



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

Resource Sharing Alliance (RSA)

Employee Handbook

January 1, 2026

Adopted by RSA Board of Directors: Day Month Year

Version 1.0

Table of Contents

Preface	1
1 Welcome to Resource Sharing Alliance (RSA)	1
1.1 RSA Vision and Mission Statements.....	1
1.2 About Resource Sharing Alliance (RSA)	1
2 Purpose of the RSA Employee Handbook	2
3 Employment At-Will.....	2
4 Equal Employment Opportunity.....	3
5 Disability Accommodation	3
6 Religious Accommodation	4
7 Accommodations for Pregnancy, Childbirth and Related Medical Conditions	4
8 Lactation Accommodation.....	5
9 Accommodation for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence	6
10 Conduct Standards and Workplace Policies	7
11 Sexual and Other Unlawful Harassment.....	9
11.1 Sexual Harassment Defined.....	10
11.2 Other Types of Harassment.....	10
11.3 Complaint Procedure	11
11.4 Protection Against Retaliation	12
11.5 Good Faith Reporting.....	12
12 Voluntary Open Door Policy.....	12
13 Workplace Violence.....	13
14 Workplace Bullying.....	15
14.1 Reporting and Response	15
14.2 Anti-Retaliation	16
15 Drug-Free Workplace.....	16
15.1 Drug Use/Distribution/Possession/Impairment	16
15.2 Alcohol and Marijuana Use/Distribution/Possession/Impairment.....	16
15.3 Testing.....	17
15.4 Prescription and Over-the-Counter Drugs	17

15.5 Counseling and Rehabilitation	18
16 Employment Eligibility and Work Authorization	18
16.1 Expiration of Work Authorization	18
16.2 References/Verifications of Employment	19
16.3 Government Requests for Information	19
17 Background Checks.....	19
17.1 Inaccurate or Fraudulent Information	20
18 Access to Personnel Files	20
19 Personal Data Changes.....	21
20 Smoke-Free Workplace.....	21
21 Confidential Company Information.....	22
22 Outside Employment	23
23 Conflicts of Interest	23
24 Contact With the Media	24
25 Social Media	25
26 Acceptable Use of Information Systems.....	25
26.1 RSA Monitoring	25
26.2 Violations	26
26.3 Definitions	26
26.4 Access to Inappropriate Material.....	26
26.5 Inappropriate Network Usage.....	26
26.6 Education, Supervision and Monitoring.....	30
26.7 Security and Proprietary Information	30
26.8 Receipt Of Fraudulent Email	31
27 Driver Safety.....	31
27.1 Business Use of Personal Vehicles	31
27.2 Use Of RSA Vehicles	32
27.3 Driver Qualifications.....	32
27.4 Disqualifying Driving Records	32
27.5 General Driving Requirements.....	33
27.6 Safety Belts.....	33

27.7 Wireless Communications Devices Use.....	33
27.8 Accidents	34
27.9 Discipline	34
28 Definition Of Roles.....	34
28.1 RSA's Board of Directors.....	34
28.2 Executive Director	34
28.3 Other RSA Staff	35
29 FLSA employee Classifications.....	35
30 RSA Organizational Chart.....	35
31 Introductory Period.....	35
32 New Hire Reporting.....	36
33 Pay Periods and Procedures	36
33.1 Deductions From Pay	37
34 Overtime for Nonexempt Employees.....	37
35 Compensatory Time for Nonexempt Employees	38
35.1 Accrual of Compensatory Time	38
35.2 Use	38
35.3 Payment on Termination	38
35.4 Records.....	38
35.5 Monetary Reimbursement in Lieu of Compensatory Time.....	38
36 Attendance and Punctuality	39
37 Meal Breaks	40
37.1 Hours of Work and Meal and Rest Breaks	40
38 Time Sheets	40
39 On-Call Pay.....	40
39.1 Definitions	40
39.2 Eligibility for Compensation	41
39.3 Compliance	41
39.4 Duty Schedule	42
39.5 On-Call and Leave Events	42
40 Remote Work	42

40.1 Purpose	42
40.2 Eligibility	42
40.3 Application Process	43
40.4 Schedules and Hours	43
40.5 Workspace	44
40.6 Equipment and Supplies	45
40.7 Employee Access and Availability	45
40.8 Security and Confidentiality	46
40.9 Income Tax	46
40.10 Evaluation	46
41 Travel and Business Expense Reimbursement	46
41.1 Travel	46
41.2 Prior Approval	46
41.3 Reimbursable Expenses	47
Employees shall be reimbursed for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer, including the following.....	47
41.3.1 Registration Fees.....	47
41.3.2 Transportation	47
41.3.3 Lodging and Meals.....	47
41.4 Records And Receipts	48
41.5 Non-Reimbursable Expenses	48
41.6 Failure to Attend.....	48
41.7 Non-Travel Expense Reimbursement	48
41.8 Reimbursement Request	49
42 Job Performance	49
42.1 Performance Reviews/Salary Increases	49
42.2 Performance Evaluation	49
43 Promotions, Lateral Moves, and Reassignments.....	50
43.1 Promotions	50
43.2 Lateral Moves	50
43.3 To a Lower Grade	50

44 Safety	50
45 Visitors	51
46 Workers' Compensation	51
46.1 Reporting Work-Related Injury or Illness	51
46.2 Leaves of Absence/Accommodation	51
46.3 Return to Work	52
46.4 Fraud.....	52
47 Transitional Duty Program	52
47.1 Purpose.....	52
47.2 Eligibility.....	52
47.3 Basic program requirements	52
47.4 Duration of Transitional Duty.....	53
47.5 Program Limitations	53
47.6 Policy Compliance	53
48 Time Off and Leaves of Absence	53
49 Vacation Time	53
49.1 Part-Time Proration	54
49.2 Vacation Scheduling.....	54
50 Sick Leave.....	55
50.1 Qualifying Family Member.....	55
50.2 Sick leave accrual	55
50.3 Sick Bank.....	55
50.4 Notice of Absence	55
50.5 Proof of Need for Absence	55
50.6 Confidentiality of Medical Information	56
51 Communicable Diseases	56
52 Paid Leave for All Workers Act	56
52.1 Eligibility.....	57
52.2 Annual Grant of Leave	57
52.3 Using Leave	57
52.4 Notice Required	57

52.5 Separation From Employment and Rehire	58
52.6 No Discrimination or Retaliation.....	58
53 Personal Leave of Absence	58
54 Holidays	59
55 Inclement Weather	60
56 Funeral/Bereavement Leave.....	61
57 Military Leave	61
58 Domestic, Sexual or Gender Violence Victim Leave / Victims' Economic Security and Safety Act	61
58.1 Definitions	62
58.2 Coverage and Eligibility.....	62
58.3 Intermittent or Reduced Leave	62
58.4 Substitution of Time Off	62
58.5 Notice Requirement	62
58.6 Certification.....	63
58.7 Effect on Benefits	63
58.8 Job Protection	63
58.9 Reasonable Accommodations	63
59 Jury Duty Leave.....	64
60 Witness Leave	64
61 Time Off to Vote.....	64
62 Emergency Responder Leave	65
63 School Visitation Leave	65
64 Blood Donor Leave	66
65 Benefits And Services	66
65.1 Employee Benefits	66
65.2 Insurance	66
65.3 Employee Assistance Program	67
65.4 Educational Benefits	67
65.4.1 Requirements for Approval.....	67
65.4.2 Reimbursement	67

65.4.3 Termination/Resignation/ Retirement	68
65.4.4 Class Time	68
65.4.5 Tax Liability	68
65.4.6 Appeals	68
65.5 COBRA Benefits	68
66 Retirement Plan.....	69
66.1 Other Retirement/Benefit Programs.....	70
66.2 FICA	70
67 Political Activities and Contributions	70
67.1 Political Contributions on RSA Property	71
68 Prohibited Offer or Promise	71
69 Personal Appearance	72
70 Hiring Of Relatives/Nepotism	72
71 Personal Relationships in the Workplace	73
72 No Solicitation/No Distribution.....	73
73 Workplace Security and Inspections	73
74 Identity Protection	74
74.1 Purpose.....	74
74.2 Requirements	74
74.3 Prohibited Activities	74
74.4 Public Inspection and Copying of Documents	75
74.5 Applicability.....	76
75 Separation from Employment.....	76
75.1 Resignation and Retirement.....	76
75.2 Involuntary Termination	76
75.3 Pay and Benefits Upon Termination	77
75.4 Separation Procedures	77
75.5 Exit Interviews	77
Employee Handbook Acknowledgement Form	78

Preface

This Employee Handbook is not a contract of employment and does not create a contract of employment. This handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specified period of time.

1 Welcome to Resource Sharing Alliance (RSA)

Dear Colleague,

Welcome to the RSA Team! We are excited that you have decided to join our team. Every employee plays a vital role in supporting our mission to provide seamless resource sharing and innovative library services to our members and communities.

At RSA, we are committed to fostering a collaborative, inclusive and professional work environment where every employee is valued and supported. This handbook serves as a guide to help you navigate your role within our organization.

We encourage open communication, innovation, and a shared commitment to excellence.

Thank you for being part of RSA. We look forward to working together to strengthen library services and expanded access to information across our communities.

1.1 RSA Vision and Mission Statements

Vision: Engaged, effective, and efficient resource sharing to empower strong libraries.

Mission: Uniting member libraries to increase access to information and materials through resource sharing.

1.2 About Resource Sharing Alliance (RSA)

Resource Sharing Alliance or RSA is a library automation consortium formed in the early 1980's by libraries in central and west central Illinois to share a common library automation system. As of July 1, 2024, RSA transitioned its governance from a Not for Profit to an Illinois Intergovernmental Instrumentality (essentially a municipal instrumentality). We serve all types of libraries in over 13,500 square miles of Illinois.

RSA provides 24/7 automation services to its member libraries, including online public access catalogs, apps, and access to various eBook programs and vendors. RSA's clients are our member libraries. We do not interact with public library patrons or student populations directly, all patron/student interactions happen at the local library level or via our library branded online catalog or app.

We maintain the computer systems and software that integrates library resources among participating libraries, provide software and cataloging capabilities to member libraries, and provide computerized access to the same for the public. RSA provides and maintains the databases that allow member libraries of the community to access holdings of all member libraries and fosters a strong culture of inter-library loaning. Our primary focus is

the pooling of library resources providing access to the combined total of consortia member library holdings, databases, and electronic media to individuals and entities located throughout the state of Illinois.

2 Purpose of the RSA Employee Handbook

This employee Handbook contains information about the employment policies and practices of RSA. These policies reflect RSA's values, and we expect each employee to read this employee Handbook carefully as it is a valuable reference for understanding your responsibilities as an employee of RSA.

RSA reserves the right to revise, delete and add to the provisions of this employee Handbook. All such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of this employee Handbook.

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

Not all of RSA's policies and procedures are set forth in this employee Handbook. RSA has summarized only some of the more important ones. If an employee has any questions or concerns about this employee Handbook or any other policy or procedure, please ask a manager.

Some of the subjects described here are covered in greater detail in official policy documents, benefit plans, or the Staff Culture document. You should refer to these documents for specific information, since the handbook only summarizes RSA's policies, procedures, and benefits.

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

Nothing in this employee Handbook or in any other document or policy is intended to violate any local, state, or federal law. Nothing in this employee Handbook is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, or any other conduct. Furthermore, nothing in this employee Handbook prohibits an employee from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct the employee believes violates any laws or regulations.

3 Employment At-Will

Employment at RSA is at-will, meaning either you or RSA may end the employment relationship at any time, with or without cause or notice, unless otherwise required by law.

4 Equal Employment Opportunity

RSA is committed to equal employment opportunity and to compliance with federal anti-discrimination laws.

We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists)), color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, disability, military status, reproductive health decisions, family responsibilities, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status or work authorization status, genetic information, ancestry, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), status as a victim of domestic, sexual, gender or criminal violence, certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider), an individual's arrest and conviction record, and use of lawful products outside of work during nonworking hours. RSA will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

RSA also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual's credit report or credit history and with the Illinois law prohibiting sexual harassment of unpaid interns.

5 Disability Accommodation

It is RSA's policy that we will not discriminate against qualified individuals with disabilities with regards to any aspect of their employment, RSA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee or applicant for employment unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity and/or obtain equal job benefits should contact the Human Resources Point of Contact or their manager to request such an accommodation. Human Resources or a manager will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when RSA receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform their essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. RSA will evaluate information obtained from the employee, and possibly their health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on RSA and/or a direct threat to the health and/or safety of the individual or others, RSA will generally make the accommodation, or it may propose another reasonable accommodation that may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

Employees who wish to request unpaid time away from work because of a qualifying disability should speak to the Human Resources Point of Contact or their manager regarding a proposed accommodation. RSA will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

6 Religious Accommodation

Employees and applicants for employment may request a reasonable accommodation for their sincerely held religious beliefs, practices, and/or observances, including but not limited to the wearing of any attire, clothing, or facial hair in accordance with the requirements of their religion. In accordance with the Illinois Human Rights Act (IHRA), RSA will provide a reasonable accommodation unless such accommodation imposes an undue hardship on the RSA's business operations.

