



# **Policies & Procedures**

**August 2009**

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## INTRODUCTION AND WELCOME

We are pleased to have you with us as a valued employee of Alliance Library System (ALS). We hope that ALS is a pleasant place for you to work and that you will find satisfaction in joining us in the constant effort to be of greater service to our members. A quality, dedicated work force is essential to the success of the organization in the same way that the organization is instrumental to the prosperity and growth of its employees. Both sides would suffer if either half of this equation was missing. It is critical that you share this understanding and commit to the mission, vision and values as outlined in the ALS Business Plan.

Employee relations are one of the most important aspects of any successful organization. ALS recognizes its employees as its single most important and valuable asset. Wise and equitable policies administered with honesty and fairness are the factors that promote stable employment, high morale and employee efficiency.

**This document is not a contract for employment** but a medium for explaining general customs and practices. It is intended to be used as a guide to the fair and equitable practice of employee-management relationships, and to clearly focus on the main objectives of teamwork in operating and managing a progressive facility.

This handbook generally describes the policies and practices of ALS which affect you and all who work for our organization. Also included is general information about your benefits and your responsibilities and privileges as an employee of ALS.

Please use this booklet as a reference for future questions pertaining to your employment at ALS. All policies and programs at ALS are directed toward our primary goal of providing the best possible service to our members. We ask that you remember this and that you apply this principle to your daily work responsibilities.

**Alliance Library System reserves the right to establish, change, interpret and discontinue any and all policies, practices, rules, regulations, guidelines or activities from time to time at ALS' discretion. Nothing in this Handbook, either stated or implied, shall in any manner diminish this right. In the event changes or updates should appear necessary, employees should report these to the Human Resources Administrator for evaluation and consideration.**

Please understand that no supervisor, director, or representative of ALS, other than the Board of Directors has the authority to enter into any agreements for employment for any specific period of time or to make any promises or commitments contrary to this Introduction and Welcome. Further, any such promise or commitment by the Board of Directors will not be enforceable unless it is in writing. The Board of Directors alone shall be vested with the authority to administer the Personnel Policies of ALS. The Executive Director shall be vested with the authority to implement the policies established by the Board of Directors, and if necessary, the Executive Director shall prepare recommendations regarding the personnel policies and present those to the Board of Directors for approval.

While we have attempted to include as much information as possible about ALS employee policies, it is not possible for policies to cover every circumstance or to answer all questions. Nor is it possible to update this handbook continuously to reflect every change as soon as it occurs. When concerns or questions come up, your supervisor and the Personnel Committee (consisting of the Executive Director, the Director of Finance, Facilities and HR and the HR Administrator) are available to help you. Please feel free to ask for their assistance.

## ***ALS History***

The Alliance Library System (ALS) was formed in 1994 as a result of a merge of Illinois Valley (Pekin), Corn Belt (Bloomington), Western Illinois (Galesburg), and Great River (Quincy) Library Systems. The Bloomington facility was closed on September 30, 2003; and the Pekin facility on December 31, 2003. ALS employees relocated to the East Peoria facility on January 1, 2004 and the Galesburg facility was closed June 30, 2005. On June 30, 2006 the Quincy office was closed, leaving the East Peoria location as the sole provider of library services for ALS' 14,008 square mile territory.

## ***ALS Vision***

The Alliance Library System envisions a future where:

- Collaboration results in easy access to information anytime and anywhere
- Community-based library services promote and enrich the democratic, cultural, educational and economic life of central Illinois
- ALS saves its members time and money by providing innovative library services that encourage economies of scale

## ***ALS Mission***

The Alliance Library System enhances the effectiveness of libraries by facilitating resource sharing, training, partnerships and advocacy. ALS is committed to helping members provide essential library services to their communities.

## ***ALS Values***

The Alliance Library System board, staff and members collectively value:

- Listening to the membership
- Excellence in customer service
- Accountability
- Leadership and integrity
- Collaboration
- Knowledge and learning
- Accessibility
- Diversity
- Innovation

## SECTION I GENERAL POLICY INFORMATION

### A. EQUAL EMPLOYMENT OPPORTUNITY

The Alliance Library System is an equal opportunity employer and complies with all applicable federal, state, and local employment laws and regulations. ALS employs qualified individuals without regard to age, ancestry, color, disability, marital or parental status, military service, national origin, history of employment-related claims or charges, race, religion, sex, sexual orientation, use of applicable leave or any other employee benefits for which the employee is eligible, or any other protected status. Employees who require reasonable accommodation of a physical or mental disability to perform their essential job functions should submit an Employee Request for Accommodation Form to the Human Resources Administrator.

**ALS'** Equal Employment Opportunity Policy applies to **all** aspects of employment including, but not limited to hiring, compensation, promotion, transfer, assignment, discipline, evaluation, layoff and termination. Conduct that conflicts with this policy is not endorsed, permitted or tolerated under **any** circumstances. Each employee who reasonably believes that this policy has been violated **must**, within five (5) days of the perceived violation, submit an Employee Complaint/Report Form to the Human Resources Administrator.

### B. ANTI-DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Alliance Library System maintains a 'zero tolerance' policy regarding prohibited employment discrimination. Work-related discrimination on the basis of age, ancestry, color, disability, marital or parental status, military service, national origin, history of employment-related claims or charges, race, religion, sex, sexual orientation, use of applicable leave or any other employee benefits for which the employee is eligible, or any other protected status is not tolerated. Harassment based on the protected status of an employee, including sexual harassment, is also prohibited.

Sexual harassment includes any instance in which an employee, in order to obtain unwanted sexual contact with another employee, exercises or threatens to exercise the authority and power of his or her position to control, influence, direct or affect the job duties, earnings or career of another employee. Sexual harassment also includes the use of sexually explicit language, pictures or conduct which is known, or reasonably should be known to create a hostile or offensive work environment for co-workers. Employees who engage in any form of sexual harassment may be disciplined up to and including termination.

