

SWAN PERSONNEL COMMITTEE MEETING
800 Quail Ridge Drive, Westmont IL 60559

AGENDA April 12, 2019 - Time 11:00 a.m.
Conference Room
630.326.7022

1. Call to Order, Roll Call
2. Introduction of Visitors/Public Comment
3. Discussion Item – Parental Leave Policy Update
 - a. Current SWAN Policy (Exhibit page 2)
 - b. RAILS Policy (Exhibit pages 3 – 17)
 - c. UIC Policy (Exhibit pages 18 – 19)
4. Discussion Item – Harassment Policy Update
 - a. HR Source Recommendation (Exhibit pages 20 – 22)
 - b. SWAN Employee Handbook—Redlined with modifications (Exhibit pages 42 – 44)
5. Discussion Item – MLK Holiday Adjustment (Exhibit page 31)
6. Adjournment



MATERNITY AND PATERNITY LEAVE POLICY

SWAN is firmly committed to protecting the rights of expectant parents, including complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978, as well as the Illinois Human Rights Act. SWAN's policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition in all employment aspects, including but not limited to recruitment, hiring, training, promotion and benefits.

Further, SWAN fully recognizes eligible employees' rights and responsibilities under the Family and Medical Leave Act, applicable state and local family leave laws, and the Americans with Disabilities Act.

Pregnant employees may continue to work until they are certified as unable to work by their physician. At that point, pregnant employees are entitled to leave in accordance with FMLA and/or ADA, as well as benefits according to SWAN's short-term disability insurance plan.

As noted in the SWAN Employee Handbook, "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." As such, both mothers and fathers may take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position with no loss of service or other rights or privileges upon return, provided that the employee has worked for SWAN for at least 12 months AND worked at least 1,250 hours in the last 12 months.

At SWAN, sick leave may be utilized for the following reasons: "the employee's own illness or injury; a child, spouse, domestic partner or parent who is sick; and necessary medical treatment or medically advised rest." If an employee has paid benefit time (sick, vacation, and/or personal time) accrued, he or she may apply this time toward one's own medical recovery or to care for the baby, for a maximum time of 12 weeks, unless medically advised for longer.

Adopted 11/21/2014

21 August 2017

TO: RAILS Board of Directors

FROM: Dee Brennan

SUBJECT: Paid Family Leave Policy

We are proposing major changes in our family leave policy. The policy committee has discussed these changes and recommended the new policy be brought to the board for discussion and action.

Initially, we were looking at expanding our leave policy to include new fathers in being eligible for family leave. But, as we started looking at the policy, we realized that many related policies also could use expansion and updating, and that we really needed to adopt a more inclusive and modern approach to leave in general. As a first, important step we have created a new Paid Family Leave policy to replace the Family and Medical Leave of Absence policy. This new, proposed policy overlaps with some other policies that may require further adjustment. We are moving this policy forward now because there is some urgency; we have three employees who will be going on maternity leave before the end of the year so we would like them and their families to have the proposed benefits available to them.

The major changes are:

- Six weeks of paid family leave, formerly 12 weeks of unpaid leave
- Expansion of reasons/criteria for leave
- Change in FMLA from running concurrently with paid leave to consecutive with paid leave

We believe these changes are more sensitive to the different family situations and health issues that may arise in today's world. Changing FMLA to run consecutively with paid leave as opposed to concurrently gives employees options and gives them back the decision-making power to manage the leave they earn and are eligible for.

These changes are consistent with our strategic plan goal of organizational excellence and the strategic initiative to *attract, retain, develop, and reward a superb RAILS staff*. We also believe that as a library system we have a responsibility to use best practices in how we run our organization, as well as the services that we provide to members.

We know this is a lot to digest. If you are not comfortable approving this policy at the August meeting, we can certainly make any suggested changes or provide additional information and we can discuss it again at the September meeting.

We will be bringing other associated policies to the board in the near future – vacation, sick, bereavement and personal leave policies. These policies are NOT in conflict with the Paid Family Leave policy in their current form, they just need to be updated.

Thank you very much for taking the time to work on this with us.

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

Must be a full-time or a part-time employee working 20 or more hours per week with one year of service in order to be 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 committed 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 care giver 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 all year.
- 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.

- 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 Family and medical leave; vacation, personal, sick and bereavement. 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 his or her supervisor and the Director, 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 HR forms (Paid Family Leave Request) and provide all documentation as required by the HR department to substantiate the request.

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 in advance on January 1, and then another 7.5 days in advance on July 1. Vacation accrual begins upon hire or transfer into an eligible position, as noted above. An employee may use his or her vacation time at any point during the calendar year; however, vacation is actually *earned* monthly on the 15th of each month at a rate of one-twelfth (1/12) of the employee's total vacation for the year.†

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

An employee must be actively working in order to earn vacation. Vacation time will not accrue during a leave of absence (personal, medical, family/medical or worker's compensation) that exceeds four weeks in length.

Accrual Rate

Length of service	Monthly Accrual	Vacation Distribution (January 1 and July 1)	Total Annual Vacation
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0 – less than 10 years	1.25 days	7.5 days /56.25 hours	15 days
10 years or more	1.667 days	10.0 days/75.00 hours	20 days

Part-Time Proration

Part-time employees who work at least 20 hours per week on a consistent basis are eligible for pro-rated paid vacation, depending on the number of hours worked per week. For example, an employee who works three, 7.5 hour days per week is eligible for 3/5 of what a full-time employee is entitled to (15 days x 22.5/37.5 = 9 days).

Vacation Scheduling

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

Employees are encouraged to take their earned 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 earned as of December 30.

Upon termination of employment, employees will be paid for vacation benefits that have been earned and unused through the last month of active employment at the employee's rate of pay at termination. If the employee uses more time than is earned, at the time of termination, it shall be repaid.

† If an employee's start date is before the 15th of the month their accrual will begin the month they start. If the employee starts on or after the 15th of the month, the accrual will start the following month.

PERSONAL TIME

RAILS recognizes that occasionally it may be necessary for an employee to miss work because of personal reasons. For these reasons, RAILS has set up a policy to give the employee some financial aid when such circumstances arise.

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 accrual begins upon hire or transfer into an eligible position, as noted above. Although personal time is issued at the beginning of the year it is actually *earned* monthly by the 15th of each month at a rate of one-twelfth (1/12) of the employees total personal time for the year. Personal time is prorated for new hires based on start date.

Accrual Rate

Status	Monthly Accrual	January 1 Distribution of Total Annual Personal
Full Time	.42 days	37.50 hours /5.00 days
Part Time	.33 days	pro-rated based on hours worked [†] /4.00 days

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 will be 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. Significant consideration will be given to whether or not the hours can be covered by other staff members.
3. Upon resignation/termination of employment, employees are only allowed to use time earned through the 15th of the last month of active employment. Personal time will not be paid out upon termination and shall be repaid if the employee uses more than they have earned at time of termination.

† A part-time employee would receive an equivalent of four (4) days, prorated based on average hours worked per day if they work 20 or more hours per week. For example, if an employee works five days per week, four hours per day, they would receive four (4) personal days which would be the equivalent of sixteen (16) hours for the calendar year. (4 personal days x 4 average hours per day = 16 hours for the calendar year).

Average hours are based on the employee's offer letter or employee change letter.

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 accrual begins upon hire or transfer into an eligible position, as noted above. Although sick time is issued at the beginning of the year it is actually earned monthly by the 15th of each month at a rate of one-twelfth (1/12) of the employees total sick time for the year. Sick time is prorated for new hires based on start date.

Qualifying family member/relationship

Parent, stepparent, spouse, domestic or civil union partner, brother or sister, child or stepchild, grandparent, grandchild, spouse's parent, spouse's grandparent or legal guardian. In addition, RAILS will give consideration to an individual residing within the employee's household who is related by blood or affinity and whose close association with the employee is the equivalent of a family relationship.

Sick leave accrual

Status	Monthly Accrual	Total Annual Sick Leave
Full Time	1.00 days	12.00 days
Part Time	0.50 days [†]	6.00 days [†]

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 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. (Please see the Attendance Policy for more information).

Proof of need for absence

An employee using sick time for more than three days in a row will normally be required to produce a note from a health care practitioner certifying that the employee was unable to work for health reasons and is fit to return to duty or the employee's assistance was needed to care for a qualifying individual as noted in the above guidelines.