RSA will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the IHRA. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Point of Contact or their manager.

7 Accommodations for Pregnancy, Childbirth and Related Medical Conditions

Employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act (IHRA), a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on the RSA's business operations.

Reasonable accommodations may include but are not limited to: modifications or adjustments to the job application process; more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the RSA of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to RSA's business operations.

When an employee is provided with a leave of absence as a reasonable accommodation and the need for time off is foreseeable, the employee must provide prior notice of the need for leave in a manner that is reasonable and practicable. When the need for time off or leave is foreseeable based on planned medical treatment or supervision, the employee must also make a reasonable effort to schedule the treatment or supervision in a manner that does not unduly disrupt company operations, subject to the approval of the employee's health care provider. If the need for leave is not foreseeable or expected, the employee must provide notice to RSA as soon as possible and practical and in a manner that is reasonable and practicable.

RSA may request certain documents from an employee or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to RSA.

RSA will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will RSA retaliate against applicants or employees who request, use, or attempt to use accommodations or otherwise exercise their rights under the IHRA.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Point of Contact or their manager.

8 Lactation Accommodation

RSA will provide reasonable breaks to accommodate an employee desiring to express breast milk for the employee's infant child, for one year after the child's birth. If possible, nursing mothers should take time to express breast milk during their regular meal and/or

rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the employee should work with their manager regarding scheduling. Other than the meal break, which is unpaid, other lactation breaks are paid breaks.

RSA will make reasonable efforts to provide employees with the use of a private room in close proximity to the work area, other than a toilet stall, for employees to express milk. Employees should discuss with their manager, or the Human Resources Point of Contact, the location to express and store their breast milk and to make any other arrangements under this policy.

RSA strictly prohibits discrimination against or harassment of employees because they are breastfeeding and request or take breaks in accordance with this policy.

9 Accommodation for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence

RSA will provide reasonable accommodations for qualified employees or applicants for employment who are or are perceived to be the victim of domestic, sexual or gender violence (including sexual assault and stalking) or any other crime of violence or who are the family or household member of such a victim, unless providing the accommodation will impose an undue hardship on the RSA's business operations.

For purposes of this policy, a "family or household member" includes the following:

- Spouse or civil union partner;
- Parent;
- Grandparent;
- Child;
- Grandchild;
- Sibling;
- Other person related by blood or by present or prior marriage or civil union;
- Other person who shares a relationship through a child;
- Any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or
- A person jointly residing in the same household with the employee.

Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism, and armed violence.

Reasonable accommodations may include, but are not limited to, the following adjustments to job structure, the workplace, or a work requirement in response to actual or threatened domestic, sexual or gender violence or any other crime of violence:

- Transfer;
- Reassignment;

- Modified schedule;
- Leave of absence;
- Changed telephone number;
- Changed seating assignment;
- Installation of a lock;
- Implementation of a safety procedure; and
- Assistance in documenting domestic, sexual or gender violence or any other crime of violence that occurs in the workplace or related settings.

Employees may also be entitled to a leave of absence under the company's Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence policy and should consult that policy and/or the Human Resources Point of Contact or their manager for additional information.

RSA will not discriminate, harass or retaliate against any employee or applicant for employment: (1) because the individual is, or is perceived to be, a victim of domestic, sexual or gender violence or any other crime of violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic, sexual or gender violence or any other crime of violence against the individual or the individual's family or household member.

RSA will keep all information pertaining to an employee's request for an accommodation confidential to the extent necessary, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal, state, or local law. This includes any statement of the employee or other documentation, record or corroborating evidence and the fact that the employee has requested or obtained an accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Point of Contact or their manager.

10 Conduct Standards and Workplace Policies

As representatives of RSA, to member libraries, vendors, and the public, employees are expected to accept and uphold defined responsibilities, conduct themselves in accordance with the highest standards of professional ethics, and consistently demonstrate personal integrity.

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

Employee conduct reflects on RSA not only when an employee is at work, but also when an employee is away from RSA. Employees are expected to always observe the highest

standards of professionalism. 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 RSA's discretion, also result in disciplinary action up to and including termination.

It is not possible to list all forms of behavior that are considered unacceptable in the work environment. To guide employees, we are providing some examples of possible forms of behavior that are considered unacceptable and may lead to disciplinary action, including termination of employment, at the discretion of RSA. The following list is not all-inclusive:

- Falsifying an employment application, time sheet, expense report, personnel or other documents or records of RSA.
- Unauthorized possession of RSA's or others' property.
- Possession, distribution or use of weapons or explosives (including firearms), or violation of criminal laws on the premises of RSA. (RSA prohibits firearms in the building, even if the employee is licensed to carry.)
- Fighting and/or other disorderly conduct.
- Dishonesty, fraud, theft or sabotage against RSA or its employees.
- Threatening, violent, intimidating, coercing, using abusive, harassing, or vulgar language, or interfering with the performance of other employees of RSA or its member libraries.
- Insubordination, refusal, or failure to perform reasonable duties that are assigned.
- Unauthorized use of material, time, equipment or property of RSA or a member.
- Conduct that RSA feels reflects adversely on the employee, other employees, or RSA.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.
- Abuse or negligence of security or confidential materials.
- Installing unauthorized or illegal copies of software on an RSA-owned computer.
- Repeated tardiness or absences without prior notice to RSA; failure to report for work without a satisfactory reason; abuse of leave privileges.
- Failing to obtain permission from your manager to leave work or be offline during scheduled working hours (not including required meal and rest breaks) unless the reason is legally protected.
- Working overtime without authorization or refusing to work assigned work hours.
- Any behavior that results in an employee not performing their job.
- Discrimination or harassment in violation of RSA's Equal Employment Opportunity (EEO) or Sexual and Other Prohibited Harassment Policies against any employee, client, contractor, visitor, or other individual involved in the operations of RSA based upon race, religion, age, sex, national origin, disability or any other protected characteristic under applicable federal, state, or local law.

- Engaging in such other practices as RSA determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of RSA, its employees, or its member libraries.
- Use, consumption or possession of intoxicating beverages or illegal drugs on RSA premises, during working hours, or at a work event. Alcoholic beverages may be consumed at holiday parties or other events if previously approved by the Executive Director.
- Theft.
- Damaging or destroying RSA, member library, or patron property through careless or willful acts.
- Revealing any confidential information to any person who isn't authorized to receive it and who does not need to know it. For the definition of confidential information, please see section 21, Confidential Company Information.
- Unauthorized access to confidential records and information, including RSA, member library, or patron information.
- Failure or refusal to cooperate with audits or investigations.
- Violation of RSA rules or policies.
- Violations of applicable Local, State, or Federal law.

Employees should seek further clarification from their manager on issues related to conduct if they do not understand a particular rule or are uncertain regarding a particular behavior.

Although employment may be terminated by either the employee or RSA at any time, without following any formal system of discipline or warning, RSA may exercise discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include Performance Improvement Plans (PIP's), verbal warnings, written warnings, demotions, and suspensions. Although one (1) or more of these forms of discipline may be taken, no formal order or procedures are necessary. RSA reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation.

This policy in no way prohibits employee affiliations or activities that are protected under applicable local, state and federal laws which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

11 Sexual and Other Unlawful Harassment

RSA is committed to providing a work environment free of harassment. RSA complies with Illinois law and maintains a strict policy prohibiting sexual harassment, harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g. braids, locks and twists)), color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, reproductive health decisions, family responsibilities, physical or

mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, or citizenship status. RSA will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. RSA's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of RSA, including managers and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as patrons, vendors, clients, visitors or temporary or seasonal workers.

11.1 Sexual Harassment Defined

Sexual harassment includes unwelcomed sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for making reports or threatening to report sexual harassment.

11.2 Other Types of Harassment

Harassment on the basis of any legally protected classification is prohibited, including harassment based on actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g. braids, locks and twists)), color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, reproductive health decisions, family responsibilities,

physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, or citizenship status or any other consideration protected by federal, state or local law. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. They include conduct such as:

- Verbal conduct including threats, epithets, derogatory comments, or slurs based on an individual's protected classification;
- Visual conduct including derogatory posters, photography, cartoons, drawings, or gestures based on protected classification; and
- Physical conduct including assault, unwanted touching or blocking normal movement because of an individual's protected status.

11.3 Complaint Procedure

Any employee who believes that he or she has been subjected to prohibited harassment, discrimination or retaliation by a coworker, manager, vendor, patron, contractor, or other regular visitor of RSA or who is aware of such harassment, discrimination or retaliation of others, should immediately provide a written or verbal report to his or her manager, any other member of management or the Human Resources Point of Contact regarding such incidents. Any supervisor receiving a complaint must report the complaint to the Human Resource Point of Contact as soon as practical.

After a report is received, a thorough and objective investigation by management will be undertaken as soon as possible and will be kept confidential to the extent necessary. The investigation will be completed, and a determination is made and communicated to the employee as soon as practical.

If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. RSA may implement any other actions to remedy the situation and ensure that harassment does not occur again.

The federal Equal Employment Opportunity Commission (EEOC) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. To file a charge, call or visit online:

- 1-800-669-4000 | www.EEOC.GOV
- 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only)
- 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only)

U.S. EEOC Offices Serving Illinois

- Chicago District Office. JCK Federal Building, 230 S. Dearborn St., Chicago, IL 60604
- St. Louis District Office. Robert A. Young Federal Building, 1222 Spruce St., Rm. 8.100, St. Louis, MO 63103

Any employee who believes that he or she may have been harassed or discriminated against may also file a complaint with the Illinois Department of Human Rights (IDHR).

The IDHR may be reached at the following locations:

- Chicago Office: James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.
- Springfield Office: 535 W. Jefferson Street, 1st Floor, Springfield, Illinois 62702, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.
- Website: www.illinois.gov/dhr. Email: IDHR.Intake@illinois.gov.

Employees may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

11.4 Protection Against Retaliation

Retaliation is prohibited against any person by another employee or by RSA for using this complaint procedure, reporting proscribed harassment or discrimination, objecting to such conduct, or filing, testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Employees should report any retaliation to their manager. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

11.5 Good Faith Reporting

The initiation of a good faith complaint of discrimination, prohibited harassment, sexual harassment or retaliation will not be grounds for disciplinary or other retaliatory action, even if the allegations cannot be substantiated or the employee was mistaken about aspects of the complaint. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline, up to and including termination.

12 Voluntary Open Door Policy

We recognize that employees may have suggestions for improving our work environment, as well as complaints about the work environment. Employees should feel free to contact their manager with any suggestions and/or complaints. If employees do not feel comfortable contacting their manager or are not satisfied with their manager's response, they should contact the Human Resources Point of Contact or the Executive Director.

In rare cases when the employee is still not satisfied with the response after following these steps, the employee can present the suggestion and/or complaints in writing to the President of RSA Board of Directors. The President of RSA Board of Directors, in

consultation with the Board of Directors and the Human Resources Point of Contact, will consider the situation and report the final decision in writing. While we provide employees with this opportunity to communicate their views, please understand that not every complaint can be resolved to the employees' satisfaction. Even so, we believe that open communication is essential to a successful work environment, and all employees should feel free to raise issues of concern without fear of reprisal.

Please note that some company policies, such as the Sexual and Other Unlawful Harassment policy, contain specific reporting procedures that should be followed by employees seeking to report violations of those policies. Employees should utilize this policy for reports and ideas that are not addressed through RSA's specific reporting procedures.

13 Workplace Violence

The safety and security of employees is of vital importance to RSA. Therefore, RSA has adopted a zero-tolerance policy concerning work-related violence. Threats or acts of violence - including intimidation, bullying, physical or mental abuse and/or coercion - that involve or affect employees or that occur on RSA's premises, will not be tolerated.

It is our goal to have a work environment free from acts or threats of violence and to respond effectively to such acts or threats.

Work-related violence is any intentional conduct that is sufficiently severe, abusive or intimidating to cause an individual to reasonably fear for their personal safety or the safety of their family, friends and/or property such that employment conditions are altered, or a hostile, abusive or intimidating work environment is created for one or several employees.

No RSA employee shall possess, while on duty, or while in a RSA vehicle, a firearm, ammunition, fireworks, or any explosive device or weapon likely or capable of causing harm to persons or property, except that employees authorized to carry concealed firearms under state or federal law may carry a concealed firearm on or about his or her person within his or her vehicle into a RSA parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, in the manner provided by the Firearm Concealed Carry Act, 430 ILCS 66/65(b). An employee may carry a concealed firearm in the immediate area surrounding his or her vehicle within a parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk. For purposes of this subsection, "case" includes a glove compartment or console that completely encloses the concealed firearm or ammunition, the trunk of the vehicle, or a firearm carrying box, shipping box, or other container.

The conduct prohibited by this policy applies to conduct by all persons involved in our operations, including employees, managers, temporary or seasonal employees, agents, clients, vendors, customers, or any other third party interacting with the RSA ("third parties").