An investigative and complaint process is also available through the Illinois Department of Human Rights and the Illinois Human Rights Commission. The Department may be contacted by calling 217-785-5100, and the Commission may be contacted by calling 217-785-4350.

### C. ETHICS POLICY

As per the ALS Ethics Policy (see Ethics Ordinance, ALS Board of Directors Rules and Regulations), employees are not to seek or accept any personal gifts or benefit which

might reasonably be interpreted as an attempt to influence them in the conduct of their duties nor participate in any “prohibited political activities” as that term is defined in Illinois Law. Such personal benefits include, but are not limited to: gifts, personal loans, advances, discounts, or accommodations - financial or otherwise - not readily available to other persons on similar terms. Situations should be avoided in which personal interests might be gained at the expense of ALS or its members. Any potential conflict of interest should be reported to the Ethics Officer. With the advice and consent of the ALS Board of Directors, the Executive Director has appointed the Director of Finance, Facilities and HR as the Ethics Officer.

#### **D. SERVICE WITH OUTSIDE ORGANIZATIONS**

In general, ALS has no interest in what employees lawfully do on their own time. Employees may choose to: have a second job, do consulting, or present workshops and seminars as long as that job does not interfere with ALS’ responsibilities. The following would be considered as interference with ALS:

- Causing unscheduled or excessive absences
- Poor or unsatisfactory work performance
- Using excessive sick leave
- Creating a conflict of interest with ALS (i.e. working for a vendor)
- Bringing ALS into public dispute or legal jeopardy

In the above cases ALS has cause for intervention. Any employee who works in addition to a System position must notify their supervisor in writing of such work.

Employees are expected to schedule leave (i.e. vacation) when accepting honoraria or fees for consulting, external presentations and/or workshops.

#### **E. EMPLOYER RIGHTS, EXPECTATIONS AND RESPONSIBILITIES**

The service provided by employees must be consistent with the System’s mission, philosophy and policies. It is ALS’ goal to foster positive employee relations.

ALS expects that employees, by their performance and behavior, will be a credit to the System and will carry out assigned duties and responsibilities in a conscientious manner in cooperation with management and fellow employees.

An employee’s responsibilities include professional competence and a positive attitude. Courtesy, cooperation and kindness are an absolute necessity when interacting with members, suppliers and fellow employees. Discourteous behavior will not be tolerated and will subject the employee to disciplinary action up to and including termination.

Employees are expected to dress appropriately. Employees will be notified when special attire is required.

#### **F. CUSTOMER SERVICE CHARTER**

The Alliance Library System is dedicated to providing excellent multitype library service with innovative programs and technologies that continuously improve service. We are dedicated to treating customers with empathy, the way we want to be treated. The

Alliance Library System Board of Directors and staff take pride in listening to our members and pledges to provide:

- Timely, reliable and cost-effective delivery services
- Collaborative and seamless resource sharing
- Practical and intellectually challenging continuing education
- Knowledgeable, relevant and effective consulting services
- Responsive, leading-edge information technologies

To accomplish these customer service goals, we are committed to:

- Engaging in honest, direct and concise communication
- Making it easy to do business with Alliance Modeling dynamic leadership and lifelong learning
- Always smiling and saying thank you

## **G. GENERAL AND DEPARTMENT STAFF MEETINGS**

ALS Staff Meetings are conducted quarterly. Management Team meetings are held bi-weekly followed by individual department meetings to discuss any current or upcoming issues and events.

## **H. USE OF SYSTEM RESOURCES**

### **1. Internet Usage**

- ALS employees are to use the Internet to its fullest potential to: accomplish job responsibilities, make professional contacts, and further career development.
- The ALS Internet service is not intended for personal use.
- Although ALS will not censor staff activities on the Internet and is not responsible for these activities, disciplinary action may be taken at any time with evidence of unlawful activity or misrepresentation of ALS.
- ALS employees using the Internet are expected to abide by generally accepted rules of Internet etiquette.
- The System is not responsible for any damages suffered from Internet use including inaccurate information, loss of data or files, mis-delivery of messages or information, non-delivery, etc.

### **2. Telecommunication Usage**

- System telephones, fax machines and computers, including email, are to be used for business purposes in serving the interests of our customers and in the course of normal system operations for system business. All calls should be answered promptly and courteously. Personal use of this equipment should not interfere with the daily work of the System. Reasonable personal use of this equipment is permitted but we ask your cooperation in limiting them to emergencies or essential personal business and in keeping them brief. Personal long distance telephone charges are the financial responsibility of the employee.
- ALS has invested in a Voice Mail System for efficiency and to better serve our customers. A voice mail manual is provided to staff to learn how to use this system. Questions or help with the system should be addressed to the Information Technology Department.

- Employees on vacation, business trips, leaves of absence, etc., may have their voice mail or email messages retrieved by a supervisor, manager or another employee. You should not expect messages to be totally private.
- ALS may provide a cellular phone for conducting business on behalf of ALS. Personal calls will be reimbursed at actual charges.
- All laws referring to cell phone usage must be followed (i.e., the city of Chicago only allows hands-free usage while driving.)
- Because cell phone usage is one of the leading causes of accidents while driving, all employees should use cell phones cautiously and responsibly.

### **3. Copyright Adherence**

Employees are not permitted to copy, transfer, rename, or edit copyrighted material without permission of the owner. Copyright infringement may result in disciplinary action, up to and including termination, as well as legal action by the copyright owner.

