

Rolling Meadows Library Employee Handbook

TABLE OF CONTENTS:

EMPLOYMENT	4
101 Nature of Employment	4
102 Employee Relations	5
103 Equal Employment Opportunity	6
104 Ethical Standards and Conduct	7
105 Hiring of Immediate Family Members	8
106 Immigration Law Compliance	9
107 Conflicts of Interest	10
108 Non-Disclosure	11
109 Identity Protection	12
110 Disability Accommodation	13
111 Job Posting	14
EMPLOYMENT STATUS & RECORDS	15
201 Employment Categories	15
202 Access to Personnel Files	16
203 Employment Verification Requests	18
204 Personnel Data Changes	19
205 Employment Applications	20
206 Performance Evaluation	21
207 Job Descriptions	22
EMPLOYEE BENEFIT PROGRAMS	23
301 Employee Benefits	23
302 Vacation Benefits	24
303 Holidays (approved 12.5.23)	25
304 Workers' Compensation Insurance	27
305 Sick Leave Benefits	28
306 Time Off to Vote	29
307 Bereavement Leave	30
308 Jury and Witness Duty	31
309 Benefits Continuation (COBRA)	32
310 Tuition Reimbursement	33
311 Health Insurance	34
312 Life Insurance	35
313 Disability Leave	36
314 Employee Assistance Program (EAP)	37
315 Pension Plan (IMRF)	38
316 Deferred Compensation Plans	39
317 City Benefit Fair & IMRF Benefits Presentation	40
318 Credit Union	41
319 Paid Leave For All Workers (approved 12.5.23)	42
TIMEKEEPING/PAYROLL	43
401 Timekeeping	43
402 Paydays	44

Rolling Meadows Library Employee Handbook

403 Administrative Pay and Benefit Accrual Corrections.....	45
WORK CONDITIONS & HOURS.....	46
501 Safety.....	46
502 Work Schedules.....	47
503 Rest and Meal Periods.....	48
504 Overtime.....	49
505 Emergency Closings.....	50
506 Business Travel.....	51
507 Visitors in the Workplace.....	52
508 Electronic Information Systems.....	53
509 Telecommuting.....	54
510 Workplace Violence Prevention.....	55
511 Sunday Pay.....	56
512 Reimbursement for Emergency Unscheduled Work at the Library.....	57
513 Equal Pay Act.....	58
LEAVES OF ABSENCE.....	59
601 Family and Medical Leave.....	59
602 School Visitation Leave.....	63
603 Unpaid Personal Leave of Absence.....	64
604 Military Leave.....	65
605 Illinois Family and Military Leave Act.....	67
606 Pregnancy-Related Absences.....	68
607 Victims' Economic Security and Safety Act (VESSA) Leave.....	69
608 Employee Blood Donation Leave.....	72
609 Parental Leave.....	73
EMPLOYEE CONDUCT & DISCIPLINARY ACTION.....	74
701 Employee Conduct and Work Rules.....	74
702 Drug and Alcohol Use.....	75
703 Discrimination and Harassment.....	76
704 Attendance and Punctuality.....	77
705 Personal Appearance.....	78
706 Return of Property.....	79
707 Resignation.....	80
708 Security Inspections.....	81
709 Solicitation, Canvassing, & Peddling.....	82
710 Progressive Discipline.....	83
711 Political Activity While at Work or On Duty.....	84
712 Grievance Procedure Policy.....	85
MISCELLANEOUS.....	86
801 Life-Threatening Illnesses in the Workplace.....	86
802 Bloodborne Pathogens.....	87
803 Whistleblower Policy.....	89
LOCAL GOVERNMENT (50 ILCS 105/) Public Officer Prohibited Activities Act.....	90
APPENDIX:.....	92