Confidentiality of medical information

All information about an employee's medical condition is confidential and will be kept in separate files by the Director, Human Resources. 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.

† A part-time employee would receive an equivalent of six (6) days prorated based on average hours worked per day if they worked 20 or more hours per week. For, example, if an employee works five days per week, five hours per day, they would receive six (6) sick days which would be the equivalent of thirty (30) hours for the calendar year. (6 sick days x 5 average hours per day = 30 hours for the calendar year).

Average hours are based on the employee's offer letter or employee change letter.

FAMILY AND MEDICAL LEAVE OF ABSENCE

Basic Leave Entitlement

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 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 1250 hours in the last 12 months. The “12 month period” is measured rolling backward.

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 which 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, 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; and (7) attending post-deployment briefings.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12 month period. This single 12 month period begins with the first day the employee takes the leave. A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment recuperation or therapy.

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. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify RAILS as soon practicable and, absent unusual circumstances, in accordance with RAILS' normal leave procedures. The employee is required to contact the supervisor on the first day of the absence within one hour of normal starting time. In the event the employee cannot personally contact the supervisor, the employee should leave a voicemail with a contact number where the employee can be reached. The employee should be prepared to explain the reason for the absence and give an expected date of return to work. Keep RAILS informed.

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. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. 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 and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty, the employee must supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). RAILS may also request additional information pertaining to the leave.

Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, 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.

Substitution of Paid Leave

FML is unpaid leave. If you request leave for any FML covered reason, you may be required to exhaust any remaining applicable paid time. The exhaustion of this paid leave does not extend the leave period.

In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FML (where appropriate) and will not extend the leave period. 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.

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 which better accommodates the recurring leave and which has equivalent pay and benefits. A fitness for duty certification may 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 the employee's own serious health condition, the employee may 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.

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 a minimum of 14 calendar days up to a maximum of 30 calendar days.

You must apply in writing for this leave of absence and submit your request to the Director, Human Resources. 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 his/her 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 to the RAILS Director, Human Resources for re-evaluation.

FUNERAL/BEREAVEMENT LEAVE

RAILS recognizes the importance of family and the difficulties an employee faces following the loss of a loved one. For that reason, RAILS grants its full time and part-time employees paid bereavement leave in accordance with the following provisions.

If a member of an employee's "immediate family" dies, an employee can take up to three days of regularly scheduled work hours of paid bereavement leave. Immediate family includes the employee's parent, spouse, child, brother, sister, grandparent, or grandchild, mother/father in-law, daughter/son in-law, and civil union partners. Step-relatives and relatives by adoption are included on the same basis as blood relatives.

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 the RAILS Director, Human Resources.

The employee will be required to submit an obituary, death certificate, etc. during the pay period in which the leave is requested for proper payroll processing of benefit time. †

† RAILS understands obtaining supporting documentation during the pay period will not always be feasible and will work with employees on a case-by-case basis.

Campus Administrative Manual

PARENTAL LEAVE

Two weeks of paid parental leave will be available to eligible academic and Civil Service staff members immediately following the birth or adoption of their child.

On July 1, 1997, the University implemented parental leave for Civil Service staff, entitling them to up to two weeks of paid parental leave immediately following the birth of their child, or upon either the initial placement or the legal adoption of a child under 18 years of age. On October 9, 1997, the Board of Trustees approved parental leave for academic staff members, which is effective immediately.

A staff member must have completed six continuous months of employment in order to be eligible for parental leave, which is limited to one leave per academic appointment year (i.e., August 21-August 20). Employees who hold only an hourly appointment (i.e., Academic Hourly or Extra Help) are not eligible for this benefit. An employee who resigns employment before or at the expiration of the parental leave normally shall be required to reimburse the University for the cost of salary paid during the leave.

Parental leave for academic and Civil Service employees will be counted as part of the twelve-week leave entitlement accorded by the Family and Medical Leave Act (FMLA) for FMLA (Family and Medical Leave Act)-eligible staff members and may be used in conjunction with other paid or unpaid leaves for which the individual is eligible. Consult the *Campus Administrative Manual* Family and Medical Leave (./family-and-medical-leave), for more information about the FMLA (Family and Medical Leave Act) leave policy. There is no application form for parental leave other than that used for FMLA (Family and Medical Leave Act) leave. As with any leave, employees should communicate as soon as practicable with their units regarding the timing of the proposed leave, and arrangements for the leave are to be coordinated within the unit. Consistent with the FMLA (Family and Medical Leave Act) policy, units may request documentation of the birth or adoption. Parental leave should be taken in full at the time of birth or adoption and not on an intermittent or reduced leave schedule for a period lasting longer than two weeks.

Questions regarding this policy for academic employees should be directed to Academic Human Resources, (217) 333-6747. Questions regarding this policy for Civil Service employees should be directed to Staff Human Resources, (217) 333-2143.

Issued:

November 21, 1997
SWAN Personnel Committee

Revised:

April 14, 2008

Policy Number:

HR-52

Responsible Office:

Vice Chancellor for Academic Affairs and Provost

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NON-DISCRIMINATION AND ANTI-HARASSMENT

Employer is committed to maintaining a work environment that is free of discrimination and harassment, including sexual harassment, which are all illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). In keeping with this commitment, Employer will not tolerate discrimination against or harassment of Employer employees by anyone, including any supervisor, co-worker, vendor, customer, contractor, or other regular visitor of the Company. Violation of this policy shall be considered grounds for disciplinary action up to and including termination.

Discrimination

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law. Employer will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or 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 his or her protected status.

Sexual Harassment

Sexual harassment, as defined by the IHRA, consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made to an 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 refusal to engage in 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, writings, 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.

Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.

Investigation Procedure

All Employer employees are responsible to help ensure that harassment and discrimination do not occur and are not tolerated. An employee who believes that he or she has been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to his or her supervisor, any other manager or supervisor, the ethics officer, or the Human Resources Department. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Human Resources Department.

The Human Resources Department shall promptly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation.

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

A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. If an investigation results in a finding that the complainant falsely

accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Company policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside Company

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.

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

**SYSTEM WIDE AUTOMATED NETWORK
(SWAN)**

EMPLOYEE HANDBOOK

Last Updated 4/26/2018

Personnel Committee 4/12/2019

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INTRODUCTION

WELCOME

Welcome to the System Wide Area Network (SWAN)!

Created in 1974, SWAN (System Wide Automated Network) is a membership organization of 78 libraries in the suburban Chicago area that was designed to house their collections of books, music, movies, and data in a shared, collaborative environment. Member libraries use a shared online catalog to access to each other's collections and facilitate sharing across libraries. In addition to a vast combined collection of books, movies, and music of the public libraries and community colleges in the network, the catalog includes unique collections from the Brookfield Zoo and the Morton Arboretum.

We believe that each employee plays an important role in helping SWAN support our member libraries and contributes directly to our growth and success. We hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to employees as well as some of the expectations we have of our employees. Please take the time to thoroughly review this handbook as it will answer many questions that you may have about employment.

We hope that your experience here will be fulfilling, enjoyable, and rewarding and wish you every future success!

INTRODUCTORY STATEMENT/EMPLOYMENT AT WILL

This handbook is designed to acquaint you with SWAN 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 SWAN to benefit employees.

SWAN 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. SWAN will make an effort to notify you of such changes as they occur.

The employee handbook is not intended to create a contract of employment. Rather, it is simply intended to describe SWAN's policies and procedures, employee benefits, and general guidelines. Employment may be terminated, with or without cause, and with or without notice, at any time at the option of either the employee or SWAN. No representative of SWAN, other than the Board, has the authority to enter into any agreement for a specified period of time or to make any agreement contrary to the foregoing. Any such agreement must be by individual agreement, in writing, and signed by you and the Executive Director or President of the SWAN Board. No one has the authority to make any verbal statements of any kind, at any time, which are legally binding on behalf of SWAN or SWAN's Board.

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 herein 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 SWAN's policies, procedures and benefits.

Should there be any questions as to the interpretation of the policies or benefits listed in this guide; the final explanation and resolution will be at the sole and absolute discretion of SWAN's Board, subject to federal, state and local laws.