### **4. Vehicle Usage**

- Employees will be expected to drive System vehicles and are required to obey all laws surrounding their use.
- System vehicles are to be used only for ALS business.
- Each person driving a System vehicle should visually check the vehicle before leaving by walking around the vehicle and checking for damage, tire wear or other conditions that might create an unsafe condition. Drivers and/or passengers will be expected to note any problems experienced with the vehicle and notify the Facilities and Delivery Supervisor.
- Use of personal vehicles at System expense is limited to those times when it is absolutely necessary and when System vehicles are not available and will be pre-authorized in writing by the Department Director. Employees will be paid at the current IRS rate for vehicle reimbursement..
- For a complete set of rules and regulations, please refer to the Vehicle Use and Safety Manual.

### **5. Postage, Delivery and Personal Correspondence**

ALS mail and delivery services are for System business. Personal use of these services should not interfere with the daily work of the System. Reasonable personal use of these services is permitted however charges are the financial responsibility of the employee. Employees should exercise care so that no personal correspondence appears to be an official communication of ALS. Personalized ALS stationary and business cards may only be issued by ALS. Employees may not use ALS stationary (including envelopes with ALS logo) for personal letters.

### **6. Credit Card Usage**

- ALS will maintain credit card accounts for the purchase of gasoline and emergency automobile supplies and repairs for System vehicles.
- ALS may maintain credit accounts with office supply, catering, department stores and other services to meet the needs of the System.
- ALS may maintain credit card accounts for use by the Executive Director, Management Team, consulting staff and other designated staff for conducting System business.

- No System credit cards or credit accounts may be used for personal business at any time.

#### **I. Unscheduled Closings**

Occasionally unanticipated events, i.e. severe weather conditions, power failures or technological difficulties, etc. may require that ALS temporarily close. On occasions when the Executive Director or designee deems it necessary or advisable to temporarily close, employees may be compensated at their regular rate of pay for the number of hours that the employee normally would have been scheduled for that day. The ALS Weather Tree will be used to notify personnel in the event of a closing.

When severe weather conditions exist but ALS has not been closed, those unable to report for work may request the opportunity to make up time during the same pay period, or use vacation or personal time.

## SECTION II EMPLOYEE COMPENSATION AND BENEFIT INFORMATION

### A. ALS EMPLOYEE DESIGNATIONS

#### 1. Full-time, Part-time and Temporary Employees

- Full-time  
Employees regularly scheduled to work at least 37.5 hours per week
- Part-time  
Employees regularly scheduled to work less than 37.5 hours per week
- Temporary  
Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief--they may work a full-time or part-time schedule

#### 2. Independent Contractor

An independent contractor is engaged in a business of his or her own and is not considered an "employee". The independent contractor is not subject to minimum wage and/or overtime and the employer is not responsible for compliance with withholding and tax obligations.

#### 3. Special Responsibility Agreements

Employees who perform work under special responsibility agreements may not earn salary at the same time they earn grant funds. The employee is subject to minimum wage and/or overtime, and the ALS is responsible for compliance with withholding and tax obligations.

#### 4. FLSA Status

Exempt: Employees who *are not* subject to the overtime provisions defined by the Fair Labor Standards Act (FLSA) and regulations.

Non-exempt: Employees who *are* subject to the overtime provisions defined by the Fair Labor Standards Act (FLSA) and regulations.

Specific information regarding FLSA exemption status can be located on the Department of Labor's website.

#### 5. Volunteer

Individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay.

#### 6. IL State Library Designations

##### a. Library Professional

Employee whose job description ordinarily requires an MLS or above

##### b. Other Professional

Employee whose job description ordinarily requires a Bachelors Degree or above, excluding library professionals

**c. Support Services**

Employees whose positions are not classified as library professionals or other professionals

**B. EMPLOYMENT POLICIES AND PROCEDURES**

**1. Hiring**

The Executive Director has the authority to hire staff for ALS at the salaries and positions authorized by the Board of Directors. The Human Resources Administrator will execute documentation that the position was filled from the top qualified candidates and met the minimum qualifications for the position.

When a vacancy occurs, the position will be advertised on the ALS website and other appropriate locations. All advertisements, consistent with ALS Equal Employment Opportunity Policy will so designate, "Equal Opportunity Employer."

Each applicant shall submit a cover letter, resume, and list of references to the Human Resources Administrator that will be used in conducting an interview. Each applicant will be evaluated and rated in accordance with the requirements of the job description.

**2. Job Descriptions**

Copies of current job descriptions for all employees are available from the Human Resources Administrator.

**3. Orientation**

An employee orientation will be provided to each new employee within ten (10) working days of their hire date. All new employees may access the ALS' Policies & Procedures online and employees will be notified of all revisions. An updated hardcopy will be kept in the Human Resources Administrator's Office.

All new ALS employees and employees receiving promotions or reassignments will be entered into an initial orientation period. This orientation period will end within the first six (6) months of employment, promotion, or reassignment. Initial and subsequent orientation periods are a time for the employee and ALS to determine whether the job is a good fit. Job performance will be closely monitored during each orientation period. Performance problems or rule violations during an initial or subsequent orientation period may result in transfer, reassignment or termination. Successful completion of an orientation period does not, of course, guarantee continued employment in any particular position within ALS.

**4. Performance Evaluation (PREP)**

The Performance Recognition and Evaluation Program (PREP) is an important component of Alliance Library System Human Resources Management. Merit performance reviews are about recognizing and evaluating the quality of an employee's work, and also aligning all employees with the goals of the organization.

PREP's are designed to:

- Reflect and reinforce system goals

- Recognize performance which exceeds benchmark results
- Identify performance below benchmark and establish a plan for improvement
- Be action-oriented with clear goals and timelines
- Be cost and time effective for both supervisors and employees

PREP's are normally conducted for all new full-time employees and transferred employees upon completion of the orientation period. All employees will receive PREP's on an annual schedule with any potential salary adjustment effective the first pay period in July.