Work-related violence includes, but is not limited to:

- Threats or acts of violence occurring on company premises, regardless of the relationship between the parties involved in the incident;
- Threats or acts of violence occurring off company premises involving someone who is acting in the capacity of a representative of RSA;
- Threats or acts of violence occurring off company premises involving an employee if the threats or acts affect the business interests of RSA;
- All threats or acts of violence occurring off company premises, of which an employee is a victim, if we determine that the incident may lead to an incident of violence on company premises; and
- Threats or acts of violence resulting in the conviction of an employee or agent of RSA, or an individual performing services for RSA on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence when the act or conviction adversely affects the legitimate business interests of RSA.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical contact directed toward another individual;
- Threatening an individual or their family, friends, associates, or property with harm;
- The intentional destruction or threat of destruction of RSA property or an individual's property;
- Menacing or threatening phone calls;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and
- Communicating an endorsement of the inappropriate use of firearms or weapons.

Work-related violence does not refer to work environment arguments or debates that are zealous or impassioned, provided there is no resort to any form of coercion. Discussions about legitimate sporting activities, popular entertainment or current events are not considered work-related violence when there is no threat of violence being directed to the work environment or any individual connected with it. Rather, work-related violence refers to behavior that demonstrates an intention to engage in violence, condones violence in our work environment, or targets any individual with acts or threats of violence.

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

Any employee who applies for or obtains a protective or restraining order which lists RSA premises as being protected areas should inform the Executive Director or the Human Resources Point of Contact. RSA will require the employee to furnish RSA with a copy of the order.

Employees should help maintain a violence-free work environment. To that end, employees are encouraged and have a duty to immediately report any incident that

violates this policy to a manager, another member of management or the Human Resources Point of Contact.

This policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws which includes the right of employees to speak with others, engage in debates and protest about their terms and conditions of employment. The organization will make the sole determination of whether and to what extent it will act upon threats or acts of violence. In making this determination, RSA may undertake a case-by-case analysis to ascertain whether there is a reasonable basis to believe that work-related violence has occurred.

14 Workplace Bullying

RSA does not tolerate bullying behavior, as explained in this policy.

"Work-related bullying" is the use of force, threats, or coercion to abuse, intimidate or humiliate another employee. Work-related bullying includes, but is not limited to, the following:

- Verbal abuse, such as the use of patently offensive, demeaning or humiliating remarks and epithets;
- Verbal or physical conduct that is threatening or obscene;
- Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; or
- Sabotaging, or deliberately subverting, obstructing or disrupting another person's work performance.

Cyberbullying is also prohibited. "Cyberbullying" refers to bullying, as defined above, that occurs through the use of a computer, cell phone, smartphone, tablet, or other device that transmits electronic information, regardless of whether the device is owned by or located at RSA or connected to the RSA network.

This policy in no way prohibits employees from engaging in activities that are protected under applicable state and federal laws which includes the right of employees to speak with others, engage in vigorous and impassioned debate or discussion and protest about terms and conditions of their employment.

14.1 Reporting and Response

Employees who are subject to or witness bullying in our work environment are encouraged to notify their manager or the Executive Director immediately. RSA will promptly investigate the complaint. RSA will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, RSA will take appropriate remedial and disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling or other actions. RSA will also report to law

enforcement, if appropriate. The complaining party will be advised of the results of the investigation.

14.2 Anti-Retaliation

RSA strictly prohibits retaliation against an employee for making a good-faith claim of bullying or for participating in good faith in an investigation of bullying.

15 Drug-Free Workplace

RSA strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of illegal drugs, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic consequences. Moreover, studies have shown that impairment by controlled substances may last long after the user believes the effects to have worn off. For these reasons, RSA has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or non-prescribed prescription drugs, and alcohol.

15.1 Drug Use/Distribution/Possession/Impairment

RSA strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state, or local law. This includes prescription medication that is used in a manner inconsistent with the prescription or for which the individual does not have a valid prescription. To the extent permitted by state and local law, this policy also prohibits the use of marijuana and marijuana products while working. RSA will endeavor to accommodate individuals with a disability in accordance with state and federal law.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work. Included within this prohibition are lawfully controlled substances that have been illegally or improperly obtained.

15.2 Alcohol and Marijuana Use/Distribution/Possession/Impairment

All employees are prohibited from distributing, dispensing, possessing or using marijuana or any beverage or medicine containing alcohol while at work or on duty and from coming onto RSA/client premises, reporting to work, or working while under the influence of alcohol or marijuana. Furthermore, lawful off-duty alcohol or marijuana use, while generally not prohibited by this policy, must not interfere with an employee's job performance.

15.3 Testing

If RSA has reasonable suspicion to believe that an employee's behavior or appearance may indicate alcohol or drug use, RSA shall require the employee to be tested for controlled substances and alcohol.

Reasonable suspicion testing may be based upon, among other things:

- Observable incidents, such as direct observation of drug, alcohol or drug paraphernalia use or possession;
- Obvious signs of being unfit for duty or the physical symptoms of being under the influence of a drug or alcohol, including the employee's appearance, behavior, speech or odor;
- A pattern of unsafe conduct or erratic behavior at work;
- Information or evidence provided either by reliable and credible sources or independently corroborated; or
- Newly discovered evidence that the employee has tampered with a previous drug test.

When reasonable suspicion testing is warranted, both management and the Human Resources Point of Contact will meet with the employee to explain the observations and the requirement to undergo a drug and alcohol test.

Post-incident or post-accident drug and alcohol tests are performed in cases when there is a reasonable possibility that drugs or alcohol were a factor in or could have contributed to a work-related incident resulting in injury, death or damage to property or to unsafe work activity, and in all cases when required to conform with worker's compensation insurance or other state or federal rules.

Employees whose conduct may have caused or contributed to such an incident or who engage in unsafe on-the-job activities that pose a danger to others or overall operations, are subject to testing as soon as practicable following the incident or unsafe activity.

15.4 Prescription and Over-the-Counter Drugs

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely and promptly disclose any work restrictions to a manager or Human Resources Point of Contact. Employees are not required to reveal the name of the medication or the underlying medical condition.

RSA reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect their ability to perform safely. RSA will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

RSA's general prohibition against the possession or use of marijuana at work applies, regardless of whether an employee is certified to use marijuana for medical reasons under state law. Unless otherwise required by law, RSA will not accommodate the use or possession of marijuana by individuals who are medically authorized to use marijuana as a matter of state law but will offer such individuals alternative accommodations related to any underlying disability.

15.5 Counseling and Rehabilitation

Employees who voluntarily seek help with substance abuse (self-referral) by contacting RSA will be provided an opportunity to pursue counseling and rehabilitation. RSA will make available to these employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation or sick leave. Health insurance often covers the costs of such services, but costs not covered must be paid by the employee.

The employee cannot return to work until a treatment provider releases them to do so, and they receive a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following their return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

16 Employment Eligibility and Work Authorization

RSA is committed to employing only those individuals who are authorized to work in the United States. RSA does not unlawfully discriminate based on 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 by the end of the first day of employment. Former employees who are rehired must, in certain circumstances, complete a new I-9 form.

16.1 Expiration of Work Authorization

Employees who have a work authorization that expires will need to provide an updated work authorization. The employees' 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.

16.2 References/Verifications of Employment

All requests for references must be directed to the Human Resources Point of Contact. No other person or department is authorized to release references for current or former employees. Our policy concerning references for employees is to disclose only the dates of employment, and the title of the last position held.

16.3 Government Requests for Information

The only exception to the above procedures applies to information requests received by RSA from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. RSA will honor all such appropriately made requests.

17 Background Checks

RSA recognizes the importance of maintaining a safe, secure workplace with employees who are qualified, dependable, and nonviolent, and who do not present a risk of serious harm to their co-workers or others. To promote these concerns and interests, RSA reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information. Consistent with legal or contractual requirements, RSA also reserves the right to obtain and review an applicant's or employee's criminal conviction record and related information, and to use such information when making employment decisions, but only to the extent permissible under applicable law.

A pending criminal matter may be considered in circumstances appropriate for business-related reasons, consistent with applicable law.

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

RSA is an equal opportunity employer and will comply with applicable federal, state, and local laws relating to the use of background checks for employment purposes. All background checks will be conducted in strict conformity with the federal Fair Credit Reporting Act (FCRA), applicable state fair credit reporting laws, and state and federal antidiscrimination and privacy laws.

17.1 Inaccurate or Fraudulent Information

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

18 Access to Personnel Files

Employees can access their own personnel file at least two times each calendar year at reasonable intervals. An employee's request to access their personnel file must be in writing (including email, text messages or other electronic communication) and must do the following:

- Identify what records the employee is requesting under the Illinois Personnel Records Review Act;
- Specify if the employee wishes to inspect, copy or receive copies of the records;
- Specify whether the records should be provided in hardcopy or in a reasonable and commercially available electronic format;
- Specify whether the employee's representative (i.e., a family member, attorney, union official or translator) will inspect, copy, or receive the records; and
- If the requested records are being provided to a representative and include medical information and medical records, include a signed waiver for the release of those records to the employee's specific representative.

The request should be submitted to the Human Resources Point of Contact.

Current employees will be permitted to inspect, and if requested, copy or request copies of their personnel files within seven business days after RSA receives their written request. If RSA is unable to provide access to the personnel file within seven working days, RSA will do so within the next seven calendar days. If RSA does not maintain records in one or more of the requested categories, it will notify the employee. If the requested records are maintained in a manner that is already accessible by the employee, RSA may instead provide instructions on how to access the requested information.

Employees subject to recall after layoff or on a leave of absence with a right to return to work and former employees whose employment ended during the previous year may also request to inspect their personnel file.

Inspection can take place during regular business hours at a location at, or reasonably near, the employee's place of employment, or, if an employee submits a written request, RSA will provide a copy of the personnel file by sending it to the email address or mailing address identified by the employee for receipt. Employees who request and receive a copy or partial copy of their personnel file may be required to pay the cost of duplication.

An employee who is involved in current legal or major disciplinary action- may designate, in writing, a representative to inspect their personnel file.

Personnel file documents not subject to disclosure include: letters of reference; any portion of a test document (except for a cumulative score); materials relating to staff planning, such as matters relating to the business's development, expansion, closing or operational goals; test information, the disclosure of which would invalidate the test; certain personal information about people other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy; certain investigatory or security records; documents which are being developed or prepared for use in civil, criminal or grievance procedures; or the RSA's trade secrets, client lists, sales projections and financial data.

If an employee disagrees with any of the information contained in their personnel file, the employee may request that RSA remove or correct such information. If the employee and RSA cannot agree upon such removal or correction, the employee may submit a written statement explaining their position. The employee's written statement will be maintained as part of their personnel file or medical records and will accompany any transmittal or disclosure from such file or records made to a third party.

19 Personal Data Changes

To better assist employees and/or their families in the event of personal emergencies, RSA needs to maintain up-to-date contact information. Maintaining accurate information in our files is also important for recordkeeping, payroll, and benefits-related purposes. Changes in name, address, telephone number, marital status, number of dependents, next of kin and/or beneficiaries should be given to the Human Resource Point of Contact promptly.

20 Smoke-Free Workplace

RSA will provide an environment for its employees and member libraries that is smoke free. In accordance with Illinois State law (Public Act 095-1029), smoking is not permitted in any RSA building or within 15 feet of any building entrances, exits, windows that open, or ventilation intakes. Smoking is also not permitted in RSA vehicles.

Employees with complaints about smoking shall direct such complaints to their immediate manager for resolution. All complaints will be promptly and thoroughly investigated. Complaints can also be filed with the Illinois Department of Public Health, a local state-certified public health department, or the local police department. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination. Additionally, under state law, the state may fine any person \$100 for the first offense and \$250 for each subsequent offense.

Public Act 100-272 amends Public Act 095-1029 to include prohibiting the use of e-cigarettes, e-cigars, e-pipes, e-hookahs, and vape pens in most public places in Illinois and places of employment effective January 1, 2024.

No individual may be discriminated against in any manner because of the exercise of any rights afforded by the Smoke-Free Illinois Act.

21 Confidential Company Information

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

Access to confidential information should be on a need-to-know basis and must be authorized by the RSA Executive Director or Assistant Executive Director. RSA 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 manager 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 RSA's prior written approval;
- No copies should be made of any confidential information except when necessary for RSA business;
- Employees may not use confidential information for their own benefit, nor for the benefit of any third party, without RSA's prior written approval.

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

Further, employees are hereby notified that under the 2016 Defend Trade Secrets Act (DTSA):

- No individual will be held criminally or civilly liable under federal or state trade secret law for the disclosure of a trade secret (as defined in the Economic Espionage Act) that:
 - Is made in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, and made solely for the purpose of reporting or investigating a suspected violation of law; or
 - Is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal so that it is not made public; and
- An individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by order in that proceeding.

22 Outside Employment

RSA does not prohibit employees from holding other jobs; however, the following types of outside employment are prohibited:

- Employment that conflicts with the employee's work schedule, job duties and responsibilities (unscheduled absences will not be allowed) to RSA or that creates an actual or perceived conflict of interest;
- Employment that impairs or has a detrimental effect on the employee's work performance with the Company;
- Employment that requires employees to conduct work or related activities during work time for RSA or using any of the RSA's tools, materials, or equipment;
- Employment that directly or indirectly competes with the business or the interests of RSA;
- Employment working for a vendor that does business with RSA; and
- Employment that Exposes RSA to public disputes or legal jeopardy.

For the purposes of this policy, self-employment is considered outside employment.