EQUAL EMPLOYMENT OPPORTUNITY

SWAN will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), pregnancy, military status, marital status, order of protection status, genetic information, sexual orientation, transgender status, or any other category protected by law, 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.

Any employee who believes this policy has been violated should report the situation to a SWAN supervisor or the Executive Director. All such matters will be 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 SWAN's investigative procedures.

SWAN 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.

BENEFITS AND SERVICES

EMPLOYEE BENEFITS

Eligible employees of SWAN are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification.

The actual plan documents, which are available by making a written request to SWAN's Executive Director, are the final authority in all matters relating to benefits described in this Handbook and will govern in the event of any conflict. Additionally, SWAN reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

INSURANCE

SWAN offers health insurance benefits to employees who work 30 or more hours per week, beginning on the 1st of the month following the employee's start date. SWAN will pay a portion of the premium for full-time employees and may pay a portion for family coverage for full-time employees as set by the SWAN Board. 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. Specific enrollment and plan information will be provided when an employee becomes eligible to participate. A plan description which explains coverage of the benefits in greater detail is also available.

SWAN also offers dental, vision, life and disability insurance. Plan descriptions explaining coverage in more detail are available.

SWAN provides a 401a retirement plan to employees who work 30 hours or more per week. A plan description which explains coverage of the benefits in more detail is available. An optional 457(b) plan and Roth IRA plan are also offered to all employees.

For a copy of any of the plan descriptions or if you have any questions regarding these benefits, please see Human Resources.

INSURANCE BENEFITS FOR RETIREES

Employees who are enrolled in SWAN's group health plan and resign for any reason at age 59.5 or older, may purchase insurance benefits through SWAN's insurance plan until the retiree has other group health insurance coverage, whether public or private, available to him or her or until the retiree becomes eligible for Medicare. All costs for the benefits are born by the retiring employee and will also include an administrative fee. This policy is subject to availability of retiree coverage as allowed by the health insurance provider. At the time of retirement, participation in the plan is continuous; no retiree can exit the plan and join at a later date.

Specific enrollment and plan information will be provided when an employee becomes eligible to participate. A plan description which explains coverage of the benefits in greater detail is also available. Questions regarding this policy should be addressed to Human Resources.

RETIREMENT GIFT POLICY

Retiring employees will typically be honored by the SWAN Board with a gift. The Executive Director upon retirement may be fêted with a public reception to be held in a location to be determined. Long term employees upon retirement will typically have a staff reception held in their honor. SWAN will purchase and provide refreshments for the reception.

Year of Service at Retirement	Price Range
5 years	\$25.00
10 years	\$50.00
15 years	\$75.00
20 years	\$100.00
25 years	\$150.00
30 years	\$200.00

Employees will typically receive a Visa gift card at the price range that has been established for the terminal year of service.

TUITION BENEFIT

SWAN believes that dollars spent on approved programs of study which increase an employee's value to our member libraries and overall job performance are dollars well spent. Because of this belief, SWAN encourages employees to further their education and training in work-related areas and may provide employees with the financial support to do so.

Eligibility

Education assistance is available to assist any employee who has been with SWAN for at least 3 months and is considered by his/her supervisor to have a satisfactory performance rating.

Courses must specifically be related to the employee's current position or to the employee's career development with SWAN. Courses must have the approval of the Executive Director *prior* to class enrollment in order to qualify for reimbursement.

Employees wishing to pursue degree or certificate programs will be considered on a case-by-case basis, taking into consideration alignment with individual objectives and SWAN need.

Reimbursement

The maximum reimbursement that will be made to an individual employee is \$1,000 per calendar year. SWAN will reimburse employees for the actual cost of the coursework, textbooks, and any applicable laboratory fees. A satisfactory grade of B or higher must be received in the course in order for it to be eligible for reimbursement. Reimbursement will be provided upon receipt of a paid tuition bill and official grade report. Requests for reimbursement must be completed within 60 days of course completion.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from SWAN and other sources may not exceed 100% of the allowable tuition and fees.

Tax consequences (if any) as a result of company reimbursement under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

The SWAN Board will allocate funds in the annual appropriation to cover the reimbursement of anticipated tuition costs. The Executive Director will not authorize any activity under this section for which funds are not available.

SWAN expects employees utilizing tuition reimbursement funds to remain with the organization for at least six months following the completion of a course. Employees who fail to remain with SWAN for that time period shall be obligated to reimburse the organization for all of the tuition benefits received during the prior 6 months.

WELLNESS BENEFIT

As a benefit to all employees, SWAN will reimburse up to \$35 per month/\$420 per year for wellness-related activities. This benefit will be considered taxable income, and paid via the payroll process. Wellness-related activities are those that result in a direct physical, nutritional, or other health-related benefit.

Examples include:

- Gym or fitness club membership
- Fitness classes, such as Zumba, yoga, Pilates, CrossFit, cardio kickboxing, spin, and run clubs
- Registration for activities such as runs, fitness workshops, and triathlons
- Flu shots and health screenings
- Smoking cessation programs
- Nutrition programs, nutrition counseling, or nutrition consultations

If you are unsure whether your activity qualifies or have questions about this policy, please speak to Human Resources or the Executive Director. When the employee has finished the event or activity, documentation must be provided along with a completed expense form. Acceptable documentation includes payment receipt and/or attendance forms. This documentation should be signed by the Executive Director. Reimbursement will then be provided to the employee in check form.

HOLIDAYS

SWAN recognizes the following holidays and will be closed:

1. New Year's Day
2. Martin Luther King Day/President's Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving
7. Friday after Thanksgiving
8. Christmas Eve
9. Christmas Day
10. New Year's Eve Day

When one of the above holidays falls on a Saturday, SWAN will be closed on the preceding Friday, and eligible employees will be paid for the holiday. If a holiday falls on a Sunday, SWAN will be closed on the following Monday, and eligible employees will be paid for the holiday. Martin Luther King Day and President's Day will be limited floating holiday. Department managers will coordinate with employees on the days off, which will be Martin Luther King Day or President's Day, but not both.

The following conditions apply to SWAN's holiday pay policy:

- Holiday pay **will not** be considered as time worked for the purpose of overtime calculations.
- Employees regularly scheduled to work at least 20 hours per week on a consistent basis are entitled to receive holiday pay of 7.5 hours for each holiday.
- Holiday pay is computed at an individual employee's base rate of pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.

VACATION

Because SWAN recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, SWAN grants annual, paid vacations. The amount of vacation to which employees are entitled depends on their length of service as of their anniversary date. Part-time employees who work at least 20 hours per week on a consistent basis are eligible for pro-rated paid vacation, depending on the number of hours worked per week. For example, an employee who works 3 days per week is eligible for 3/5 of what a full-time employee is entitled to (i.e., 10 days x 3/5 = 6 days).

Vacation is accrued on a bi-weekly basis. Vacation time will not accrue during any unpaid leave of absence of 10 days or more.

Eligibility for vacation for full-time employees is as follows:

0 – less than 10 years of service	20 days per year
More than 10 years of services	25 days per year

Vacation Scheduling

Vacation time may be taken in half-hour increments. It is each employee's responsibility to schedule and take all earned vacation. Employees must receive the permission of their supervisor prior to scheduling and taking vacation days. When approving vacation time, supervisors will consider the needs of SWAN as well as the need to provide employees the opportunity to use vacation time. Vacation time will be granted in the order requested with consideration of fairness to all employees in a department.

The maximum amount of vacation time that can be held by an employee is the equivalent of 5 days over their total annual accrual. Time accrued beyond the maximum will be lost if not taken by the end of the month. Any exceptions must be approved by the Executive Director.

Upon termination of employment, employees will be paid for vacation benefits that have been earned through the employee's final pay period, but not yet taken.

PERSONAL TIME

All full-time employees are eligible for three (3) personal days each year. All part-time employees who work at least 20 hours per week on a consistent basis are eligible for one and one-half (1.5) personal days.

Personal days are awarded at the start of each fiscal year and they must be used by the end of the fiscal year in which they are received. Unused personal time will not be paid out upon termination.

The personal day benefit will be 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 procedure set forth in the Attendance Policy.

2. If personal days are to be used the day before or after a paid holiday or to extend vacations or weekends, this type of scheduling will require advanced notice to the employee's supervisor, to ensure departmental coverage.
3. Personal time may be taken in half-hour increments.