## **5. Promotions, Transfers and Reclassification**

When a vacancy occurs, the position will be posted and employees who apply will be given consideration provided they meet the requirements of the job. However, ALS may also seek external candidates in an effort to ensure that the vacancy is filled by the best qualified person available. Employees may be transferred to accommodate the needs of the employer when necessary. Internal promotions and transfers are subject to an orientation period.

ALS reserves the right to reclassify a job description. A reclassification occurs when the duties, responsibilities, qualifications or impact of a position change due to the needs of the System. A salary increase may or may not be warranted as the result of a promotion, transfer, or reclassification. A salary decrease may occur in the event of a transfer or reclassification.

## **6. Personnel Records and Amendments to Records**

ALS adheres to all applicable State and Federal laws relating to access to personnel records.

All employees have a confidential personnel file, which contains documents relative to the employee's employment and performance. An employee has the right to access and review their personnel record within 48 hours of a written request. All records must be viewed under the direction of the Human Resources Administrator. Supervisors and management personnel have access to their respective employees' personnel records.

Each employee is responsible for notifying the Human Resources Administrator of changes in name, marital status, address, telephone number, number of dependents, beneficiary, insurance coverage, etc. All employees must provide the Human Resources Administrator with a phone number where they can be reached. Employees who change their number to an unlisted number are also subject to this requirement. ALS respects the privacy of its employees. Employees' phone numbers, addresses or other personal information will not be released outside the organization. Employees who do not want personal information included on staff birthday or home address listings should notify the Human Resources Administrator.

## **7. Disciplinary Action**

Disciplinary action will take the form of verbal and/or written warnings up to and including termination.

## **8. Employee Grievances and Complaints**

The policies in this handbook are designed to provide a safe and fair working environment in which the rights of all employees and the organization are protected. It is the policy of ALS to provide every employee the right to an internal review of a policy, condition, decision, or treatment unsatisfactory to the employee and affecting their employment. When a work-related issue cannot be resolved through discussions between the individuals concerned, the staff member can file a grievance.

The grievance procedure deals with cases involving an individual staff member and applies to problems involving employment (i.e. hiring, salary, job classification, promotion, discipline, probation and termination) or failure to apply ALS' policy.

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. However, if a situation persists, the employee should follow this three step process:

- Discuss the problem with the immediate Supervisor or Department Director. If the employee does not believe a discussion with the Supervisor is appropriate, the employee may proceed directly to step two.
- If the problem is not resolved by the immediate Supervisor or Department Director within 10 working days, the employee is encouraged to immediately submit an Employee Complaint/Report Form to the Human Resources Administrator who will work with the Personnel Committee to conduct an investigation and recommend a solution within 10 working days or as expediently as possible.
- If the problem is not resolved, the Executive Director will consider the facts and render a written decision within 10 working days or as expediently as possible.

## **9. Alternative Work Schedule**

Alliance Library System supports the use of various work scheduling arrangements that are designed to meet the operating and customer service needs of the System.

Flexible scheduling may be approved by the employee's supervisor so long as it does not impede workflow and so long as core hours (10:00 a.m. to 3:00 p.m., Monday through Friday) are covered.

For alternative work schedules such as telecommuting and compressed work week options, refer to the Flexible Work Arrangements Policy and the Application Form, Agreement and Waiver available from the Human Resources Administrator.

## C. ATTENDANCE, TIME-OFF AND LEAVES OF ABSENCE

### 1. Attendance

Timely attendance is an essential function of every position. ALS understands, however, that occasionally unexpected situations do occur. In these instances, employees are required to immediately notify their supervisor as soon before the employee's scheduled work day as possible. Failure to report for two (2) consecutively scheduled work days without notice will be considered a voluntary resignation. Planned absences should be arranged with the employee's supervisor in advance whenever possible.

### 2. Sick Leave

Sick leave may be used when employees are incapacitated by illness or injury not covered by the System's Workers' Compensation program, to attend medical, dental or optical examination and treatment which cannot be scheduled during non-working hours and when an employee needs to care for an immediate family member.

- For planned sick leave employees must submit the Absence Planning Request Form to their supervisor
- Members of the Management Team must submit the Management Absence Report to the Executive Director immediately upon return to work
- Sick leave can be taken in increments of 15 minutes, except in the case when a delivery employee's time off would impede the employee's ability to complete his or her job duties for the day. In that event, the employee is required to take the entire day as vacation time.
- A doctor's certificate is required for all sick leave absences in excess of three (3) working days, long-term illness, overnight hospital stays, illnesses with employment implications or upon request
- Sick leave for full-time employees is accrued at the rate of 12 days (90 hours) per year. Part time employees accrue sick leave on a pro-rated basis based on hours worked.
- Sick leave is accumulated to a maximum of 30 days (225 hours) for use during a long-term illness
- All unused sick leave in excess of 30 days can be banked up to 240 days (1800 hours) to be used for retirement service credit (IMRF)
- Vacation time may be taken with the approval of the employee's supervisor when accumulated sick leave has been exhausted
- Accumulated sick leave will not be paid upon an employee's termination
- Sick leave will be credited as earned on the second payroll of each month
- Employees on unpaid leave will not earn sick leave

### 3. Vacation

- All employees must submit the Absence Planning Request Form to their supervisor for approved vacation leave
- Members of the Management Team must submit the Management Absence Report to the Executive Director immediately upon return to work
- Vacation leave can be taken in increments of 15 minutes, except in the case when a delivery employee's time off would impede the employee's ability to

complete his or her job duties for the day. In that event, the employee is required to take the entire day as vacation time.