RSA will not assume any responsibility for employees outside employment. Specifically, RSA will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

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

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

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

23 Conflicts of Interest

While we acknowledge that employees may have pursuits separate from their work at RSA, such endeavors cannot compete with or conflict with an employee's job duties and responsibilities for RSA. To further explain an employee's obligations to avoid conflicts of interest, a conflict of interest may arise, for instance, when an employee has a financial or other interest that could interfere with the employee's job duties with RSA or when an employee uses their position with RSA for personal gain. Each employee of RSA is required to ensure that they and their family members do not improperly benefit personally from the employee's position as an employee for the RSA.

Employees must conduct themselves in such a way as to avoid actual or potential conflicts of interest, as set out in this policy. The following are examples of prohibited conflicts of interest in any aspect of an employee's job:

- Acting as a director, officer, consultant, agent or employee of a supplier, customer, competitor, or other business entity that engages in business with RSA;
- Owning a material interest in, being a creditor of or having other financial interest in a supplier, customer, competitor, or other business entity that engages in business with RSA;
- Receiving from or giving to any supplier, customer or competitor gifts, gratuities, special allowances, discounts, or other advantages not generally available to employees of RSA;
- Having any significant direct or indirect personal interest in a business transaction involving the RSA;
- Conducting outside activities that materially detract from or interfere with the full and timely performance of an employee's services for RSA; or
- Influencing commercial transactions involving purchases, contracts or leases in a way that would have a negative impact on the RSA or its business.

If an employee finds that they have, or are considering the assumption of, a financial interest, an outside employment relationship or other activity that might involve a conflict of interest, as discussed in this policy, or if the employee is in doubt as to whether any conduct or activity may constitute a conflict of interest, the employee must promptly discuss the matter with RSA Executive Director and refrain from acting on RSA's behalf in any manner that might reasonably be considered to be a conflict of interest or affected by any adverse interest. If the matter is deemed to be a conflict of interest, the affected employee must withdraw from the matter.

Failure to disclose a conflict or potential conflict of interest is a violation of this policy and may lead to disciplinary action, up to and including termination of employment.

This policy in no way prohibits employee affiliations, activities or communications that are protected under applicable state and federal laws which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

24 Contact With the Media

To ensure that RSA communicates with the media in a consistent, timely and professional manner about matters related to RSA, employees should notify the RSA Executive Director whenever they are contacted by the media and asked to speak on behalf of RSA so that RSA knows that a media inquiry has been made.

Employees must not respond to media inquiries on RSA's behalf without authorization. This rule does not prevent employees from speaking with the media, but they should not attempt to speak on behalf of the RSA unless they have specifically been authorized to do so by the RSA Executive Director.

25 Social Media

RSA respects the legal rights of its employees and understands that employees' time outside of work is their own. However, employees should be mindful that their social media activity, even if done off premises and while off-duty, could affect RSA's legitimate business interests. For example, the information posted could be RSA's confidential business information. In addition, some readers may mistakenly view an employee as a spokesperson for RSA. Consequently, social media activity is a legitimate and proper focus of RSA policy.

For purposes of this policy, "social media activity" includes all types of posts and other communications on the internet, including, but not limited to, posts on social networking sites, such as Facebook, LinkedIn, Instagram, Pinterest and X (formerly known as Twitter); blogs and other online journals and diaries; bulletin boards, chat rooms and forums; microblogging, such as X, Instagram, Slack or Trello; and postings of video or audio on media-sharing sites, such as YouTube, Instagram, TikTok, Snapchat or Flickr.

Social media activity also includes permitting, or failing to remove, posts by others whenever the employee can control the content of posts, such as on a personal page or blog.

These rules and guidelines apply to all employees:

- Employees are prohibited from discussing confidential library matters through use of social media, such as RSA's patron account information, or non-confidential member library matters, such as patron behavior.
- Employees cannot use social media to harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against co-workers, managers, patrons, vendors or suppliers, any organizations associated or doing business with RSA, or any member libraries of the public, including social media visitors who post comments. RSA's anti-harassment and EEO policies apply to the use of social media in the workplace.
- Employees must receive pre-approval from the RSA Executive Director before any employee establishes an RSA or member library presence on any social media site.

This policy in no way prohibits employee affiliations, activities or communications that are protected under applicable state and federal laws which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

26 Acceptable Use of Information Systems

26.1 RSA Monitoring

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

26.2 Violations

RSA will investigate and respond to all reports of violations of RSA's policies. Employees are urged to report any violations of this policy to the Executive Director, Assistant Executive Director, or the Human Resources Point of Contact. A violation of this policy may result in discipline up to and including termination.

It is the policy of RSA to:

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

26.3 Definitions

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

26.4 Access to Inappropriate Material

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

26.5 Inappropriate Network Usage

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

- Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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

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

Excessive personal use of electronic systems and the distribution of personal messages by employees is prohibited. Personal software or messages shall not be installed or stored on RSA electronic equipment unless approved by a manager or higher. Likewise, employees are prohibited from bringing unauthorized electronic communications equipment to work to use with RSA-provided electronic communications equipment and/or from accessing RSA's systems with their devices without explicit permission from a manager or higher. Such prohibitions include but are not limited to any type of external computer drives (such as flash drives) to save information from computer drives, personal laptops and other wireless communications devices. Using such unauthorized equipment with RSA-provided electronic communications equipment and/or accessing RSA's systems without permission is considered to be theft of RSA's intellectual property. Employees who create an RSA profile/email account on their personal device without permission (or who refuse to delete their RSA profile/email on their personal device when asked to do so) will automatically have their device reset to factory default by RSA. This setting will delete all RSA information from their device but will also delete all personal information (including, but not limited to, apps, contacts, pictures, videos, etc.) as well.

RSA will, or reserves the right to, monitor the use of electronic systems and to review or inspect all material stored therein. No communication is guaranteed to be private or confidential.

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. RSA reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to RSA to allow access to the systems.

RSA's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic and telecommunications systems. Intimidating, harassing, vulgar, obscene, or threatening communications are prohibited, as are sexually oriented messages or images and/or messages that otherwise interfere with the job performance of fellow coworkers. Employees who receive email or other information on their computers which they believe violates this policy should immediately report this activity to their manager.

Privileged or confidential material, such as, but not limited to, trade secrets or attorney-client communications, should not be shared with nonessential parties by email, faxes, etc.

Employees should respect all copyright and other intellectual property laws. For RSA'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 RSA's own copyrights, trademarks, and brands.

Employees must be aware that electronic messages that have been erased or deleted can be retrieved by IT experts and can be used against an employee or RSA. Therefore, employees should use the electronic systems only in the appropriate manner. RSA records are public information and subject to records retention laws and Freedom of Information Act requests.

Employees should exercise care so that no personal correspondence appears to be an official communication of RSA. Only RSA may issue personalized RSA stationery and business cards. Employees may not use the RSA's address for receiving personal mail without prior approval or use RSA stationery or postage for personal letters.

A violation of this policy can result in discipline up to and including termination of employment.

RSA's computers, networks, communications systems, email, phone systems, business equipment, Internet, and other IT resources (collectively "information systems") are provided and intended for business purposes. All such information systems, and all communications and stored information transmitted through, received on, accessed on, or contained in RSA's information systems are RSA property and are to be used primarily for job-related purposes during working time. To ensure the proper use of information systems, RSA may monitor the use of these systems and equipment, and review or inspect all material stored on them from time to time.

RSA may monitor and access communications sent, received, and stored on the information systems at any time, with or without employee notice, as part of routine monitoring or in the course of an investigation triggered by indications of impropriety. No employee should have any expectation of privacy in their use of RSA's information systems. 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. Employees must only use their own passwords and may be required to disclose passwords or codes to RSA to allow access to the systems. RSA reserves the right to override personal passwords. Data stored on RSA information systems may be subject to the Illinois Freedom of Information Act (FOIA).

Non-business use of the information systems is prohibited during working time except for reasonable, incidental, and occasional personal use (e.g., "Let's meet for lunch next week") as long as it is congruent with RSA policy and does not adversely affect productivity. Any personal use of the information systems which interferes with the performance of any employee's work or burdens or compromises the effectiveness of the systems is strictly prohibited. Personal software, software outside of the standard RSA issue, email or messages shall not be installed or stored on RSA's equipment unless prior approval is obtained.

The following list provides examples of unacceptable practices for which employees will be held accountable and shall be subject to disciplinary action up to and including termination. This list is not exhaustive and should not be interpreted as such.

- Excessive use of equipment and/or resources to conduct non-RSA-related business. This includes phone calls and saving non-RSA-related documents to RSA network.
- Sending/forwarding chain letters or participating in the creation or transmission of unsolicited commercial e-mail ("spam").
- Accessing unauthorized networks, servers, email attachments, websites, drives, folders, files, or information.
- Making unauthorized copies of files or documents.
- Destroying, deleting, erasing, altering, or otherwise tampering with files or other data needed by or potentially useful to other staff member libraries and/or RSA in general.
- Disabling, defeating, or circumventing any security mechanisms, internet screening programs, security programs, or firewalls. Any employee who does so shall be subject to disciplinary action including on the spot termination.
- Deliberately or habitually propagating any virus or other code or file designed to disrupt, disable, impair, or otherwise harm either the networks or systems or those of any other individual or entity.
- Willfully creating congestion, disruption, disablement, alteration, or impairment of networks or systems. (e.g., adversely impacting internet speed by streaming videos or unplugging computer equipment.)
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages when using library information systems. Employees who receive emails or other electronic communication of this nature should immediately report this activity to their manager, RSA Executive Director, or the Library Systems Manager.
- Infringing, attempting to infringe, or aiding in any way in the infringement or attempted infringement on another person or entity's intellectual property rights or copyrights.
- Browsing, retrieving, displaying, or disseminating any offensive, inflammatory, pornographic, or inappropriate communications, including sexually and racially explicit or negative material. RSA's Non-Discrimination and Anti-Harassment Policy is applicable to all use of the information systems. Employees who receive emails or other electronic communication of this nature should immediately report this activity to their manager, RSA Executive Director, or the Library Systems Manager.
- Composing, sending, or forwarding communications which reasonably could cause another employee to feel offended, embarrassed, or harassed including any material relating to actual or perceived race, color, sex, gender, pregnancy, religion, national origin, disability, ancestry, citizenship status, age, marital status, sexual orientation, gender identity, military status, genetic information,

order of protection status, or any other characteristic protected by law.

Employees who receive emails or other electronic communication of this nature should immediately report this activity to their manager, RSA Executive Director, or the HR Point of Contact.

- Sending or forwarding any communications which are encrypted or mask or misrepresent their identity as the sender.
- Engaging in activities for personal financial gain or for commercial use or profit.
- Using equipment or other resources to promote or oppose a political issue, candidate, or a religious belief.
- Failing to properly log off or lock any secure, controlled-access computer or other form of electronic data system when left unattended.
- Posting passwords on or near a computer, especially in a public area.
- Sharing or distributing passwords to unauthorized persons.

Willful and/or recurring use of RSA's information systems, equipment, and/or resources for purposes, or in ways, which are inconsistent with the policies, guidelines, or best practices stipulated therein will subject an employee to disciplinary action, up to and including termination.

26.6 Education, Supervision and Monitoring

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

26.7 Security and Proprietary Information

- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System and user level passwords should be changed every 365 days at minimum.
- All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less.
- Employees should secure their workstations by logging off or locking ("control-alt-delete" or "windows key – l" for Windows users) when the host will be unattended.
- Because information contained on portable computers is especially vulnerable, special care should be exercised. Protect laptops in accordance with RSA security standards, including the use of system installed firewalls and other protective software.
- All hosts used by the employee that are connected to the RSA Internet/Intranet/Extranet, whether owned by the employee or RSA, shall be

continually executing approved virus-scanning software with a current virus database.

- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, malware, or spyware.

26.8 Receipt Of Fraudulent Email

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

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

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

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

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

27 Driver Safety

27.1 Business Use of Personal Vehicles

At times employees may use their personal car for business purposes only when RSA fleet vehicles are not available. Employees must first confirm fleet vehicle availability with the Assistant Executive Director or Executive Director before using a personal vehicle. Employees doing so will receive a mileage reimbursement at the IRS mileage rate in effect at the time of travel. This allowance is to compensate for the cost of gasoline, oil, depreciation, insurance, and wear and tear. In addition, employees driving on RSA's business may claim reimbursement for parking fees and tolls actually incurred. Employees are also reimbursed for mileage to attend meetings, seminars, etc. when attendance is for RSA's business purposes.

When an RSA fleet vehicle is made available for work-related travel, employees are expected to use that vehicle.

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

27.2 Use Of RSA Vehicles

RSA vehicles should be used for RSA business only. The use of RSA vehicles for business purposes must follow the procedures established for scheduling and using RSA vehicles. Use of RSA vehicles for RSA-related businesses is required when they are available.

Before operating an RSA vehicle, the employee is responsible for performing a brief safety check to ensure the vehicle is in safe working condition. This includes:

- Verifying that mirrors, seatbelts, and windshield wipers are in good working order
- Checking that no dashboard warning lights are illuminated
- Ensuring the tires appear adequately inflated and undamaged
- Confirming that the "In Case of an Accident" instruction card is located in the glove compartment

If any issues are identified, the vehicle must not be driven until the concern is resolved and reported to your manager.