SICK LEAVE

Paid sick leave is provided to all regular employees, who work at least 20 hours per week on a consistent basis. Sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. An employee may use personal sick leave benefits provided by the employer for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. Sick leave may be taken in half-hour increments. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including dismissal.

Sick leave accrual

Full-time employees receive one sick day per month accrued on a bi-monthly basis. Part-time employees who work at least 20 hours per week on a consistent basis earn a pro-rated amount according to their number of regularly scheduled hours per week. For example, an employee who works 3 days per week is eligible for 3/5 of what a full-time employee is entitled to (i.e., 12 days per year x 3/5 = 7.2 days).

Employees may accrue a maximum of 90 days of sick leave (675 hours). Sick leave will not be paid out upon employment 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 leave before the workday begins, the employee should notify the supervisor within one hour of the scheduled start time. (Please see the Attendance Policy for more information).

Proof of need for absence

When an employee is absent on sick leave SWAN may require a note from a health care practitioner certifying that the employee was unable to work for health reasons and, when applicable, a note that the employee is fit to return to duty. Failure to provide appropriate documentation may result in the time off being unpaid and/or disciplinary action.

Confidentiality of medical information

All information about an employee's medical condition is confidential and will be kept in separate files by SWAN's Executive Director. 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.

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 SWAN's policy. Under these circumstances, you may qualify for a leave of absence. This leave of absence is typically granted for a maximum of 30 calendar days.

You must apply in writing for this leave of absence and submit your request to the Executive Director. Your request should include the reason for the leave, the date on which you wish the leave to begin, the date on which you will return to active employment with SWAN and any documentation supporting your need for leave. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of SWAN. While SWAN will make every effort to reinstate the employee to his/her previous position, there are no guarantees.

Requests for an extension of a general leave of absence should be submitted in writing to the Executive Director for re-evaluation. Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment.

FUNERAL/BEREAVEMENT LEAVE

SWAN recognizes the importance of family and the difficulties an employee faces following the loss of a loved one. For that reason, SWAN grants its employees paid bereavement leave in accordance with the following provisions.

If a member of an employee's "immediate family" dies, an employee may take up to five regularly scheduled work days of paid bereavement leave. "Immediate family" includes the employee's parent, spouse, child, domestic partner, brother, sister, grandparent, or grandchild, mother/father in-law, brother/sister in-law or daughter/son in-law. Step-relatives and relatives by adoption are included on the same basis as blood relatives. Employees are also eligible to take an additional unpaid week of bereavement for the death of a child or step-child.

Additional time or unpaid leave for persons not covered in the definition of "immediate family" may be allowed in some circumstances at the discretion of the Executive Director. Proof of the need for the leave may be required.

JURY DUTY

Employees shall be given paid time off for jury duty. Any employee summoned for jury duty should provide his/her supervisor with as much notice as possible (typically no less than 15 days prior to when jury duty is scheduled to begin or the date the employee is required to call to see if he/she must appear). Employees requesting and/or returning from jury duty leave will be required to provide verification of jury duty service.

MILITARY LEAVE

Leaves of absence without pay for military or reserve duty are granted to all employees of SWAN. 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 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 entitlement for the absence.

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 8 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.

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 SWAN 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 request.
- 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 from 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, SWAN will maintain your health, disability, and life benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, SWAN 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 SWAN for the cost of the premiums paid by SWAN 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 Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

REASONABLE ACCOMMODATIONS

SWAN 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 SWAN.

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 Human Resources.

VOTING TIME

An employee may be permitted two hours of paid leave for the purpose of voting 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.

MEMBERSHIPS AND DUES

SWAN will pay for the membership of employees in professional associations related to their jobs. If you are interested in taking advantage of this benefit, please speak with your supervisor. Membership will be approved based on available funds.

EMPLOYMENT CLASSIFICATIONS

It is the intent of SWAN to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the employee and SWAN.

Each employee is designated as either NON-EXEMPT or EXEMPT according to the Fair Labor Standards Act. NON-EXEMPT employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. EXEMPT employees are not entitled to overtime pay and 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 regularly scheduled to work a minimum of 30 hours per week or more. Generally, they are eligible for SWAN's 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 30 hours per week on a regular, authorized pre-arranged basis. They are eligible for some of SWAN's 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 over a designated, predetermined period of time, usually not to exceed six months. Temporary employees are not eligible for any of SWAN's benefit package except those required by law.

PAY PERIODS AND PROCEDURES

Employees are paid bi-weekly, every other Friday, and the pay period begins on Sunday and ends on Saturday. If a payday falls on a weekend or holiday, payday will be on the last prior workday. Direct deposit of funds is recommended and employees are encouraged to receive payment via this option.

All employees must complete weekly time sheets. The time sheet is an employee's time record and it is important that it is filled out correctly as it is the basis of the employee's pay record. Falsification of this record or failure to accurately and/or timely complete the record will subject an employee to severe discipline up to and including discharge.

SWAN 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 Office Manager, 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, SWAN will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

PAY DEDUCTIONS

It is the policy of SWAN 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 the Office manager. 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

Every effort is made to allocate overtime work fairly and in 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. Non-exempt employees must have the Executive Director's authorization prior to working overtime. Working unauthorized overtime is prohibited and may be disciplined up to and including termination.

Overtime is paid only after a non-exempt employee has worked more than forty (40) hours during the work week. Paid time off (including but not limited to vacation, sick time, personal days, holidays, bereavement, etc.) do not count as hours worked for purposes of overtime. All overtime is paid at one and one-half the employee's regular hourly rate.

ON-CALL

Purpose

The implementation of this policy is to accomplish the following:

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

Applicability

This policy applies to non-exempt employees only.

Statement of Policy

SWAN 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 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 by a supervisor or other appropriate SWAN management team member for an employee to return to work for emergency purposes outside of his/her regular work schedule.
2. An employee is considered on-call when the employee is assigned on-call duty and is available to report back to his/her assigned work station within 60 minutes. On-call duties may include travelling to the worksite and/or when an employee performs duties such as 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. Provide a current telephone number where he/she may be reached when the employee is assigned to the on-call schedule.
2. Remain near a telephone and notifies his/her supervisor of the telephone number where he/she may be reached or paged. (The employee is free to move about as he/she pleases).
3. Make a verbal response to the call within a maximum response time of 30 minutes to confirm that the employee has received the call/page and will report for duty.
4. Be available and ready to return to his/her workstation (or other location as requested) within 60 minutes of receiving a call. When the employee returns to duty, the employee shall complete the required documentation.
5. Comply with all SWAN policies, including Illegal Drugs and Alcohol in the Workplace. Employees who fail to comply with any SWAN policies will be disciplined, up to and including termination of employment.

Eligibility for Compensation

Non-exempt employees who serve in an on-call capacity as outlined above are eligible for compensation as follows:

1. Employees shall receive one hour's pay at straight time for eight hours of on call time.
2. An employee who is called back to work outside his or her normal work schedule will be paid for the time actually worked.
3. If an employee is called back to work, he or she will be paid for travel time. If an on-call employee is not called back, no travel pay will be earned.

4. Overtime compensation 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 SWAN members. Any employee who is, or becomes, unable to meet his/her on-call obligation shall immediately notify the supervisor.

The supervisor must approve any changes to the approved "on-call" schedule. Employees who fail to meet their "on-call" obligations are subject to disciplinary action.

Failure to respond to a telephone call and/or refusal to report for duty when called during the period an employee is designated for on-call duty may result in disciplinary action, up to and including dismissal.

PERFORMANCE REVIEWS/SALARY ADJUSTMENTS

Performance reviews are normally conducted on a yearly basis or more frequently if recommended by the employee's supervisor. They are designed to provide communication between the employee and supervisor on the employee's job performance. The review also serves as an objective basis for salary adjustment recommendations. However, a salary adjustment does not necessarily result from a performance review. Salary adjustments will be approved by the Executive Director and normally take place in conjunction with SWAN's fiscal year, which begins July 1.

SENIORITY

SWAN values the service of our employees by recognizing seniority for certain benefits, service awards and employment decisions. The following guidelines have been created to provide consistency in the establishment and use of seniority.

