER SAFETY

BUSINESS USE OF PERSONAL VEHICLES

At times employees may be required to use their personal car for business purposes. Employees doing so will receive a mileage allowance at a rate to be determined by the RAILS Board of Directors. This allowance is to compensate for the cost of gasoline, oil, depreciation, insurance, and wear and tear. In addition, employees driving on RAILS' business may claim reimbursement for parking fees and tolls actually incurred. Employees are also reimbursed for mileage to attend meetings, seminars, etc. when attendance is for RAILS' business purposes.

Employees who drive a vehicle on RAILS' business must possess a valid driver's license and insurance coverage in accordance with Illinois law. Any change in status (such as suspended, revoked, limitations, etc.) must be reported immediately to the direct supervisor and the Human Resources department.

USE OF RAILS VEHICLES

RAILS vehicles should be used for RAILS business only.

The use of RAILS vehicles for business purposes must follow the procedures established for scheduling and using RAILS vehicles. Use of RAILS vehicles for RAILS-related business is not required but encouraged.

Driver Qualifications

Employees may operate a RAILS-owned vehicle only if they:

- Are acting at the direction and with the explicit permission of RAILS,
- Are aged 21 or older,
- Hold a valid license for the class of vehicle in question, and
- Are otherwise qualified under federal and state regulations to drive the vehicle in question.

Disqualifying Driving Records

Employees whose essential job functions include driving RAILS-owned vehicles are subject to a Department of Motor Vehicles background check prior to beginning employment and annually, thereafter. RAILS reserves the right to run a motor vehicle report (MVR) on employees whose essential job functions don't include driving a RAILS vehicle but have use of a RAILS vehicle while performing work on behalf of RAILS. Employees cannot operate RAILS-owned vehicles if their MVR report score is 12 or above. A score of 9.0 to 11.9 is considered to be marginal and will be a factor considered in a hiring decision, particularly for those whose position entails considerable driving of RAILS vehicles. RAILS expects the employee to notify their immediate supervisor (self-report) if they have a disqualifying driving record and to not operate a RAILS vehicle.

GENERAL DRIVING REQUIREMENTS

While operating a personal or RAILS-owned vehicle on RAILS business, employees must:

- Observe applicable speed limits at all times;
- Obey all traffic rules and regulations;
- Drive defensively and anticipate driving hazards, such as bad weather and bad drivers; and
- Report any accidents in which they are involved to the police and their supervisors.

Safety Belts

Drivers must ensure that safety belts are worn by drivers and passengers in all vehicles used for RAILS business. Lap belts must be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured. Children should not ride in RAILS vehicles unless in an emergency situation. Approved child safety restraints must be used for children of the age, size, or weight for which such restraints are prescribed by law.

Employees who discover an inoperable restraint system promptly must report the defect to the appropriate supervisor. RAILS-owned vehicles in which a safety belt is inoperable cannot be used until the safety belt is repaired.

Wireless Communications Devices Use

Employees cannot use wireless communications devices, including cell phones and text messengers, when driving RAILS-owned vehicles on RAILS business. Drivers who need to use a wireless communications device must pull over to a safe location before using the device. (625 ILCS 5/12-610.2)

Accidents

A printed card titled "In Case of Accident" must be kept in the glove compartment of each RAILS-owned vehicle. The card is intended to provide employees with easy access to guidance on what to do when accidents occur. In general, the following requirements apply:

- Employees must report traffic accidents immediately to the local police and then to their supervisors.
- Employees must not sign or make any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a RAILS-owned vehicle. Employees should avoid explaining or describing the accident to anyone except public safety personnel, their supervisor, or the claims adjuster or attorney for RAILS' insurance RAILS.
- Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved. Employees must collect insurance RAILS contact information and the address and phone number of the police department where the accident report is prepared.

Discipline

Employees who drive negligently or fail to comply with this policy's safety requirements and self-reporting guidelines are subject to immediate discipline, up to and including termination of employment.