27.3 Driver Qualifications

Employees may operate an RSA-owned vehicle only if they:

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

27.4 Disqualifying Driving Records

Employees whose essential job functions include driving RSA-owned vehicles are subject to a Department of Motor Vehicles background check prior to beginning employment and annually, thereafter. RSA reserves the right to run a motor vehicle report (MVR) on employees whose essential job functions don't include driving an RSA vehicle but have use of an RSA vehicle while performing work on behalf of RSA. Employees cannot operate RSA-owned vehicles if their MVR report shows:

- Three or more moving violations* in a year.
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding,

inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.

- Any combination of three or more of the above accidents and/or moving violations.
- Violations include any ticket, charge, or other law enforcement proceeding relating to these.

RSA expects the employee to notify their immediate manager (self-report) if they have a disqualifying driving record and to not operate an RSA vehicle.

27.5 General Driving Requirements

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

- Observe applicable speed limits;
- Obey all traffic rules and regulations;
- Drive defensively and anticipate driving hazards, such as bad weather and bad drivers;
- Report all ticket violations received during the operation of an RSA vehicle, or while driving a personal vehicle on RSA business; and
- Report any accidents in which they are involved to the police and their managers.
- Staff issued a ticket while driving RSA vehicles are responsible for paying for the ticket.

27.6 Safety Belts

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

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

27.7 Wireless Communications Devices Use

Employees cannot use wireless communications devices, including cell phones and text messengers, when driving RSA-owned vehicles on RSA business, except when using an electronic communication device in hands-free or voice-operated mode. Drivers who need to use a wireless communications device must pull over to a safe location before using the device.

27.8 Accidents

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

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

27.9 Discipline

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

28 Definition Of Roles

28.1 RSA’s Board of Directors

RSA is governed by an autonomous, twelve-member Board of Directors elected by RSA’s member libraries. The Board is responsible for forming policy, as well as the selection, appointment, and evaluation of the Executive Director, who administers RSA policies and manages RSA on a day-to-day basis. The Board is also responsible for monitoring the compliance of RSA with state directives and maintaining financial stability for the future of RSA. The Board specifically reserves the right to modify this handbook at any time without prior notice to employees.

28.2 Executive Director

The Executive Director is selected, appointed, and evaluated by the Board. The Executive Director is responsible for implementing the policies and decisions of the Board. They also serve as an ex-officio member of the Board, and administrative officer of RSA. The Executive Director oversees all RSA personnel matters including selection, hiring, assignment of duties, employee morale, establishing standards of service, implementation of staff development, and termination. The Executive Director is responsible for selecting, appointing, and evaluating the staff of RSA.

28.3 Other RSA Staff

RSA staff are representatives of RSA to the member libraries and, as such, will implement the mission and objectives of RSA. Employees will provide effective and comprehensive service to all member libraries of RSA within the parameters of the policies contained herein. A person who accepts a position on the staff will be given a copy of this handbook and sign an acknowledgement form.

29 FLSA employee Classifications

Each position is designated as either *nonexempt* or *exempt* according to the federal laws and regulations of the Fair Labor Standards Act (FLSA), and state wage and hour laws. Nonexempt employees are entitled to overtime pay and are under the specific provisions of federal and state wage and hour laws. Exempt employees are defined in federal and state laws, and specific provisions apply to them.

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

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

Regular part-time employees are those regularly scheduled to work and who work an average of less than 37.5 hours per week on a regular, authorized prearranged basis. Generally, they may be eligible for some of RSA's benefits package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

Temporary employees are those employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. Temporary employees usually work 37.5 hours week or less over a designated, predetermined period, usually not to exceed six months. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or nonexempt on the basis of job duties and compensation.

The above classifications are for administrative use only.

30 RSA Organizational Chart

The RSA organizational chart is available on the RSA intranet and will be updated as needed.

31 Introductory Period

1. Purpose

- a. To complete the new employee selection process by providing an orientation period of on-the-job work experience by which both the new employee and RSA may evaluate the suitability of employment on a regular basis.
2. Scope
 - a. This policy applies to all positions.
3. Policy
 - a. Introductory period of 90 days from date of hire, promotion, or transfer. With the approval of the Executive Director this introductory period may be extended.
 - b. The purpose of the introductory period is to provide the employee with a reasonable opportunity to learn the responsibilities of their job and to give RSA an opportunity to assess the employee's abilities and competence.
 - c. If RSA determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, introductory period employees will be released, or returned to their prior position, immediately. **The Introductory period is in no way a guarantee of employment, express or implied.**
4. Procedures
 - a. The direct manager will be responsible for the training and evaluation during the employee introductory period.
 - b. If an existing employee has been transferred or promoted to a new position, written performance appraisals will be conducted at the 3-month and 6-month marks. Informal coaching and feedback should be provided on a daily or as-indicated basis, with an emphasis on benchmarks at 3 and 6 months.
 - c. Upon satisfactory completion of the introductory period, employees move to full-time, regular, or general part-time status and are subject to the standard performance appraisal process.
5. If, during the introductory period, unsatisfactory performance does not improve with training and coaching, Human Resources Point of Contact and the Executive Director will be advised, and a decision will be made relative to releasing the employee from RSA.

32 New Hire Reporting

The New Hire Reporting Program is part of the federal welfare reform law and now includes increased efforts to locate absent parents who are not supporting their children. Since 1997, a nationwide employer New Hire Registry has been used to locate absent parents to enforce child support orders. New hires will be reported to the Illinois Department of Employment Security (IDES) as required.

33 Pay Periods and Procedures

Employees are paid bi-weekly (every two weeks). A pay period and payday schedule will be distributed at the beginning of each calendar year. If a payday falls on a holiday, the payday

will be on the last prior workday. Direct deposit of funds is recommended, and employees are encouraged to receive payment via this option.

RSA takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources Point of Contact so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck.

RSA will recoup overpayments pursuant to Illinois law.

33.1 Deductions From Pay

It is the policy of RSA 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 an improper deduction immediately to their manager or the Human Resources Point of Contact. 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 an improper deduction no later than the next pay period after the improper deduction is communicated to management.

34 Overtime for Nonexempt Employees

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

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

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

Nonexempt employees must have manager authorization before working over 37.5 hours in a workweek. Employees who work unauthorized time over 37.5 hours in a workweek may be disciplined up to and including termination

35 Compensatory Time for Nonexempt Employees

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

35.1 Accrual of Compensatory Time

Accrual of Compensatory Time is at the discretion of the eligible employee. Should an employee elect to receive Compensatory Time, it shall be accrued as follows:

- For each hour worked over 37.5 hours, but less than or equal to 40 hours in a given workweek, the employee shall accrue Compensatory Time at a rate of one hour of Compensatory Time for every hour worked.
- For each hour worked over 40 hours in a given workweek, the employee shall accrue Compensatory Time at a rate of one and one half (1.5) hours of Compensatory Time for every hour worked.

Eligible employees may accrue not more than 22.5 hours of compensatory time. Upon reaching this maximum accrual amount, employees will be required to be paid per the overtime policy for any hours worked over 40 in a given workweek.

35.2 Use

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

35.3 Payment on Termination

An eligible employee who is terminated, and who has accrued compensatory time, shall be paid the monetary equivalent of the accrued compensatory time using their hourly rate at the time of separation.

35.4 Records

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

35.5 Monetary Reimbursement in Lieu of Compensatory Time

Nothing herein shall prohibit RSA, at RSA's option, from freely substituting payment via monetary reimbursement, in whole or in part, for compensatory time off; and an overtime payment monetarily reimbursed does not affect subsequent granting of compensatory time in future workweeks or work periods. Monetary reimbursements to an employee for accrued compensatory time may be made at any time except for termination, such

payment shall be made pursuant to this policy. No employee shall otherwise have the right to receive, upon request, monetary reimbursement in lieu of accrued compensatory time.

36 Attendance and Punctuality

Consistent attendance and punctuality contribute to the success of RSA's business operations and are essential functions of every job. Attendance problems disrupt operations, lower productivity and create a burden for other employees. All employees of RSA 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 up to and including termination.

Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized RSA business or otherwise authorized to leave. Non-approved late arrivals, early departures or other absences from scheduled hours are disruptive and must be avoided.

If employees are unable to report for work on any particular day, they must text (preferred method of communication unless otherwise instructed) their manager at least two hours in advance or as soon as practical, before the time the employee is scheduled to begin working for that day. RSA may inquire about the general reason for an absence or tardiness. Unless extenuating circumstances exist, employees must call in on each and every day they are scheduled to work but will not report to work.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment unless the absence or tardiness is legally protected. The following types of time off will not be considered grounds for disciplinary action under this policy:

- Excused time off, including vacation and other forms of paid time off;
- Sick leave provided under a mandatory sick leave law;
- Time off due to a work-related injury that is covered by workers' compensation.

Each situation of absenteeism or tardiness will be evaluated on a case-by-case basis. Even one unexcused absence or tardiness may be considered excessive, depending upon the circumstances. However, RSA will not subject employees to disciplinary action or retaliation for an absence or for tardiness that is legally protected. An employee who believes that their absence or lateness to work is legally protected should notify their manager of this fact at the time of the absence or tardiness. Employees will not be required to reveal the nature of any underlying medical condition. If an employee believes they have been mistakenly subject to disciplinary action for an absence or for tardiness that the employee believes is legally protected, the employee should promptly discuss the matter with their manager, or the Human Resources Point of Contact.

If employees fail to report for work without any notification to their manager and their absence continues for a period of three days, RSA will consider the employee to have abandoned and voluntarily terminated their employment.

37 Meal Breaks

37.1 Hours of Work and Meal and Rest Breaks

Department managers shall determine and establish a daily and weekly schedule of normal work hours necessary to provide services. The schedule may be temporarily changed to meet emergencies or other defined needs. It is the personal responsibility of each employee to be at his/her workstation and fully prepared to begin work at the time the scheduled work hours begin. Employees are not permitted to alter work hours without the permission of the manager. 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 manager.

An employee who works 7 1/2 continuous hours or more shall be provided with an unpaid meal period of at least 20 minutes and two 15-minute paid breaks. Employees may schedule their own meal/break periods as long as meal/break periods are staggered to ensure department coverage. The meal period must be taken no later than five hours after beginning work.

During the break, employees will be relieved of all duties. Reasonable time using restroom facilities will not be considered a meal period.

38 Time Sheets

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

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

39 On-Call Pay

RSA employees may be required to serve on-call to provide necessary services to member libraries. On-call pay will be awarded to nonexempt employees who are called back to work outside their normal work schedules consistent with this policy.

39.1 Definitions

- On-call duty is defined as an unscheduled request to return to work for emergency purposes outside of an employee's regular work schedule. Such requests may be made by a manager, or by member libraries needing emergency support for critical RSA-provided services (e.g., system down, can't connect, and other emergency support).
- An employee is considered on-call when the employee is assigned on-call duty and is available to respond by telephone or email to the end user's request for assistance. On-call duties may include travelling to the worksite, providing

remote assistance to member libraries or RSA employees, answering questions, consulting with a manager, contacting 3rd party vendors, or any other on-call related matters.

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

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

39.2 Eligibility for Compensation

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

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

39.3 Compliance

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 RSA member libraries. Any employee who is, or becomes, unable to meet their on-call obligation shall immediately notify their manager.

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

39.4 Duty Schedule

The Library Systems Manager will publish the on-call duty schedule at least one month in advance. Employees wishing to exchange scheduled on-call time are responsible for finding a replacement or making a trade. The appropriate manager must approve trades. If an employee is unable to locate a replacement, the prescheduled on-call duty stands.

39.5 On-Call and Leave Events

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

Exempt employees are not eligible for on-call pay.

40 Remote Work

RSA supports remote work opportunities when they align with organizational needs and contributes to employee productivity and well-being. Remote work is a flexible work arrangement, not a guaranteed benefit or employee entitlement. Approval of remote work is based on business needs, job responsibilities, and individual performance.

An employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the remote work program. Remote working employees must comply with all RSA policies, procedures, and expectations.

40.1 Purpose

Remote work offers employees more opportunities for work-life balance when it is advantageous to both RSA and the employee. Remote work may help some employees balance the demands of their work and personal lives. Remote work can also be beneficial to some staff to allow for focused work on projects. Remote work is always considered in balance with how the work is best accomplished, it is not an employee's right.

40.2 Eligibility

The opportunity to remote work must be approved by the employee's manager, who is responsible for decisions to continue, modify, or discontinue the opportunity, following appropriate notification (a minimum of two weeks' notice) to the employee.

Discontinuation of remote work due to disciplinary reasons may be made with immediate effect. The decision to allow an employee to work remotely will be made in consultation with the Executive Director and the Human Resources Point of Contact.

RSA recognizes the difference between regularly occurring remote work and remote work that may happen on a very intermittent or emergency basis due to factors outside of the control of the organization. Every effort will be made to give notice to employees in case a pivot to remote work is required.