Calculating Seniority

- Seniority starts with the date of hire as a regular employee and continues to accrue until employment is terminated. If employment is terminated and the employee is rehired at a later date, the employee will retain the seniority earned at the time of termination. Temporary employment is not recognized in calculating seniority.
- Seniority continues to accrue during paid leaves of absence.
- For SWAN staff hired on July 1, 2012, service as an employee of the Reaching Across Illinois Library System, the Metropolitan Library System, and the Suburban Library System will be counted toward SWAN seniority.

Employee Guidelines

SEXUAL AND OTHER FORMS OF HARASSMENT

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

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status such as 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, transgender status, and any other category protected by law. SWAN 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.

Keep in mind that an employee may complain about harassment if the employee is subjected to consensual behavior between two or more other employees.

All SWAN employees are responsible to help assure that SWAN avoids harassment. An employee who believes that he or she has been subjected to sexual or other types of harassment or who has witnessed harassment should immediately submit a complaint to the Executive Director. If you are uncomfortable speaking with the Executive Director, then the complaint shall be submitted to the President of the SWAN Board. All complaints shall be investigated in accordance with the procedures contained herein.

SWAN shall promptly and thoroughly investigate all complaints. Reporting harassment or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy 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 SWAN's 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.

Retaliation Prohibited

Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964, and Company policy. Any employee who retaliates against another for exercising his or her rights under this policy shall be subject to discipline, up to and including termination.

Resolution Outside Company

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.

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

REASONABLE ACCOMMODATIONS

SWAN supports the Illinois Human Rights Act and Americans with Disabilities Act as amended and will attempt to provide reasonable accommodations for pregnant employees and employees with disabilities in the workplace unless such accommodations would present an undue hardship for SWAN.

Reasonable accommodations apply to all covered employees and include, but are not limited to, hiring practices, job placement, training, pay practices, promotion and demotion policies, and layoff and termination procedures.

A pregnant employee includes any woman affected by and undergoing pregnancy, childbirth, or medical or common condition related to pregnancy or childbirth. A qualified person with a disability is any individual with a medically recognized disability. In both cases, the individual must, with or without reasonable accommodation, perform the essential functions of the job the individual has or wants, and not pose a direct threat to the health or safety of himself/herself or other individuals in the workplace.

Contact Human Resources for further information regarding SWAN's policy on reasonable accommodation or to request a reasonable accommodation in the workplace.

ILLEGAL DRUGS AND ALCOHOL/DRUG FREE WORKPLACE

SWAN endeavors to provide a safe and productive work environment for all employees. To eliminate unacceptable safety risks, and to enhance the organization's ability to operate effectively and efficiently, the organization maintains strict standards regarding alcohol and illegal drugs in the workplace.

Prohibited Activity

The possession, consumption, purchase, sale, transfer, or distribution of alcohol on the organization's premises or while engaged in organization business is prohibited, unless an exception is made by the Executive Director. No employee shall be under the influence of alcohol while on the organization's premises or while performing organization business off the premises, except a moderate amount of alcohol may be consumed at approved organization events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle.

"Legal drugs" are: (1) drugs that are permitted under state and federal law, (2) obtained by an employee with a physician's prescription or over-the-counter and (3) used for the purposes for which they were prescribed or sold. Employees using legal drugs must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. If such effects could adversely affect the employee's ability to safely perform his/her job, the employee must report such use and potential effect to the Executive Director prior to reporting to work. In the event an employee fails to report such use and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy.

"Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal and state law, or (2) legally obtainable, but not obtained in a lawful manner. Examples include marijuana, cocaine, mind-altering chemicals, depressants, stimulants, inhalants, and prescription drugs that were not lawfully obtained. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited: (1) on SWAN's premises or (2) where the employee is performing SWAN business off the premises.

Testing for Alcohol and Illegal Drugs

SWAN will require a drug and alcohol test of any employee where there is a reasonable basis to believe that he or she may be using drugs or may be under the influence of drugs or alcohol. "Reasonable basis to believe" includes, but is not limited to: abnormal conduct, speech, or odor; detection of alcohol or illegal drugs in the area where an employee has been working; an unexplained decline in work performance or attendance; a reliable report of illegal drug or alcohol use, or involvement in an injury or accident at work or while performing organization business. Employees will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

If an employee tests positive for alcohol or illegal drugs, fails to report immediately to the testing location upon request, comply with any testing procedures (including attempting to substitute, dilute or otherwise change specimens to be tested) and/or fails to provide specimens unless medically incapable, will be considered as refusing to test and subject to discipline, up to and including termination.

Notification of Drug Conviction

Employees must notify the organization of any criminal drug conviction no later than 5 days after such conviction. Employees who drive on organization business must similarly notify the organization no later than 5 days following any DUI conviction. Employees convicted of off-the-job drug or alcohol-related activity may be considered to be in violation of this policy.

WORKPLACE SECURITY AND INSPECTIONS

To safeguard the property of employees, members, and SWAN, and to help prevent the possession, sale, and use of weapons and illegal drugs on SWAN's premises, SWAN reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages or any other possessions or articles carried to and from SWAN's property. In addition, SWAN reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of SWAN and are issued for the use of employees only during their employment with SWAN. Inspections may be conducted at any time at the discretion of SWAN.

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 working on or entering or leaving the premises who refuse to cooperate in an inspection will be subject to disciplinary action up to and including discharge.

HIRING OF RELATIVES/NEPOTISM

Members of an employee's family, or those in a close personal relationship with the employee, will not be considered for employment without prior approval from the Executive Director. Such approval is preceded by a determination that neither a conflict of interest, nor a situation exists whereby any family member or significant other has a supervisory/subordinate working relationship, or any other interference with SWAN's operations is likely to occur.

For the purposes of this policy, immediate family includes: mother, father, husband, wife, son, daughter, sister, brother, the above in-law relationships and step-children.

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

ACCESS TO PERSONNEL FILES

Personnel files are the property of SWAN, and access to the information they contain is restricted. Generally, only officials and representatives of SWAN who have a legitimate reason to review information in a file (such as an employee's manager, the Executive Director, the employee him or herself, or HR) are allowed to do so. With reasonable advance notice and a written request, an employee may review material in his or her file up to two times per calendar year, but only in SWAN's offices and in the presence of the individual appointed by SWAN to maintain the file. Certain records, such as letters of reference, are not available for inspection.

An employee must also provide a written release in order for SWAN to release information to outside parties. Requests for references should be directed to the Executive Director or her/his designee. Only this individual has the authority to release information to outside parties.

It is the responsibility of each employee to promptly notify SWAN of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents*, marital status*, insurance beneficiary*, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

SWAN cannot be held responsible for situations resulting from employees withholding correct and accurate information.

** Such information need only be disclosed if pertinent to a benefit received.*

IMMIGRATION LAW COMPLIANCE

SWAN is committed to employing only those applicants who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

Expiration of Work Authorization

Employees who have a work authorization that expires will need to provide an updated work authorization. The employee's Form I-9 will be updated to reflect the renewed authorization to work. Updated information will be initialed and dated by the management representative performing the reverification.

Employees who fail to provide proof of their renewed authorization to work prior to the expiration of the authorization documented on their Form I-9 are subject to immediate suspension without pay or termination.

REFERENCE AND BACKGROUND CHECKS

This section provides guidelines when inquiries are received concerning the work history of current or previous employees as well as when background checks may be conducted.

- A. All requests for reference checks shall be referred to the Executive Director or her/his designee to ensure uniformity and consistency. He/she may consult with person(s) more familiar with the employee's work history.
- B. SWAN will provide the following minimum information in response to a reference inquiry:
 - Verification that the individual worked for SWAN as a full-time or part-time employee and the period during which the individual was employed.
 - Verification of the position or positions held by the individual during his/her tenure of employment.
 - Verification of the individual's final salary.
- C. Any letters of reference written by SWAN employees about current or former SWAN employees must be reviewed and approved by the Executive Director or her/his designee before being sent.

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

Government Requests for Information

The only exception to the above procedures applies to information requests received by SWAN from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. SWAN normally honors all such requests and provides the information sought in the form requested by the agency or official. Where SWAN releases 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, SWAN reserves the right to refrain from informing individuals of government information requests related to an ongoing investigation of criminal activity.