- Vacation days will be credited as earned on the second payroll of each month
- Vacation accumulated to more than 20 days (150 hours) at the conclusion of any one fiscal year, i.e. June 30<sup>th</sup> will be forfeited
- Part-time employees earn vacation leave pro-rated based on the hours worked
- An employee on unpaid leave will not earn vacation credit
- Years of service credit will be calculated based on the employee's most recent start date with the System as of July 1<sup>st</sup> An employee who resigns, retires or is otherwise separated from service with the System will receive payment for all unused vacation leave accumulated up to their last date of employment

**Vacation Schedule**

**Full-time Support Staff (Levels 1-5)**

|                          |         |             |
|--------------------------|---------|-------------|
| Up to 5 years of service | 15 days | 9.38hr/mth  |
| 6-9 years of service     | 20 days | 12.5hr/mth  |
| 10 + years of service    | 25 days | 15.63hr/mth |

**Full-time Professional Staff (Levels 6-9)**

|                          |         |             |
|--------------------------|---------|-------------|
| Up to 5 years of service | 20 days | 12.5hr/mth  |
| 6 + years of service     | 25 days | 15.63hr/mth |

|                        |         |             |
|------------------------|---------|-------------|
| <b>Management Team</b> | 25 days | 15.63hr/mth |
|------------------------|---------|-------------|

**4. Personal Leave**

- All full-time employees receive one personal day every six (6) months: one credited the first payroll in July and the second the first payroll in January
- All employees must submit the Absence Planning Request Form to their supervisor for approved personal leave if possible
- Members of the Management Team must submit the Management Absence Report to the Executive Director immediately upon return to work
- Personal time not used within the current fiscal year is forfeited
- Personal leave will not be paid upon an employees' termination
- Personal leave may be taken in increments of 15 minutes, except in the case when a delivery employee's time off would impede the employee's ability to complete his or her job duties for the day. In that event, the employee is required to take the entire day as vacation time.

**5. Return to Work**

If an employee is on a medical or another type of disability leave of absence, he/she may only return to work when the physician determines and provides a written release that he/she is able to resume normal work duties.

A physician's release may also be required when returning to work from sick leave or other, short-term, medically related absences. Supervisors will advise employees of this requirement, which depends on case-by-case circumstances. See also Sick Leave Section of this handbook.

Employees may be required to attend an independent medical evaluation of a doctor of ALS's choice to determine the employee's eligibility to return to normal work duties.

**6. Holidays**

Full-time permanent staff will receive 7.5 hours of pay for each holiday. Part-time employees scheduled to work on a holiday may adjust their work days to accommodate the reduced hours or use personal or vacation time. The following shall be considered legal holidays in addition to any holiday proclaimed by the ALS' Board of Directors, the State of Illinois and the US Government:

|                               |                                      |
|-------------------------------|--------------------------------------|
| New Year's Day                | January 1 <sup>st</sup>              |
| Martin Luther King Day        | 3 <sup>rd</sup> Monday in January    |
| President's Day               | 3 <sup>rd</sup> Monday in February   |
| Good Friday                   | Friday before Easter                 |
| Memorial Day                  | Last Monday in May                   |
| Independence Day              | July 4 <sup>th</sup>                 |
| Labor Day                     | 1 <sup>st</sup> Monday in September  |
| Veteran's Day                 | November 11 <sup>th</sup>            |
| Thanksgiving Day              | 4 <sup>th</sup> Thursday in November |
| Friday following Thanksgiving | 4 <sup>th</sup> Friday in November   |
| Christmas Eve Day             | December 24 <sup>th</sup>            |
| Christmas Day                 | December 25 <sup>th</sup>            |
| New Year's Eve Day            | December 31 <sup>st</sup>            |

In the event a holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday as designated by the U.S. Government. When Christmas Eve, or Christmas Day and New Years Eve or New Years Day fall on a Saturday or Sunday, the Friday preceding and the Monday following shall be considered a holiday.

**7. Observance of Religious Holidays**

Religious holidays that are not included in ALS' holidays may be observed by utilizing the employee's personal, vacation or compensatory time.

**8. Jury Duty**

Employees will be granted a leave of absence with pay based on their normally scheduled work days and hours to attend jury duty. Employees are permitted to keep any payment received for their jury duty service. Employees should provide their supervisor with a copy of the jury summons promptly after receiving notification to appear.

**9. Bereavement**

Bereavement leave offers employees time off with pay to carry out responsibilities associated with the death of an immediate relative of the employee, employee's spouse (i.e. parent, grandparent, sibling, spouse, child/grandchild) or domestic partner. The employee's supervisor should be notified as soon as possible when bereavement leave is needed.

Employees may be granted three (3) normally scheduled working days for bereavement. Additional time off may be arranged with the employee's immediate supervisor by using other leave.

**10. Pre-Retirement Leave**

Full-time employees with five (5) years service shall be granted up to two (2) days in the six (6) months prior to retirement to process their retirement documents or attend pre-retirement programs. Employees must submit an Absence Planning Request Form in advance of the anticipated leave.

**11. Leaves of Absence Without Pay**

Subject to legal requirements, requests for leaves of absence without pay will be considered on the basis of business necessity and an employee's job performance, level of responsibility, length of service, and the reason for the request.

Upon review by the Personnel Committee, leave without pay may be approved if no disruption to public service is caused. It is possible that all earned leave time may need to be exhausted before the leave is approved. Additional paid leave time will not accrue or be paid during this time. Full-time permanent employees may submit a written request for a leave of absence to the Supervisor and/or Department Director. The request should outline the reason for the leave, the date the employee wishes the leave to begin and the date the employee plans to return to active employment with ALS. ALS will make every effort to reinstate the employee to his/her previous or similar position if available. If the employee's previous or similar position is not available, the employee may not be reinstated.