Selection of employees to participate in RSA remote work program shall be based on specific, written, work-related criteria including:

- Assessing the scope of the work;
- Nature of job duties;
- Need for in-person collaboration;
- Technology requirements;
- Operational needs and/or availability of other qualified employees on site
- Employee's past performance and conduct; and
- To be considered for remote working, an employee must be able to communicate effectively, work independently, and demonstrate excellent productivity and time management. The resources that an employee needs to do his/her job must be easily transportable or available electronically.

Eligibility and suitability of employees to participate in the remote work program will vary among departments, depending on the function and responsibilities of the employee. An employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the remote work program.

Remote working employees must comply with all organizational rules, policies, and procedures. Remote work agreements may be discontinued at any time or can be terminated immediately for performance issues, missing assigned deadlines, poor communications, or other issues.

Remote work is not a substitute for child or elder care. employees must have appropriate dependent care arrangements during working hours.

40.3 Application Process

Employees must complete a Remote Work Agreement before beginning a remote work arrangement.

- Initial remote work arrangements will be subject to a three-month trial period.
- Either RSA or the employee may end the arrangement at any time, with reasonable notice where possible.

40.4 Schedules and Hours

Remote work hours may be different from office work hours; however, remote workers and their managers must agree on designated work hours. A regular schedule must be established by the remote worker and approved by his/her manager. Employees are expected to work scheduled hours that include the hours of 10 a.m. to 3 p.m. Monday through Friday. The amount of time the remote worker is expected to work per day or per pay period will not change due to participation in the remote work program. Remote hourly workers should get advance permission in writing from their manager before working any hours beyond their designated work hours or changing or "flexing" their work hours.

Employees are expected to work on-site during their onboarding period or as required by management, even if colleagues have approved remote schedules.

If an employee takes leave during an in-office workday, they are expected to complete the hours before and after the leave in the office unless otherwise approved.

Employees must communicate with their manager about any travel concurrent with remote work. RSA employees are expected to maintain a regular residence within the state of Illinois unless an agreement has been reached in writing with the Executive Director and Human Resources Point of Contact. Approvals for out-of-state residency of RSA employees will be managed on a case-by-case basis. Remote workers must keep their manager and Human Resources Point of Contact notified of any changes to their home/remote contact information.

Managers retain the right to require a remote worker to return to the office on a regularly scheduled remote workday should work situations warrant such an action. If a remote worker is frequently required to return to the office during regularly scheduled remote workdays, the manager may re-evaluate the compatibility of the remote worker's job responsibilities with respect to remote working, or the specific remote work schedule. The remote worker's manager may set other performance standards and expectations for remote work.

Remote workers are required to account for all time worked in accordance with RSA's current timekeeping policies. It is the remote worker's responsibility to submit an accurate accounting of hours worked in a timely manner. If a remote worker is sick while working at home or uses other time off, the remote worker must report hours worked on his/her timesheet and use relevant paid leave for the remainder of the hours. RSA policy will be followed for all absences. Remote workers are responsible for keeping and submitting accurate records of their work hours.

40.5 Workspace

Remote workers must maintain a safe, professional, and ergonomic work environment. The remote worker's off-site workspace should provide an adequate work area, lighting, power, temperature control, and a reliable internet connection (minimum speed of 20MBs download and 5MBs upload per person using the internet). Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work.

Employees who are approved to work remotely are covered under RSA's workers' compensation insurance for work-related injuries that occur during designated work hours while performing work tasks.

To ensure compliance and timely reporting, employees must:

- Immediately report any work-related injury that occurs while working remotely to their manager or the Human Resources Point of Contact, no later than the end of the same workday the injury occurs.

- Provide a detailed description of the injury, including the date, time, location within the home, and the work activity being performed at the time of injury.
- Cooperate fully with any investigation into the incident.

Employees are responsible for:

- Maintaining homeowner/renter insurance
- Any increased home utility costs
- Securing confidential information

Federal and state statutory abstracts will be posted at RSA's office location and on RSA's intranet in lieu of posting them in the employee's home/remote office. Remote workers should review these notices while on RSA premises.

Remote workers should consult their attorneys, tax advisors, or accountants regarding any legal or tax implications attendant to working at their home or alternative site.

40.6 Equipment and Supplies

Remote workers may use RSA-owned equipment at their off-site workspace with the prior approval of their manager, provided that the equipment will be used for RSA work only and will not impede the work of employees working at RSA office.

RSA typically supplies one laptop, two monitors, and one docking station, along with any necessary peripheral equipment, to each employee. The worker may choose to transport some equipment in addition to the laptop between home and the office for daily use. In some cases, remote workers may use their own equipment, with prior authorization from RSA, provided that no cost is incurred by RSA and other RSA procedures are followed.

Office supplies will be provided by RSA and should be obtained during the remote worker's in-office work period. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed. Remote workers are responsible for all supplies, equipment, and/or materials provided by RSA. All items remain property of RSA and may not be used for personal or other than RSA use. Employees will not be reimbursed for any expenses associated with work supplies or equipment without prior authorization from RSA.

Remote workers must take appropriate action to protect organization-provided equipment from damage or theft. RSA equipment must be returned to RSA when an employee terminates or discontinues the remote work arrangement. In the case where a remote worker has been authorized to use their own equipment, the repair and maintenance of employee-owned equipment is the responsibility of the remote worker.

40.7 Employee Access and Availability

Remote workers must be available by phone, chat, and-mail during scheduled hours, except for their scheduled lunch period, breaks, or for work functions like training sessions, when they may be unavailable during a period of time. Regular clear communication with managers or team members is key for access and availability. Managers will establish that employees are required to check for email messages at least

once every two hours and are available via phone or chat within 10 minutes of contact outside of work functions like training sessions.

40.8 Security and Confidentiality

It is the responsibility of the remote worker to take all precautions necessary to secure confidential information and to prevent unauthorized access. The remote worker is required to observe all office security practices when working outside RSA's office to ensure the integrity and confidentiality of information. Steps to ensure the protection of proprietary information include, but are not limited to, use of locked file cabinets and desks; regular password maintenance; and any other steps appropriate for the job and the environment. RSA may require the use of a Virtual Private Network (VPN) to access files remotely, or via other approved methods that provide enhanced security for the transfer of files to and from the shared network.

40.9 Income Tax

It will be the remote worker's responsibility to determine any income tax implications of maintaining a home office area. RSA will not provide tax guidance, nor will RSA assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

40.10 Evaluation

Remote workers will be required to participate in all studies, surveys, training, inquiries, reports, and analyses relating to this program. No employee will be terminated because of working remotely.

Failure to comply with the Terms and Conditions of the Remote Work Policy may be cause for disciplinary action and/or termination of the agreement or termination of employment.

41 Travel and Business Expense Reimbursement

41.1 Travel

Employees are encouraged to attend professional meetings and participate in professional activities. RSA'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. It is RSA's practice to reimburse employees for reasonable and necessary expenses incurred during the period they are employed by RSA in connection with travel and other business on behalf of the organization, subject to the guidelines and procedures set out in this policy.

41.2 Prior Approval

- No travel or activity involving reimbursement of expenses or use of regular work hours will be undertaken by any employee without the prior approval of the Executive Director.

- The Executive Director will make the selection of employees to attend specific conferences, workshops, and meetings.

41.3 Reimbursable Expenses

Employees shall be reimbursed for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer, including the following.

41.3.1 Registration Fees

Fees required for pre-approved attendance at RSA-related activities, such as conferences, meetings, and workshops and at other job-related organizations or civic meetings, such as the Chamber of Commerce, shall be fully paid by RSA.

41.3.2 Transportation

- Round trip transportation by the most convenient and/or economical means will be determined by the Executive Director or his or her designee.
- 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, but not to exceed the cost of round-trip airfare to the destination.
- All parking and toll charges incurred while traveling on authorized RSA business or while attending approved professional activities or meetings will be reimbursed. No reimbursement will be made, however, if mileage, parking and toll charges apply to travel by private auto exceed the cost of round-trip airfare to the destination.

41.3.3 Lodging and Meals

- 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.
- The rate allowed will depend upon location, time of year and other local conditions.
- Per diem reimbursement guidelines establish a not-to-exceed expense and will be made only when travel requires an overnight stay and absence away from home of at least 24 hours. Employees must submit all individual receipts for expenses associated with travel with daily total reimbursement not exceeding per diem rate. Reimbursement will be for actual expenses as documented with receipts.
- The number of days per diem allowed will be established by the Executive Director before travel begins, and reimbursement will not exceed the amount authorized.

- Single meals which do not involve an overnight stay will be reimbursed in the amount actually paid by the employee including reasonable gratuities, not to exceed U.S. General Services Administration guidelines.
- Registration fees required for attendance at conferences and workshops or at other related organizational or civic meetings will be fully paid by RSA.
- Hotels will not be reimbursed for conferences taking place in the Greater Peoria area unless specifically authorized by the Executive Director.

41.4 Records And Receipts

Where appropriate and with the approval of the Executive Director, RSA 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, travel and activity expenses will be reimbursed by check or charged to an RSA issued credit card.

- The employee should keep a written record of mileage by private auto.
- Reimbursable expenses involved in authorized travel or attendance at professional activities will be paid only upon presentation of proper evidence that the trip has actually been performed or the activity actually attended.
- Valid documentation for expenses incurred as a result of commercial transportation, registration fees, room rental and meals will be required.

41.5 Non-Reimbursable Expenses

RSA's policy is to reimburse its staff for all reasonable and necessary expenses incurred on behalf of RSA. 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:

- Any travel, hotel and meal costs incurred by immediate family member libraries accompanying RSA representative on official RSA business.
- If personal travel is combined with business travel, any additional expenses related to personal travel.
- Expenses, such as cleaning, personal care products, personal entertainment, health and fitness services, airline insurance, barber, shoeshine, coat check, and alcohol.

41.6 Failure to Attend

Whenever possible, reservations for travel should be made for refundable tickets, rooms, etc. Regardless of the type of ticket or reservation, the employee is responsible for payment should they cancel their attendance.

The Executive Director must approve all exceptions.

41.7 Non-Travel Expense Reimbursement

Reimbursement non-travel expenses may include:

- Office supplies and materials essential for job functions
- Work-related software subscriptions or licenses
- Professional development courses or training materials.

All expenses must have a clear business purpose and receive prior approval from your manager.

41.8 Reimbursement Request

1. Employee must complete the RSA reimbursement form, ensuring all fields are completed.
2. Attach all necessary documentation including receipts, invoices, and approval evidence.
3. Submit for approval to your immediate manager.
4. Once approved by the Executive Director the reimbursement will be processed for payment.
5. Reimbursement request must be submitted within 30 days of incurring the expense.

42 Job Performance

42.1 Performance Reviews/Salary Increases

RSA management philosophy is that regular discussions between managers and staff will help ensure that all employees' performance will be excellent. Regular discussions, written or verbal, about project work, goal achievement and any job problems are expected of all RSA staff. Official performance evaluations are scheduled annually for the month of the employee's start date in RSA. In the case of performance problems, more frequent reviews may be conducted.

Salary increases are generally determined annually during the budget process. The budget, which contains these salary increases, is then approved by the RSA board before the increases are granted. A favorable performance evaluation does not guarantee an increase in compensation.

42.2 Performance Evaluation

Performance evaluations of full and part-time staff shall regularly be conducted on an annual basis on or about the anniversary of the employee's date of hire. Performance evaluations shall occur at greater frequency than required during any re-evaluation period.

Performance evaluations are intended to provide employees with an assessment of the strengths and weaknesses of their performance in fulfilling their job requirements, to discuss future professional aims, and to set performance goals for the next year. At least one meeting between the immediate manager and the employee will be held to discuss the evaluation.

At the performance meeting the evaluation shall be signed by the employee and dated. Signature by the employee indicates the employee has read the evaluation but does not

necessarily indicate agreement with the manager's assessment. After the employee has received their performance evaluation and has had the opportunity for a written response, the document shall then be referred to all relevant managers and the Executive Director for review and signature before being placed in the employee's personnel file.

The Board may or may not elect to employ the procedure noted above for performance evaluation of the Executive Director.

43 Promotions, Lateral Moves, and Reassignments

43.1 Promotions

When vacancies occur or new positions are established, current employees will be given consideration for promotion to higher paid classifications if they have the necessary qualifications. However, RSA always reserves the right to consider and fill a position with outside candidate(s) at its discretion. The internal candidate's status as a current employee shall never be used to adversely affect their application nor may a manager petition for the internal applicant to be passed over due to the importance of their current position.

43.2 Lateral Moves

An employee who assumes a new position in the same salary schedule classification but in a different area of RSA shall receive no monetary increase in the new position.

43.3 To a Lower Grade

An employee who voluntarily assumes a new position at a lower salary schedule classification than the one currently held, may retain the current salary rate upon approval of the Executive Director only if that rate is within the range of salary scale for that lower grade position. If the salary of the employee seeking a lower grade position is already higher than the highest point in the lower grade salary scale, the rate shall be reduced by an amount sufficient to fall into the top of scale for the new position.

An employee who is demoted to a lower salary schedule classification than the one currently held, will have their salary rate reduced to the mid-point range of salary scale for that lower grade position. If the salary of the employee demoted to a lower grade position is lower than the mid-point in the lower grade salary scale, their current rate shall be reduced by an amount sufficient to reflect the reduction in duties but not below the lowest point of the scale for the new position.