Reference and Background Check Procedures

Reference checks may be conducted by mail, telephone, face-to-face interviews, or a combination of methods. For certain positions, such as those involving financial or security matters, SWAN reserves the right to use a SWAN representative or third-party agency to conduct background checks. SWAN will notify applicants before conducting any reference checks.

Inaccurate or Fraudulent Information

SWAN will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on his or her 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.

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 work station and fully prepared to begin work at the time the scheduled work hours begin. Employees are not permitted to alter work hours 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.

Employees may schedule their own meal/break periods as long as meal/break periods are staggered to ensure department coverage. An employee who works 7.5 continuous hours or more shall be provided an unpaid meal period of at least 30 minutes. The meal period must be taken by an employee no later than 5 hours after beginning work. In addition, employees may take a paid break of 15 minutes during each half-day's schedule. An additional paid break of 15 minutes per day will be provided for employees taking part in SWAN's Walking Club, to be used exclusively for fitness walking only. Break periods do not accumulate and are not to be used for making up time, leaving early, or lengthening a meal break.

ATTENDANCE

Consistent attendance and punctuality contribute to the success of SWAN's business operations. Attendance problems disrupt operations, lower productivity and create a burden for other employees. All employees of SWAN 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 SWAN in advance when possible. When an employee knows in advance that he or she cannot avoid absence from work, the employee must request arrangements in advance with the employee's supervisor for such absence.
- If it is not feasible for an employee to make arrangements in advance for an absence, the employee is then required to contact his/her supervisor as soon as possible, and no later than 60 minutes before the employee's normal starting time. In the event the employee cannot reach the supervisor, the employee should leave a voicemail with a contact number where the employee can be reached. Be prepared to explain the reason for the absence and give an expected date of return to work.
- Employees must personally contact SWAN on a daily basis, during all absences, except those arranged in advance.

- SWAN may require that additional documentation substantiating the reason for the absence be furnished. In instances of absence due to an employee's health, the organization reserves the right to require the employee to 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, SWAN may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted.
- Two consecutive work days of absence without notice to SWAN constitutes job abandonment and will result in termination of an employee as a voluntary separation.

CONDUCT AND WORK RULES

As integral members of SWAN's 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.

Employee conduct reflects on SWAN not only when an employee is at work, but also when an employee is away from SWAN conducting SWAN business. Employees are consequently encouraged 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 SWAN's 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 employment application, time sheet, expense report, personnel or other documents or records of SWAN.
- Unauthorized possession of SWAN member or employee property.
- Possession, distribution or use of weapons or explosives, or violating criminal laws, on the premises of SWAN, in accordance with the Illinois Firearm Concealed Carry Act.
- Fighting and/or other disorderly conduct.
- Dishonesty, fraud, theft or sabotage against SWAN or its employees.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of SWAN or its members.
- Insubordination or failure to perform reasonable duties which are assigned.
- Unauthorized use of material, time, equipment or property of SWAN or a member.

- Damaging or destroying property through careless or willful acts.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of our security or confidential materials, including unauthorized access to records and information of SWAN or its members.
- Installing unauthorized or illegal copies of software on a SWAN-owned computer.
- Failure to cooperate with SWAN audits or investigations.
- Rudeness and other inappropriate behavior towards members.
- Revealing any confidential information to any person who isn't authorized to receive it, and who does not need to know it.
- Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
- Violation of SWAN's drug/alcohol policy.
- Any behavior that results in an employee not performing his/her job, including sleeping on the job.
- Engaging in such other practices as SWAN determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of SWAN, its employees or patrons.

DISCIPLINARY STEPS

Should performance, work habits, conduct or demeanor become unsatisfactory in the judgment of SWAN, based on violations either of the above or of any other of SWAN's 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/PIP |
| 4. Fourth Offense | Discharge |

SWAN is not necessarily 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 SWAN will find it necessary to investigate the infraction for which an employee may face discharge. In this case, SWAN 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 SWAN decides not to discharge the employee, the employee will be reinstated with or without back pay, depending on the circumstances.

PROBLEM SOLVING/GRIEVANCE PROCEDURE

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

Step One: The employee should informally discuss the situation with his/her manager as soon as possible. The employee should give the manager an opportunity to investigate and then get back to the employee. If the question or concern cannot be/is not resolved on this basis, the employee should prepare a written explanation of the facts detailing his or her concern and offer a solution or desired outcome, and submit it to his or her manager. The manager is expected to review the employee's concern and provide a formal written response as quickly as he or she is able. If the manager is unable to respond within five business days, he or she will otherwise advise the employee as to when a written response can be provided.

Step Two: If the employee is not satisfied that the problem is resolved, the employee can present the problem to the Executive Director. The Executive Director will review the employee's concern and provide a written response as quickly as he or she is able. If the Executive Director is unable to respond within five business days, he or she will otherwise advise the employee as to when a written response can be provided.

Step Three: If the employee is still not satisfied that the problem is resolved, the employee can present the problem to the President of the SWAN Board. The President of the SWAN Board, in consultation with the Board, will consider the situation at the next regularly scheduled meeting of the Board, and it will provide a written response to the concern as quickly as they are able. The written response of the Board to any employee's concern represents a final and complete resolution of the matter.

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 or breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time. Non-employees are prohibited from distributing material or soliciting employees on SWAN's premises at any time.

PERSONAL APPEARANCE

Employees are expected to use good judgement at all times regarding their personal appearance to promote a positive image of SWAN and to maintain safety. During business hours, employees are

expected to dress appropriately for the work being performed, to be neat, to wear clean clothing, and to maintain good personal hygiene.

Employees who are assigned to attend organization meetings or workshops should be particularly conscious of maintaining dress and grooming standards that present a more professional image than the day-to-day casual dress normally permitted.

Employees who have questions about the dress code should speak to their manager. An employee who reports for work in violation of this policy may be sent home to correct the violation and may be sent home without pay to correct the violation. Repeated violations will be grounds for additional discipline, up to and including termination.

USE OF ELECTRONIC AND TELEPHONE EQUIPMENT

It is the policy of SWAN to provide or contract for the communication services and equipment necessary to promote the efficient conduct of business. Business and telecommunication equipment are provided to SWAN staff through a contractual arrangement with Reaching Across Illinois Library System (RAILS). All business equipment, electronic and telephone communications systems, and all communications and stored information transmitted, received, or contained in SWAN's information systems, including computers, phones, faxes, copiers, emails, voicemails, Internet, etc. (collectively "electronic systems") are organization property and are to be used primarily for job-related purposes.

When using SWAN's business equipment, employees should note the following:

1. Electronic systems are owned/leased and maintained by SWAN and electronic communications are the sole property of the organization. Excessive personal use of electronic systems by employees is prohibited. *SWAN 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.*
2. The electronic systems of the organization may not be used by employees for commercial purposes, personal financial gain or illegal or criminal purposes.
3. All workstations will be configured with virus protection software, which should not be removed or disabled. Each employee is responsible for protecting his/her computer against virus attack by following appropriate guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation. All data disks and files entering or leaving SWAN should be scanned for viruses.
4. Personal software or messages shall not be installed or stored on SWAN's equipment unless prior approval is obtained. The downloading or use of any software sharing programs is explicitly prohibited. In addition, employees are prohibited from encrypting, attempting to decrypt or modifying data, files, or programs without prior written authorization. Employees are prohibited from deleting or destroying data, files, or programs, except in the ordinary course of business, *i.e.* deletion of an email after it is read.

5. Employees are prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization. No employee may use a pass code unknown to SWAN. 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. SWAN reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to SWAN to allow access to the systems.
6. In order to maintain network and information security, the sharing or misuse of passwords is prohibited. As an employee, you are responsible for protecting the confidentiality of your password(s). Passwords should not be written down or left in places that they are accessible to others.
7. SWAN's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic systems. Harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to the Executive Director.
8. Privileged or confidential material, such as, but not limited to, trade secrets, attorney-member communications, proprietary financial information, etc. should not be exchanged haphazardly by e-mail, facsimiles, etc.
9. Employees are prohibited from violating copyright or licensing laws.
10. Outsiders or non-employees are prohibited from using the organization's electronic communications to communicate with employees or the organization for any purpose unrelated to SWAN's business.
11. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or SWAN. Therefore, employees should be cautious and use the systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated.
12. Employees should exercise care so that no personal correspondence appears to be an official communication of SWAN. Employees may not use SWAN's address for receiving personal mail or utilize SWAN stationery or postage for personal letters.