While on an approved leave of absence without pay, Alliance Library System will provide the employer portion of Health Plan premiums through the end of the calendar month in which the leave is taken. Arrangements should be made with the Financial Coordinator for payment of the employee portion of the premium. (Example: An employee begins an approved leave of absence without pay on April 10<sup>th</sup>. The employer portion of health plan premiums will be paid through April 30<sup>th</sup>. If the employee's leave extends beyond April 30<sup>th</sup>, health insurance will be offered through COBRA or Municipal Continuation Coverage at the expense of the employee).

Note: Employees may exercise their rights under the Victim's Economic Security & Safety Act (VESSA) through the leave of absence policy. VESSA is a state law that provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

**12. Military Leave**

Leaves of absence without pay for military or reserve duty are granted to all employees of ALS. An employee called to active military duty, reserve or National Guard training, or volunteering for the same, should submit copies of his or her military orders to his or her supervisor as soon as is practicable. A full-time employee on leave for annual training will continue to receive his or her regular compensation. A full-time employee on leave for basic training will be paid if his or her military pay is less than his or her pay at the ALS – in this event, the ALS will pay the difference between the military pay and the ALS pay. A full-time employee on leave for special or advanced training will be paid if his or her

military pay is less than his or her ALS pay – in this event, the ALS will pay the difference between the military pay and the ALS pay. However, ALS’s obligation to pay for the employee’s leave for special or advanced training lasts for only 60 days. An employee mobilized to active duty will be paid his or her regular compensation if his or her military pay is less than his or her ALS pay – in this event, the ALS will pay the difference between the military pay and the ALS pay for the duration of the active military service. Employees other than full-time employees who are reservists or members of the National Guard are granted time off without pay for required military training. Eligibility for reinstatement after the completion of military duty/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.

**13. Family and Medical Leave Act (FMLA)**

While the ALS is a government body and governed by the FMLA, employees of the ALS are not eligible for the FMLA, because the ALS does not have 50 or more employees at its worksite. To obtain more information on the FMLA, please see visit the Department of Labor’s website at [www.dol.gov](http://www.dol.gov).

## D. PAYROLL PRACTICES

### 1. Pay Periods and Pay Dates

ALS uses a bi-weekly pay period and distributes paychecks through direct deposit. The normal payday is Wednesday, but may be adjusted to accommodate emergencies and holidays.

### 2. Timesheets

All non-management team employees are required to report work time on the ALS timesheet bi-weekly. Timesheets should be submitted to the employee's supervisor by 3:00 p.m. on Friday before the scheduled payroll and then forwarded to the Financial Coordinator for processing. Time reports must be true and accurate and indicate all variations of more than fifteen (15) minutes from the normal workday.

### 3. Overtime/Compensatory Time

The Fair Labor Standards Act was amended April 15, 1986, to allow public service employees to receive compensatory time for hours worked in excess of a 40 hour work week.

#### **Non-exempt**

Non-exempt employees (see employee definitions)

#### **a. Overtime:**

A regular employee in a non-exempt position who in any one-week period of Monday through the following Sunday performs work in excess of a total of 40 hours will receive overtime pay as follows:

- Pay at 1.5 times the regular hourly rate of pay or time off at the ratio of 1.5 hours for each overtime hour worked
- Overtime is based on hours actually worked; holidays, sick time, vacation, jury duty, etc. are not considered as time worked when calculating overtime
- All work in excess of 7.5 hours in a given workday must be authorized in advance in writing by the employee's supervisor

#### **b. Compensatory Time:**

A regular employee in a non-exempt position who in any period of Monday through the following Sunday performs work in excess of a total of 37.5 hours and less than 40 hours may receive a credit for time off as follows:

- Compensatory time in an amount equal to the amount of excess hours worked
- Compensatory time must be authorized in writing in advance by the employee's supervisor
- Compensatory time must be recorded on the employee's timesheet
- Compensatory time must be taken within the same pay period and cannot accumulate from pay period to pay period

#### **Exempt**

Exempt employees (see employee designations)

**a. Overtime**

- Not available for exempt employees

**b. Compensatory Time:**

A regular employee in an exempt position who in any period of Monday through the following Sunday performs work in excess of a total of 37.5 hours may receive a credit for time off as follows:

- Compensatory time in an amount equal to the amount of excess hours worked
- Compensatory time must be authorized in writing in advance by the employee's supervisor.
- Compensatory time must be recorded on the employee's timesheet
- Compensatory time should be taken within the same pay period and cannot accumulate from pay period to pay period

**4. Payroll Deductions**

ALS makes all standard payroll deductions required by state and federal laws or otherwise required or authorized. Each employee is required to complete W-4 forms for federal and state income tax deductions. Should an employee's exemption status change, a corrected W-4 form must be filed with the Human Resources Administrator.

**5. Disbursements**

ALS utilizes company credit cards for frequently used vendors. There may, however, be circumstances where individual employees will need to personally purchase supplies/materials for ALS' special projects. In these instances, employees should submit a request for reimbursement to the Financial Coordinator on the Expense Reimbursement Form. A detailed receipt should accompany the form. The Financial Coordinator or designee will reimburse the employee within three (3) working days of receipt of the completed reimbursement request or as soon as possible.