44 Safety

Establishment and maintenance of a safe work environment are shared responsibilities of RSA and employees at all levels of RSA. RSA 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 termination.

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

All accidents, especially those that result in injury, must be reported immediately to the nearest available manager, 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 termination.

If you are disabled and would need special assistance during an emergency, please inform your manager and/or the Executive Director.

45 Visitors

RSA welcomes visits of short duration by friends, children, or other relatives at the employee's work site. An employee should always accompany visitors. Employees will be notified if visits become too frequent or disruptive to fellow employees.

46 Workers' Compensation

When work-related accidents, injuries or illnesses occur, employees may be eligible for workers' compensation insurance benefits. RSA provides a comprehensive workers' compensation insurance program at no cost to employees and in accordance with applicable state law. This program covers most injuries or illnesses, sustained in the course of employment, which require medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits or if the employee is hospitalized, treatment as soon as possible.

46.1 Reporting Work-Related Injury or Illness

Employees who sustain a work-related injury or illness should inform their manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

46.2 Leaves of Absence/Accommodation

Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the RSA's leaves of absence or reasonable accommodation policies. Employees should consult with the Human Resources Point of Contact for additional information.

46.3 Return to Work

Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a health care provider confirming the employee's ability to return to work.

46.4 Fraud

RSA will notify the workers' compensation insurance company if we have reason to believe an employee has supplied false or misleading information in connection with a claim and/or has filed a fraudulent claim. Workers' Compensation fraud is a crime and may also be grounds for disciplinary action, up to and including termination of employment.

47 Transitional Duty Program

RSA is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Transitional Duty Program for employees who have sustained injuries arising out of and in the course of their employment with their respective work-related injuries. We feel that a Transitional Duty Program is mutually beneficial and may aid in the employee's recovery.

47.1 Purpose

The purpose of the Transitional Duty Program is to provide a temporary modified work assignment to the employees with injuries arising in the course of their employment with RSA when feasible, available, and applicable. The feasibility of Transitional Duty will be determined at the sole discretion of RSA.

47.2 Eligibility

This program applies to employees who have been injured in the course of their employment and are medically cleared to return to work with temporary restrictions.

47.3 Basic program requirements

1. Employees who are injured must report the injury to their manager as soon as possible and follow the Workers' Compensation reporting procedures.
2. RSA will work, where possible, to identify temporary modified work (also known as transitional duty) that meets the employee's medical restrictions.
3. Transitional duty assignments are temporary in nature and will be reviewed periodically.
4. The employee may be assigned duties within their regular department or in another department, depending on business needs and medical restrictions. The Human Resource Point of Contact will provide the employee with a description of the expected assigned duties.
5. The employee must provide medical documentation from their treating physician, specifying work restrictions and capabilities.

6. Updates may be requested periodically to determine continued eligibility for transitional duty.
7. Employees participating in transitional duty assignments will be compensated at their regular rate of pay, unless otherwise specified under Workers' Compensation guidelines.

47.4 Duration of Transitional Duty

1. Transitional duty assignments are intended to be temporary and generally will not exceed 90 days.
2. Extensions beyond 90 days may be considered on a case-by-case basis in consultation with the employee, medical provider, and the Executive Director.

47.5 Program Limitations

1. RSA may not always be able to accommodate all restrictions.
2. If no appropriate transitional duty is available, the employee may remain on leave until they are medically cleared to return to full duty.

47.6 Policy Compliance

Failure to cooperate with the Transitional Duty Program may impact the employees' Workers' Compensation benefits and could result in disciplinary action, up to and including termination.

48 Time Off and Leaves of Absence

RSA recognizes that employees benefit from time away from work for a variety of reasons - all of which contribute towards a positive work-life balance for RSA employees. Therefore, RSA provides time off - both paid and unpaid - to eligible employees for the following situations:

- Paid Time Off;
- Holidays;
- Military Leave;
- Domestic, Sexual or Gender Violence Victim Leave;
- Jury and Witness Duty Leave;
- Time Off to Vote;
- Emergency Responder Leave;
- Blood Donor Leave; and
- Personal Leave.

49 Vacation Time

Because RSA recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, RSA provides paid vacation time, which accrues

on a bi-weekly basis (every pay period). The rate at which employees accrue vacation depends on their length of service as of their anniversary date.

Vacation time will not accrue during any unpaid leave of absence of 10 days or more.

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

Length of service	Total Annual Vacation	Per Pay Period
0-less than 6 years	15 days/112.5 hours	4.33
6 years	16 days/120.0 hours	4.62
7 years	17 days/127.5 hours	4.90
8 years	18 days/135.0 hours	5.19
9 years	19 days/142.5 hours	5.48
10 years or more	20 days/150.0 hours	5.77

49.1 Part-Time Proration

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

49.2 Vacation Scheduling

Vacation may be taken in a minimum of 30-minute increments and may not exceed a maximum of seven and a half (7.5) hours per day/37.5 hours per week for full time or average hours worked per day/week for part time. Requests for vacation should be made at least fourteen (14) days in advance. An employee's vacation schedule will reflect, as nearly as possible, his/her/their personal preference for vacation time. However, no request for a vacation will be approved when the effect would be to leave RSA without adequate personnel to perform the required services during any working period. When the absence of several employees during the same period of time would jeopardize operations, the employee who first requested the time off will typically be given priority. If employees requested time off at approximately the same time, the employee with seniority will typically be given priority.

Employees are encouraged to take their vacation in the calendar year of eligibility. However, employees may carry over to a new calendar year no more than 37.5 hours of

vacation time as of December 30. Any additional hours over 37.5 will be lost, and the employee will not receive payment for these hours.

50 Sick Leave

Paid sick leave 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 are also acceptable reasons for taking sick leave. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination.

50.1 Qualifying Family Member

Qualifying family members are the employee's child (including stepchild or foster child), spouse, sibling, parent or stepparent, mother-in-law, father-in-law, grandchild, grandparent, stepparent or domestic partner.

50.2 Sick leave accrual

Full-time employees accrue one sick day per month. 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 $\frac{3}{5}$ of what a full-time employee is entitled to (i.e., 12 days per year $\times \frac{3}{5} = 7.2$ days).

Employees may accrue a maximum of 90 days of sick leave (675 hours). Sick leave will not be paid out upon employment termination.

50.3 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.

50.4 Notice of Absence

Notice must be provided in accordance with the Attendance and Punctuality Policy.

50.5 Proof of Need for Absence

An employee using sick leave for more than three business days in a row or if there is a pattern of absence will normally be required to produce a note from a health care practitioner. The note should certify that the employee was unable to work for health reasons and is fit to return to duty or that the employee's assistance was needed to care

for a qualifying individual as defined in this manual. Employees may also be required to provide such a note when abuse of sick leave privileges is suspected and/or when RSA has reason to believe that the employee may not be able to perform their essential job functions due to a health-related reason.

50.6 Confidentiality of Medical Information

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

51 Communicable Diseases

RSA's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. RSA may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH) and local health departments.

RSA will not discriminate against any job applicant or employee based on the individual having a communicable disease. RSA reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

RSA will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure sufficient safeguards to maintain the personal confidence of persons who have communicable diseases.

Additional procedures may be developed as necessary in adherence with the recommendations of the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH) and local health departments.

52 Paid Leave for All Workers Act

RSA provides eligible employees with paid leave in compliance with the Illinois Paid Leave for All Workers Act (PLAWA).

52.1 Eligibility

All employees working in Illinois for RSA are eligible to receive PLAWA leave under this policy.

52.2 Annual Grant of Leave

Full-Time Employees

RSA provides full-time employees an annual grant of up to 40 hours of PLAWA leave at the beginning of each calendar year.

Full-time employees who become eligible for PLAWA leave under this policy after the start of the calendar year, RSA will grant a prorated amount of paid leave, up to a maximum of 40 hours, on their first calendar date of employment with RSA or on their date of eligibility, based upon the amount of paid leave that the employee would otherwise be expected to accrue during the benefit year.

PLAWA leave that remains unused at the end of a benefit year will be lost and will not carry over from one year to the next.

Part-Time Employees

All part-time and temporary employees will earn PLAWA leave on an accrual basis of one (1) hour of PLAWA time for every 40 hours worked, up to a maximum of 40 hours total.

52.3 Using Leave

New employees cannot use paid leave until their 90th calendar day of employment with RSA. After that, employees may use paid leave when granted.

Paid leave may be used for any reason of the employee's choosing, so long as such use is in accordance with this policy and applicable law. However, employees are not required to provide RSA with a reason for their absence.

Employees may use a maximum of 40 hours of paid leave per calendar year.

Employees must use paid leave in an initial increment of at least one hour per day, to cover all or part of a workday.

To the extent allowed by applicable law, RSA reserves the right to require the use of paid leave during an absence from work.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid leave.

52.4 Notice Required

If the need to use paid leave is foreseeable, such as for planned vacations and prescheduled medical appointments, employees must provide at least fourteen calendar days' advance notice of an absence from work to their manager. If the need to use paid

leave is unforeseeable, employees must provide notice to their manager as soon as practicable after the employee is aware of the need for leave.

Employees may provide notice to their manager by calling or sending a text.

When notifying RSA of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

An employee's request for paid leave may be denied in order to meet the RSA's operational needs for the requested time period for reasons such as:

- Maintaining minimum staffing thresholds to perform required services during any working period.
- Accommodating other employees' leave and time off requests, especially during holidays or the end of the year; or
- Meeting service expectations and deadlines

In all circumstances, employees are responsible for specifying that they are requesting to use paid leave to cover their absence (as opposed to, for example, vacation), so that the absence may be designated accordingly.

52.5 Separation From Employment and Rehire

RSA does not pay employees for unused PLAWA leave at any time, including upon separation from employment for any reason.

If an employee's employment with RSA ends and the employee is rehired within 12 months of employment ending, the employee's previously unused paid PLAWA leave balance will be reinstated and made available for use in accordance with applicable law.

52.6 No Discrimination or Retaliation

If the use of PLAWA leave complies with the requirements of this policy and applicable law, RSA will not count employees' use of paid leave as an absence or "occurrence" under any RSA attendance policy. Therefore, any such use of paid leave will not lead to or result in discipline, demotion, suspension, or termination.

RSA will not retaliate or discriminate against any employee for requesting or using paid leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights or supporting someone else's rights under the law.

53 Personal Leave of Absence

Once an employee has exhausted all available paid time off, any further request for leave for personal reasons must be made in writing and subject to approval by the Executive Director.

Approval for additional unpaid personal leave is at the sole discretion of RSA, based on operational needs.

If an employee is unable to return to work after exhausting all paid time off and any approved unpaid leave, employment will normally result in immediate termination.

Occasionally, for personal or other reasons, you may need to apply for unpaid personal leave of absence when you do not qualify for leave under another RSA's policy. Under these circumstances, you may qualify for a leave of absence. This leave of absence may be granted for up to 6 weeks. Extensions may be granted at the discretion of the Executive Director.

You must apply in writing for this leave of absence and submit your request to your manager. 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 RSA. The granting of a leave of absence, and the terms and conditions surrounding the leave of absence, are at the sole discretion of RSA. While RSA will make every effort to reinstate the employee to their previous position, there are no guarantees.

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

Requests for an extension of a general leave of absence should be submitted in writing at least 3 working days prior to the end of the leave of absence to your manager, Human Resources Point of Contact, and Executive Director.

54 Holidays

RSA observes the following holidays and will be closed:

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

Holidays falling on Saturday will be observed on the preceding Friday. Holidays falling on Sunday will be observed the following Monday. The current year dates upon which the above holidays are being observed are listed on the RSA's webpage, under "About" and then "Hours and Holidays."

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

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

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

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

55 Inclement Weather

When making decisions about closing during serious weather situations, RSA's priorities are ensuring continuity of service to member libraries and staff safety. Generally, RSA will not close during bad weather unless conditions are so extraordinarily adverse as to constitute a threat to human safety. RAILS may close the East Peoria building or RSA may decide to send staff home early or inform staff prior to the start of the day to work from home. The Executive Director will make determinations in consultation with the Assistant Executive Director.

If RSA's office is closed due to inclement weather, RSA staff with a signed Remote Work Agreement will work a regular shift from home. If the employee does have their RSA issued laptop with them and cannot perform work, they will need to use accrued paid time off to cover their normal work hours. Nonexempt employees without Remote Work Agreements will be given paid time off for the duration of the closure.

When RSA is open, but an employee is unable to report to work because of hazardous or severe weather, the employee should report any delay or absence to his or her manager at the earliest possible time. Employees will be required to use accrued paid time off on days when RSA is open, but the employee does not report to work because of inclement weather. For employees that do not have paid time off available, nonexempt employees will be paid only for time worked and exempt employees will not be paid for full-day absences. If the office remains open, employees must make a reasonable effort to report to work as scheduled.

If there is an emergency at a remote worker's site, such as a power outage, the remote worker will notify their manager as soon as possible. The remote worker may be reassigned to the primary work site or an alternate work site or may choose to use accrued paid time off for the time they are unable to work.

56 Funeral/Bereavement Leave

Employees will be granted up to three days of regularly scheduled work hours of paid bereavement leave due to the death of an immediate family member. “Immediate family member” is defined as the employee’s child (including stepchild or foster child), spouse or domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and stepparent.