SOCIAL MEDIA USE

Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, but not limited to, LinkedIn, Facebook, Pinterest and Twitter.

Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for SWAN on company time, for personal use during non-work time, outside the workplace or during working time while using SWAN owned equipment. (Using SWAN equipment to access social media sites is also governed by the Use of Electronic and Telephone Equipment policy. Employees should also refer to this policy before accessing such sites via SWAN's equipment). These rules and guidelines apply to all SWAN employees.

1. Employees are prohibited from discussing confidential information through the use of social media, such as SWAN trade secrets, marketing lists, member account information, strategic business plans, member lists, SWAN financial information, business contracts, and other proprietary and nonpublic company information. See the Confidentiality Policy for more information.
2. Employees cannot use social media to harass, threaten, bully or discriminate against co-workers, managers, members, clients, vendors or suppliers, any organizations associated or doing business with SWAN, or any members of the public, including web site visitors who post comments. SWAN's anti-harassment and EEO policies apply to use of social media in the workplace.
3. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

SWAN-Sponsored Social Media

SWAN-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 SWAN's services; issue or respond to breaking news; brainstorm with employees and members; and discuss activities and events.

All such SWAN-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by SWAN can prepare content for or delete, edit, or otherwise modify content on SWAN-sponsored social media.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that SWAN-sponsored social media conform to all applicable company rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including inappropriate content such as pornography, obscenities, profanity, and/or material that violates SWAN's EEO and/or anti-harassment policies.

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

Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth above, apply to employee use of social media on the employee's personal time.

1. Employees should abide by SWAN's Use of Electronic and Telephone Equipment Policy concerning personal use of SWAN computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of SWAN are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of SWAN or of any person or organization affiliated or doing business with SWAN.
3. Employees should respect all copyright and other intellectual property laws. For the organization's 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 SWAN's own copyrights, trademarks, and brands.
4. Employees cannot advertise or sell SWAN products or services through social media.

SWAN Monitoring

SWAN reserves the right to monitor employees' use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

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

Violations

SWAN will investigate and respond to all reports of violations of SWAN's rules and guidelines or related company policies or rules. Employees are urged to report any violations of this policy to the Executive Director. A violation of this policy may result in discipline up to and including termination of employment.

USE OF MOBILE PHONES/SWAN'S PHONES

Employees may make and receive local personal calls on SWAN's telephones or personal cellular phones during working hours. These calls should be brief and not interfere with the employee's job duties. If an employee is found to be making or receiving personal calls that interfere with work performance, disciplinary steps up to and including termination may be taken.

USE OF CELLULAR PHONES/COMPANY PHONES

SWAN encourages and promotes cell phone safety when operating a motor vehicle for Association business. If the employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following should be observed:

- Place calls while stopped or have someone place the call for you.
- *Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.*
- Avoid intense, emotional or complicated conversations.
- Assess traffic conditions before making a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Give driving your full attention.
- Ensure that the phone is within easy reach.
- Use memory dial to minimize dialing time.
- Do not take notes or look up phone numbers while driving.

Do not compose, send or read electronic messages while operating a motor vehicle.

TELECOMMUTING

Telecommuting is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, SWAN recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both SWAN and employees.

Candidates for telecommuting arrangements must:

- Have worked at SWAN for minimum of six months;
- Possess good time-management and organizational skills, be self-motivated, self-reliant, and disciplined as assessed by SWAN;
- Obtained a satisfactory rating on the most recent performance evaluation, as determined by SWAN; and
- Responsible for work that has clearly defined tasks, measurable work activity and does not require the individual's presence in the workplace.

Telecommuting arrangements are approved by on a case-by-case basis. Not all positions can be performed from off-site locations. For example, positions requiring face-to-face interaction with members and office personnel are not suitable for telecommuting arrangements.

In order to telecommute, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on SWAN's premises.
- An employee must work the same hours from home as the employee would work in SWAN's office. Employees must be reachable by phone and email when telecommuting.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Employees who telecommute may be required to attend these meetings and other activities "in person."
- Employees must arrange for child/elder care during their work hours.

A SWAN telecommuting arrangement will specify the number of hours to be worked at home and the specific time in which this will occur (e.g., every Tuesday, the first Monday of the month, etc.). At this time, the maximum amount of time that a SWAN employee may work from home on a regular basis is two full days per work week.

SWAN does not provide telecommuting employees with equipment or office furnishings for their home offices. (Some exceptions may be made with respect to computer equipment and will be discussed on a case by case basis). Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software, fax machines, data and telecommunications equipment, and other equipment available for their use. The specifics concerning required equipment will be discussed with the individual employee. Employees are responsible for providing office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense.

Employees interested in telecommuting arrangements should discuss the matter with their supervisor. Permission to telecommute must be granted by SWAN's Executive Director or her/his designee.

SWAN has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason at all.

FLEXIBLE SCHEDULING

Who is eligible?

SWAN employees that work 30 hours per week are eligible to apply for flexible scheduling. You must be a full-time employee with SWAN for a minimum of 6 months before you are eligible to apply for flexible scheduling.

However, please note that based upon your job duties and the coverage in your department, certain scheduling options may not be available to you. This can be discussed in greater detail after review by your supervisor.

Types of Flexible Work Options

Flexible work options can be organized in a variety of ways. The most common flexible scheduling options are flexible work hours, compressed work schedules, or a hybrid of these.

1. Flexible Work Hours

Flexible Work Hours represent any arrangement that varies from the typical “9-5 Monday through Friday” work option. Examples of some flextime arrangements:

- Individualized start and end times that remain constant each work day (i.e. changing your shift from 8-4 or 10-6).
- Individualized start and end times that vary daily, however, the same number of hours are worked every day (i.e. 8-4 Mon and Tues, 9-5 Wed – Fri).
- Individualized start and end times with varied daily hours but consistency in the total number of hours worked every week.
Extended lunch times offset by additional hours at the beginning and/or end of the day.

2. Compressed Work Schedules

A Compressed Work Schedule is a traditional 37.5 hour work week condensed into fewer than five work days. With a compressed work schedule, the focus is on outcomes and managing the appropriate workload in a condensed version of the work week.

Common examples of Compressed Work Schedules:

- Four 9.5-hour days
- Four varied days: (examples: three 10-hour days, and one 7.5-hour day or four 8.5-hour days and one 3.5 hour day.) Specific options can be discussed with your manager.

*Compressed schedules do not include lunch, only actual hours worked. A meal period of at least 20 minutes must still be taken for any shifts of 7.5 hours or longer, per Illinois state law, which would add to the actual shift time worked.

4. Hybrid Options

This would include any mixture of previously listed scheduling, including telecommuting, as arranged with your manager.

IDENTITY PROTECTION

Purpose

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, SWAN intends to comply 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 will 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 bar code, chip, magnetic strip, RFID technology, or other technology.
- D. Require an individual to transmit his or her 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, electronic mail, 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 his or her 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 is pursuant to a court order, warrant, or subpoena.
- B. The collection, use, or disclosure of social security numbers is in order to ensure the safety of other employees.
- C. The collection, use, or disclosure of social security numbers is for internal verification or administrative purposes.
- D. The collection or use of social security numbers is 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.

Public Availability

A copy of this policy shall be made available to the public upon request.

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.

CONFIDENTIALITY

All employees must safeguard confidential information obtained as a result of working for SWAN. This confidential information includes, but is not necessarily limited to, financial information, member information, pricing information, product cost information, new product/service plans, research and development, member lists, mailing lists, technical information, systems information, and in particular, any material identified by SWAN as “confidential.”

Access to confidential information should be on a “need to know” basis and must be authorized by the Executive Director. Unauthorized use or disclosure of any confidential information will cause irreparable harm to SWAN. SWAN 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 SWAN’s prior written approval;
- No copies should be made of any confidential information except to promote the purposes of the employee’s work for SWAN;
- Employees should not use confidential information for their own benefit, nor for the benefit of any third party, without SWAN’s prior written approval.

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

VISITORS

Personal visitors are generally not appropriate at SWAN during an employee’s working time. Visitors should only be received during break and lunch times provided that they do not disturb those who are working or members who are using SWAN, unless in an emergency or previously approved by the employee’s direct manager.