**E. Employee Benefits**

**1. Insurance**

**a. Health**

A group health insurance plan is available for all employees who are scheduled to work a minimum of 30 hours per week. Those employees working less than 37.5 hours per week will be required to pay an additional percentage of the premium pro-rated based on hours worked. In general, the plan provides medical, dental, prescription drug and vision care. A new employee may enroll in the ALS group health plan following a specified waiting period. If the employee elects to join at a later date, they will be required to provide proof of a qualifying event or wait until the next open enrollment period. Further plan and coverage details are available from the Human Resources Administrator

## **b. Continuation of Coverage**

- **Illinois State Continuation Coverage**

Under the terms of Illinois State Continuation Coverage Laws, certain employees, spouses, and dependent children are entitled to certain rights regarding group health insurance benefits. Employees, spouses, and dependents who change their status (i.e. change from full to part-time) may maintain, at their own expense, medical, dental, vision, and prescription drug benefits for a limited period of time.

- **COBRA**

Under the terms of the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees, spouses, and dependent children are entitled to certain rights regarding group health insurance benefits. Employees, spouses, and dependents who change their status (i.e. change from full to part-time) may maintain, at their own expense, medical, dental, vision, and prescription drug benefits for a limited period of time.

- **Municipal Continuation Coverage**

Employees who participate in the Illinois Municipal Retirement Fund (IMRF) and retire or become disabled (eligible to receive IMRF disability benefits) may continue health insurance coverage under the Municipal Employee's Continuance Privilege Law. This option allows the employee and dependents to continue receiving the same benefits until the end of the retirement or disability period at the employee's expense.

## **c. Life Insurance**

Employees who participate in the Illinois Municipal Retirement Fund (IMRF) are eligible to elect voluntary group decreasing term life insurance. Employees must enroll within ninety (90) days of hire or during an open enrollment period.

## **d. Disability**

The Illinois Municipal Retirement Fund (IMRF) provides disability leave at half pay for eligible employees who have been employed a minimum of one year. Employees will need to exhaust accumulated sick or vacation leave in excess of five (5) days (37.5 hours) before receiving disability benefits. Disability leave, once approved, goes into effect thirty (30) days after the disability occurs. A delay in the first payment should be expected. Verification of the disability on a continuing basis (not to exceed once every 30 days) may be necessary. Further information as to whether a disability is covered may be obtained directly from IMRF (1-800-ASK-IMRF). For more information, see the "Your IMRF Benefits" booklet located on the IMRF website at [www.imrf.org](http://www.imrf.org) or the Human Resources Administrator.

## **e. Social Security and Unemployment Insurance**

ALS makes contributions on behalf of all employees in accordance with the U.S. Federal Insurance Contribution Act (Social Security). ALS also makes

contributions that provide eligible employees with unemployment compensation benefits.

**f. Worker's Compensation**

ALS maintains workers' compensation insurance on all employees. If you are involved in a work-related accident or sustain any work-related injury, or disease, no matter how slight, you must report the incident to your supervisor and to the Human Resources Administrator as soon as practicable by means of the Employee First Report of Accident and/or Injury form. Failure to promptly report an accident or injury could result in loss of benefits and may be regarded as misconduct warranting disciplinary action up to and including termination.

**2. Retirement**

**a. Defined Benefit - Illinois Municipal Retirement Fund (IMRF)**

Each employee who works a minimum of 1,000 hours annually is automatically enrolled in the IMRF. Employer and employee contributions are designated by the IMRF annually. Employee contributions are deducted from each payroll. Employees who retire from ALS may be eligible to continue health insurance coverage under the ALS plan (see the Municipal Continuation Coverage Section).

**b. Defined Contribution**

Employees may voluntarily participate in the system's deferred compensation plan (457B) as follows:

- Employees may voluntarily contribute a set amount of their monthly gross income to be applied to the Plan
- Withdrawal may be made in accordance with the Plan's terms

Note: See the Pre-Retirement Leave Section.

**3. Staff Development and Training**

The System benefits from the collective skills of its employees. All employees are encouraged to develop skills appropriate to current or potential positions at ALS. Suggestions in the area of staff development should be forwarded to the Human Resources Administrator.

ALS maintains several programs that aim to support a high level of staff development. These include special one-on-one training as needed and in-house training on numerous software packages. Three staff development programs: professional memberships, attendance at workshops and conferences and educational reimbursement are described below:

**a. Professional Memberships:** Fees for approved professional memberships for the Executive Director, Management Team and professional personnel may be paid by ALS.

**b. Attendance at Workshops and Conferences:** Staff members are encouraged and may be required to attend job-related workshops, meetings and conferences and to participate in professional activities. Funds for this are allocated throughout the System each year in the ALS budget according

to an equitable formula. The extent of such attendance and participation may be limited by ALS or department scheduling needs as well as by the annual budget allocation. Staff travel and conference attendance will be determined during the budgeting process.

Employees who wish to attend a workshop, meeting, conference or other job-related activity that will involve the use of work time or reimbursement for travel or other expenses must receive prior approval from their supervisor. This is normally done during the employee's annual PREP process. Fees for late hotel check-out, late conference attendance, missed or changed airline reservations, and other unauthorized fees will not be reimbursed without prior approval by your supervisor.

When authorized to travel by private auto according to the provisions of the Vehicle Usage Policy, reimbursement will be the lesser of the prevailing mileage rate recognized by the Internal Revenue Service or equivalent airfare. Employees will also be reimbursed for tolls and parking charges incurred while traveling on authorized library business if they submit a receipt. Employees are encouraged to carpool and share overnight room accommodations with co-workers.

With appropriate receipts ALS will reimburse employees for meals (excluding alcohol) up to a specified maximum based on the federal travel guidelines. Meals while in route from ALS to a library/meeting or from one library to another will only be reimbursed with prior supervisory approval.

Any staff member who attends workshops or conferences will be expected to submit a report to their supervisor upon their return from the conference.

- c. **Educational Reimbursement:** Alliance Library System recognizes the importance and need for staff growth and development. ALS will provide tuition assistance to staff using the Tuition Assistance procedures subject to funding availability.

#### 4. **Employee Assistance Program**

The ALS' Employee Assistance Program is a confidential informational tool for employees with work-related, personal, family, legal and/or financial issues. The resource guide is located on a shared drive for all employees to view and print needed information. The Human Resources Administrator and Health and Safety Committee are responsible for making updates to the plan.

## F. **HEALTH AND SAFETY**

### 1. **Health and Safety Committee**

The Health and Safety Committee holds regularly scheduled meetings to address issues concerning the well-being of ALS' employees.

### 2. **Work Related Accidents and/or Injuries**

It is the policy of the ALS that all accidents involving employees during working hours or while on System premises, and all other accidents in which the System

is involved directly or indirectly, are to be reported immediately to the employee's supervisor and the Human Resources Administrator.

Any unsafe working conditions are to be reported to the Human Resources Administrator or a member of the Health and Safety Committee.

**3. First Aid**

First aid kits, flashlights, and emergency radios are available in various locations throughout the facility. The Automatic Emergency Defibrillator (AED) is located in the health room for use in case of an emergency.

**4. Fire and Tornado Procedures**

The safety of all employees is of utmost concern to ALS. Fire and tornado drills will be conducted on a regular basis.

**5. Drug and Alcohol Free Workplace**

The illicit manufacture, use, possession, or distribution of alcohol, controlled substances, look-a-like drugs, and drug paraphernalia is not permitted in System buildings, on System premises, in System-owned vehicles, or at System-sponsored activities where employees are engaged in activities on behalf of the System (including any period of time when an employee is engaged in System business.)

Any employee who violates this policy will be suspended, terminated, and/or referred to appropriate legal authorities for prosecution. All System employees are to notify the System within five (5) days of any criminal drug statute conviction for a violation of this policy. The System if or when required by law will report such conviction to the appropriate authorities.

Employees who report to work under the influence of these substances will be subject to disciplinary action up to and including termination. Employees may also be subject to drug and alcohol testing.

**6. Smoking Restrictions**

The ALS maintains a non-smoking policy throughout the building and in all System vehicles.

**7. Blood Borne Pathogens Policy**

The ALS complies with Illinois Department of Labor regulations and the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens which have been incorporated by administrative actions.

Exposure Determination: No particular job classification of the System has occupational exposure (meaning reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee's duties); however, emergencies may occur where employees may be called upon to respond with assistance.

Universal Precautions: All potential circumstances of exposure must be taken into account by the System and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne

pathogens found in human blood and other body fluids may cause life threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the System's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures and if a possibility of exposure remains, personal protective equipment shall also be used.

**Exposure Control Plan:** When human blood, human body fluids, or other potentially infectious materials are present, the area shall be immediately secured and quarantined. Personal protection clothing such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood tinged materials (i.e. Band-Aids, gauze, cotton, clothing, etc.). A professional hazardous/contaminated cleanup firm may be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup, decontamination and disposal is obtained. Hand-washing facilities are provided by the System and must be used by employees as soon as possible, following the removal of personal and protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the System will make immediately available to the exposed employee, or employees, a confidential medical evaluation and follow up as provided in the regulations.

#### **8. Health Room**

The health room is available for employees to recuperate from minor illnesses. A blood pressure kit, body fat calibrator, scale, pillow and blanket, and various over-the-counter medicines, as well as, exercise equipment and exercise videos are available for employee use. ALS is not responsible for the use/misuse of the resources available in the health room.

### **G. DISCONTINUATION OF EMPLOYMENT**

#### **1. Layoff**

If the need arises to reduce the workforce of ALS, the Executive Director will determine which employees are subject to layoff. While no single factor controls the determination, the Executive Director will generally consider the importance of the position to the ongoing function and effectiveness of ALS, seniority, and performance appraisals.

Generally, ALS will begin layoffs with part-time or temporary employees, and will progress to probationary and finally regular employees. However, ALS will make an individualized determination and reserves the right to address staffing levels as dictated by the needs of the System.

#### **2. Resignation**

Employment with ALS is at the mutual consent of ALS and the employee, and either party may terminate the relationship at any time, with or without cause and

with or without advance notice. If the employee decides to resign, a four (4) week notice for Management Team and a two (2) week notice for all other staff is requested.

After the request for separation, either by the employee or the employer, employees will be asked to participate in an exit interview.

**3. Termination**

An employee who is terminated from employment with ALS will be escorted from the premises immediately.

**4. Payment of Final Wages**

Earned, unused vacation time will be paid to the employee. The final paycheck will be issued by the next regular payday following separation from ALS.

Approved by the ALS Board of Directors, March 11, 2000

Revised August 22, 2001 (Revision Committee: Lynne Jones, Joyce Dagit, Valerie Wilford)

Revised October 24, 2003 (Revision Committee: Lynne Jones, Joyce Dagit, Valerie Wilford)

Revised July 22, 2004 (Revision Committee: Lynne Jones, Mary Smiley, Kitty Pope)

Revised January 1, 2007 (Revision Committee: Michelle Agnew, Angela Green, Geri Kegley)

Revised August 27, 2009 (Revision Committee: Morgan Cadwalader, Angela Green, Geri Kegley)

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President

Executive Director

**ACKNOWLEDGMENT AND DISCLAIMER**

The Personnel Policy Section describes important information about ALS and I understand that I shall consult my supervisor, the Human Resources Administrator, or the Executive Director regarding any questions not answered therein. I have entered into my employment relationship with Alliance Library System voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or ALS can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this policy is neither a contract of employment nor intended to create contractual obligations. I have received a copy of this policy and understand that it is my responsibility to read and comply with this policy and any revisions made to it.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_