BUSINESS USE OF VEHICLES

At times, employees may be required to use their personal vehicle for business purposes including attending meetings, seminars, etc. Employees doing so will receive a mileage reimbursement at the Internal Revenue Service approved rate for any miles above their normal work to home commute. This allowance is to compensate for the cost of gasoline, oil, depreciation, insurance, and wear and tear. In addition, employees driving on SWAN business may claim reimbursement for parking fees and tolls actually incurred.

Employees who drive a vehicle on SWAN's business must possess a valid driver's license and minimum insurance coverage in accordance with Illinois law. Any change in status must be reported immediately to the direct supervisor and the Office Manager (e.g. the license is suspended, revoked, limitations, etc.).

SAFETY

Establishment and maintenance of a safe work environment are shared responsibilities of SWAN and employees from all levels of SWAN. SWAN 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 absolute obligation to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of SWAN are expected to correct unsafe conditions as promptly as possible. SWAN will not take reprisals against an employee who comes forth with a safety recommendation or refuses to operate any equipment or work in an area he/she reasonably feels 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.

WORKPLACE VIOLENCE

SWAN is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at SWAN. In this connection, it is the policy of SWAN to expressly prohibit any acts or threats of violence. Accordingly, SWAN will not condone any acts or threats of violence against its employees, members or visitors on SWAN's premises, at any time or while they are engaged in business with or on behalf of SWAN, on or off SWAN's premises.

In keeping with the spirit and intent of this policy, and to ensure that SWAN's objectives in this regard are attained, is the commitment of SWAN:

- To provide a safe and healthful work environment.

- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or uses any threatening language or gestures.
- To take appropriate action when dealing with members, former employees, or visitors to SWAN's 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 prohibit employees, former employees, members, and visitors from bringing unauthorized firearms or other weapons onto SWAN premises, in accordance with the Illinois Firearm Concealed Carry Act.
- To establish viable security measures to ensure that SWAN's facilities are safe and secure to the maximum extent possible and to properly handle access to SWAN facilities by the public, off-duty employees, and former employees.

All employees are responsible for maintaining a workplace that is free from 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, the Associate Executive Director, or his/her 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 9-1-1 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 will be subject to disciplinary action, up to and including discharge.

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

SMOKING

SWAN is committed to protecting the safety and welfare of its employees, members and visitors.

No smoking of any kind, including e-cigarettes, will be permitted in SWAN's facilities and vehicles 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.

Smoking is only allowed during authorized break times and in authorized areas.

We encourage you to report violations of our smoke-free facility policy to a supervisor/manager. 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.

EMERGENCY WEATHER CLOSING

SWAN's Executive Director or her/his designee will make the decision to close all or selected SWAN locations due to inclement weather or other unforeseen circumstances. If the decision is made to close a SWAN location prior to opening for business in the morning, an effort will be made to contact employees via a phone chain, email and/or to post a message on the intranet.

If the decision to close a SWAN location is made during the work day, the Executive Director or her/his designee will contact each supervisor with the scheduled closing time to be communicated to employees.

If SWAN is closed due to inclement weather, all full-time and part-time employees scheduled to work on the day of the closing will be paid for their regularly scheduled work hours. If an employee chooses not to come to work or leaves early due to inclement weather when SWAN remains open, the employee may choose to use any remaining vacation or personal days or take a day without pay, upon consultation with the employee's supervisor.

WHISTLEBLOWER COMPLIANCE

A whistleblower as defined by this policy is an employee of SWAN who reports an activity that he/she considers 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 of illegal or dishonest fraudulent activity, the employee is to contact the Executive Director or the President of the SWAN Board. 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. SWAN 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 he/she is being retaliated against must contact SWAN 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 will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action. In the event the Executive Director is the accused, reports of illegal and dishonest activities will be promptly submitted to the President of the SWAN Board.

Employees with any questions regarding this policy should contact the Executive Director.

TERMINATION OF EMPLOYMENT

Employees desiring to terminate their employment relationship with SWAN are urged to notify SWAN at least two weeks in advance of their intended termination. Such notice should be given in writing to the employee's supervisor. Proper notice generally allows SWAN 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 SWAN are on an at-will basis. Thus, although SWAN hopes that SWAN's relationship with employees is long-term and mutually rewarding, SWAN reserves the right to terminate the employment relationship at any time.

Exit interviews with SWAN's Executive Director 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 SWAN property that may be in the employee's possession (e.g., keys, laptops, ID cards, cell phones, etc.), and to provide employees with an opportunity to discuss their job-related experiences.

Employees who terminate their employment relationship with SWAN are welcome to reapply for employment with SWAN in the future.

TRAVEL POLICY

Employees are encouraged to attend professional meetings and participate in professional activities. SWAN's annual budget provides funds for certain professional activities and travel allowances. Participation may be limited by the needs of the department and budget allocations.

PRIOR APPROVAL

1. No travel or activity involving reimbursement of expenses or use of regular work time will be undertaken by any employee without the prior approval of the Executive Director.
2. The selection of employees to attend specific conferences, workshops and meetings will be made by the Executive Director.

REIMBURSABLE EXPENSES

Subject to the availability of funds budgeted each fiscal year, the following expenses related to professional activities and travel on library business will be reimbursed.

Transportation

1. Round trip transportation by the most convenient and/or economical means will be determined by the Executive Director or his or her designee.

2. When travel by private auto is the most convenient or economical, reimbursement will be at the rate per mile as most recently published by the Internal Revenue Service up to a maximum of 1,000 miles for each round trip.
3. All parking and toll charges incurred while traveling on authorized SWAN business or while attending approved professional activities or meetings will be reimbursed. No reimbursement will be made, however, if parking and toll charges apply to travel by private auto beyond the 1,000 mile limit.

Lodging and Meals

1. A per diem rate, as most recently published by the U.S. General Services Administration, will typically be established to cover room, meals and gratuities.¹
2. The rate allowed will depend upon location, time of year and other local conditions.
3. Per diem reimbursement will be made only when travel requires an overnight stay and absence away from home of at least 24 hours.
4. The per diem rate and the number of days per diem allowed will be established by the Executive Director before travel actually begins, and reimbursement will not exceed the amount authorized.
5. Single meals which do not involve an overnight stay or per diem allowance will be reimbursed in the amount actually paid by the employee including reasonable gratuities.
6. Registration fees required for attendance at conferences and workshops or at other related organizational or civic meetings will be fully paid by SWAN.
7. Hotels will not be reimbursed for conferences taking place in the metro Chicago area unless specifically authorized by the Executive Director.

RECORDS AND RECEIPTS

Where appropriate and with the approval of the Executive Director, SWAN will prepay transportation, registration and hotel expenses with the understanding that if the advance exceeds the actual authorized expenses, the employee will refund the excess amount. Otherwise, minor travel and activity expenses will be reimbursed by petty cash and major travel and activity expenses will be reimbursed by check, once per month.

1. The employee should keep a written record of mileage by private auto.
2. Reimbursable expenses involved in authorized travel or attendance at professional activities will be paid only upon presentation of proper evidence that the travel has actually been performed or the activity actually attended.
3. Receipts for commercial transportation, registration fees, room rental and meals not covered by the per diem rate will be required.

NON-REIMBURSABLE EXPENSES

SWAN's policy is to reimburse its staff for all reasonable and necessary expenses incurred on behalf of SWAN. There are specific types of expenses that are considered to be personal and therefore not reimbursable. These include, but are not limited to, the following:

1. Any travel, hotel and meal costs incurred by immediate family members accompanying the SWAN representative on official SWAN business.
2. If personal travel is combined with business travel, any additional expenses related to the personal travel.
3. Expenses, such as cleaning, personal care products, personal entertainment, health and fitness services, airline insurance, barber, shoe shine, coat check, and alcohol.

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about SWAN and I understand that I should consult SWAN's Executive Director regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will normally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board has the right to approve and adopt any revisions to the policies in this handbook.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Furthermore, I acknowledge that I have entered into my employment relationship with SWAN voluntarily and acknowledge that my employment is at will, and either SWAN or I can terminate the relationship at will, with or without cause, at any time, unless stated otherwise in an employment contract signed by the Executive Director or Board President.

Employee Name (printed)

Employee Signature

Date