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 RSA, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, RSA may require an employee seeking leave under this policy to verify the death of the member of the immediate family and/or the employee's relationship to the member of the immediate family.

57 Military Leave

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

58 Domestic, Sexual or Gender Violence Victim Leave / Victims’ Economic Security and Safety Act

Eligible employees may use unpaid Victims’ Economic Security and Safety Act (VESSA) leave for up to four (4) weeks in a 12-month period for any one or more of the following reasons:

1. 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
2. Obtaining services from a victim services organization for the employee or the employee’s family or household member; or
3. Obtaining psychological or other counseling for the employee or the employee’s family or household member; or
4. 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

5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
6. If the employee is a victim of domestic, sexual or gender violence, seeking medical help, legal assistance, counseling, safety planning, or other assistance.

58.1 Definitions

1. "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.
2. "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 child, and persons jointly residing in the same household;
3. "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.
4. "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.
5. "Domestic or sexual violence" means domestic violence, sexual assault, or stalking.

58.2 Coverage and Eligibility

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

58.3 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.

58.4 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.

58.5 Notice Requirement

An employee is required to give 48 hours' notice to RSA 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.

58.6 Certification

1. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
2. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
 - a. Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance in addressing domestic or sexual violence and/or its effects;
 - b. A police or court record; or
 - c. Other corroborating evidence.
3. 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.

58.7 Effect on Benefits

During an approved VESSA leave, RSA will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, RSA 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 RSA for the cost of the premiums paid by RSA 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.

58.8 Job Protection

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

58.9 Reasonable Accommodations

RSA 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 RSA.

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 reasonable accommodation pursuant to this policy, you should contact the Human Resources Point of Contact.

59 Jury Duty Leave

Employees will be granted leave to serve on a jury. RSA will grant paid time off for up to four weeks of regularly scheduled work hours to any employee summoned for jury duty. Any remaining time required for jury service may be unpaid. Any employee summoned for jury duty should provide a manager with as much notice as possible. Employees requesting and/or returning from jury duty leave will be required to provide copies of their jury duty checks for verification of jury duty service and payroll processing. Employees may keep their juror pay.

60 Witness Leave

Employees who witness a crime will be allowed time off from work for the purpose of responding to a subpoena to attend a criminal proceeding relating to that crime. Leave under this policy will be unpaid except that exempt employees will not incur any reduction in pay for a partial week absence.

Employees who are victims of domestic, sexual or gender violence or any criminal violence, or whose family member is such a victim, will also be allowed time off in connection with related court proceedings in accordance with the Company's Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence policy.

61 Time Off to Vote

An employee may be permitted two hours of paid leave to vote in a local, 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 manager of your plans no later than the day before the election. Proof of attendance at the polls may be required.

62 Emergency Responder Leave

Employees who are volunteer emergency workers will be allowed time off when needed to respond to an emergency call. For purposes of this policy, "volunteer emergency workers" include volunteer firefighters, emergency medical technicians, ambulance drivers and attendants, first responders, volunteers under the Illinois Emergency Management Agency Act and auxiliary public safety officials. Employees will not be terminated for being late to or absent from work for this purpose. RSA also will not discipline employees who are volunteer emergency workers because they respond to an emergency call or emergency text message requesting their volunteer emergency medical services or firefighter services during work hours.

Employees must make a reasonable effort to notify RSA of an emergency call. Upon return, RSA may require that employees provide a written statement certifying that they were responding to an emergency.

Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law.

63 School Visitation Leave

Eligible employees who are the parent or legal guardian of a child (including a biological, adopted, foster or stepchild) enrolled in a public or private primary or secondary school located in Illinois or a state that shares a common border with Illinois may take time off to attend certain academic activities related to their child. Eligible employees are those who have worked for RSA for at least six consecutive months immediately preceding the leave request and who have worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

Employees will not be permitted to take leave under this policy unless they have first exhausted all accrued vacation and other appropriate leave (not including sick leave). Employees are also required to submit a written request for leave at least seven days in advance in nonemergency situations, and, in emergency situations, 24 hours in advance.

Eligible employees will be allowed up to eight hours of leave during any school year to attend school conferences, behavioral meetings or academic meetings related to the employee's child if those conferences or meetings cannot be scheduled outside of work hours. No more than four hours of leave may be taken on any single day. Employees must consult with their manager to schedule the leave so as not to unduly disrupt RSA's business operations. Time off under this policy will be unpaid except that exempt employees will be paid when required by applicable law.

Employees must provide verification of the academic activity from the school within two working days of the school visit. The verification should include the time and date of the employee's visit. For employees who fail to submit the verification in a timely manner, the absence may be treated as unexcused.

RSA will allow, but not require, nonexempt employees to make up the number of hours taken for the leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Exempt employees may be required to make up the leave hours within the same pay period.

RSA will not terminate or otherwise discriminate against employees who take leave in accordance with this policy.

64 Blood Donor Leave

Upon request, eligible employees will be allowed paid leave to donate an organ or to donate, or attempt to donate, blood.

"Eligible employees" are full-time employees who have been employed by RSA for six months or longer and have obtained RSA approval for the time off.

For blood donation, an eligible employee can use up to one hour of paid leave to donate, or attempt to donate, blood every 56 days.

Employees who attempt to donate blood but are unsuccessful (as determined by the blood bank) will still be charged the blood donor leave.

For organ donation, eligible employees will be allowed up to 10 days of leave in any 12-month period to serve as an organ donor.

Employees will not be required to use accrued or future vacation or sick leave while taking time off to donate blood or an organ.

Employees who have questions regarding this policy or who feel they have been wrongfully charged leave, denied leave, or denied pay for leave under this policy should promptly notify their manager or the Human Resources Point of Contact.

65 Benefits And Services

65.1 Employee Benefits

Eligible employees of RSA are provided with a wide range of benefits. Detailed descriptions of benefits are available from the Human Resources Point of Contact.

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

65.2 Insurance

RSA offers health insurance benefits to full-time and part-time employees. RSA will pay the majority of the premium for employee-only coverage for full-time employees. Part-time employees who are normally scheduled to work at least 20 hours per week are eligible for dental and vision insurance benefits after one year of service, at their own expense. Family members may also be eligible to participate in the plan. Should an employee choose to

participate in the plan, the employee's portion of the premium will automatically be deducted from the employee's paycheck. The Human Resources Point of Contact will provide specific enrollment, cost, and plan information when an employee becomes eligible to participate.

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

65.3 Employee Assistance Program

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

65.4 Educational Benefits

RSA educational benefits program is contingent on annual funding. Contact the Executive Director for details.

65.4.1 Requirements for Approval

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

- Provide evidence of admission to the certificate/degree program.
- Apply to their manager and obtain approval for the class in order to be reimbursed.
- Be full-time working 37.5 hours per week to receive the maximum allowable reimbursement. Benefits are prorated for employees working 20 or more hours per week based on their budgeted hours.
- Be employed for at least one year prior to application for educational benefits.
- Must have received a satisfactory performance review.
- The class must be related to the applicant's job or a required/core class as part of a certificate/degree program related to the applicant's job.
- Registering for a class does not ensure reimbursement under this program.

65.4.2 Reimbursement

- The amount of the reimbursement is contingent on the number of approved applicants.
- Incomplete classes will not be reimbursed.
- Reimbursement will not exceed 50% of the cost of class tuition.
- Reimbursement amounts will be prorated for part-time employees.

- The employee will not be reimbursed for a class that was previously reimbursed.
- Enrollment in classes or certificate/degree programs and tuition reimbursement by RSA are not a guarantee of a job change, promotion or salary increase.
- Reimbursement will be made to the employee after providing verification that they have successfully completed a class with a B average or above or earned a pass for a pass/fail class.

65.4.3 Termination/Resignation/ Retirement

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

Less than one year Entire amount is due.

Over 12 months No repayment is due.

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

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

65.4.4 Class Time

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

65.4.5 Tax Liability

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

65.4.6 Appeals

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

65.5 COBRA Benefits

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage for up to 18 months under RSA's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation; termination of

employment; death of an employee; a reduction in an employee's hours; leave of absence; divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage after a qualifying event at RSA's group rates, plus an administration fee for continuation coverage. RSA provides each eligible employee with a written notice describing rights granted under COBRA when a qualifying event occurs. The notice contains important information about the rights and obligations of the employee and/or beneficiaries. Failure to comply in a timely manner with the notice may result in a loss of insurance coverage. It is imperative that each employee keep the Human Resources Point of Contact apprised of the insurance status of their family life and age of dependents.

66 Retirement Plan

All RSA employees, other than temporary employees, who are regularly scheduled to work twenty or more hours per week are enrolled in the Illinois Municipal Retirement Fund (IMRF). Should the Illinois Municipal Retirement Fund not be available, RSA will set up an alternate retirement fund for each employee as a bridge to IMRF coverage. By statute, employees contribute 4.5% of their wages or salaries to the fund. Employers contribute annually at specified contribution rates as determined by the Illinois Municipal Retirement Fund. Plan descriptions of this program are available from the Human Resources Point of Contact. RSA has adopted a Pension Management Safeguards Policy, which is presented below:

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

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

66.1 Other Retirement/Benefit Programs

RSA offers employees the opportunity to contribute, through payroll deductions, to a 457(b) Deferred Compensation Plan, and a Roth IRA account. RSA may also offer a Health Savings Account, and/or a Flexible Spending Account. Plan descriptions of these programs are available from Human Resources.

66.2 FICA

RSA participates in the Federal Insurance Contributions Act (FICA), commonly known as Social Security Insurance. Participation is required of all employees and payroll deductions are automatically made in accordance with current provision of FICA.

67 Political Activities and Contributions

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

- Prepare for, organize, or participate in any political meeting, political rally, political demonstration, or other political event. For example: Employees may not send an email to fellow workers during work hours encouraging them to attend a rally for a candidate for elective office. Nor may employees use an RSA email account, at any time, to, for example, issue invitations to or advertise a political event to anyone.
- Solicit contributions, including but not limited to purchasing, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event. For example: It is against RSA policy for employees to collect contributions to fund a political event by placing a “donations” canister on their desktops at work.
- Solicit, plan the solicitation of, or prepare any document or report regarding anything of value intended as a campaign contribution.
- Plan, conduct, or participate in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes, or for or against any referendum question.
- Survey or gather information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes, or for or against any referendum question. For example: It is against RSA policy for employees, during their workday, to call potential voters on behalf of a political party to find out whom they might vote for in an upcoming election.
- Assist at the polls on Election Day on behalf of any political organization, candidate for elective office, or for or against any referendum question.

- Solicit votes on behalf of a candidate, political organization, or for or against any referendum question, or help to get voters to the polls.
- Participate in a vote recount on behalf of a candidate or political organization.
- Initiate, prepare, circulate, review, or file a petition on behalf of a candidate for elective office or for or against any referendum question.
- Contribute on behalf of any candidate for elective office.
- Prepare or review responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- Distribute, prepare for distribution, or mail campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question. For example: It is unlawful for employees to use RSA-owned photocopying machines to produce campaign flyers for a school board candidate.
- Campaign for an elective office or for or against any referendum question.
- Manage or work on a campaign for elective office or for or against any referendum question. For example: It is against RSA policy for employees to use RSA-provided telephones, even during an uncompensated lunch period or before or after their normal work hours, to work on someone's campaign for elective office.
- Serve as a delegate, alternate, or proxy to a political party convention.
- Lastly, a manager may not compel an employee to perform political activities at any time.

67.1 Political Contributions on RSA Property

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

68 Prohibited Offer or Promise

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

- Positions in RSA;
- Promotions;
- Salary increases;
- Other employment benefits, including, but not limited to, modified compensation or benefit terms; compensated time off; or change of title, job duties, or location of office or employment. An employment benefit may also include favorable treatment in determining whether to bring any disciplinary or

similar action or favorable treatment during any disciplinary or similar action or other performance review;

- RSA Board appointments;
- Favorable treatment in any official or regulatory matter; and
- The award of any RSA contract. For example: It is against RSA policy for an employee, appointee, or official to offer an action by a RSA facility, or to offer someone a job or to offer an appointment to RSA board, or to offer the award of a contract, in exchange for a political campaign contribution.

69 Personal Appearance

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

Employees attending member libraries, training, or other events where they represent RSA should dress in business casual or more formally, whichever is appropriate to the situation. Employees presenting or attending meetings, training, or events via online attendance should be business casual from the waist up. Business casual attire is professional and neat but more relaxed than traditional business wear. Acceptable clothing includes slacks or khakis, dress pants, skirts, collared shirts, blouses, sweaters, and closed toe shoes. Denim, athletic wear, flip-flops, shorts, and clothing with offensive or inappropriate graphics are not permitted.

70 Hiring Of Relatives/Nepotism

Members of an employee's immediate family will be considered for employment based on their qualifications. An immediate family may not be hired, however, if employment would create actual or substantial interference with the business operations of RSA or would violate Illinois law or applicable conflict of interest laws. A nepotism self-disclosure form is available from the Human Resources Point of Contact.

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

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

Any relationship that interferes with RSA culture of teamwork, the harmonious work environment or the productivity of employees will be addressed by applying the progressive discipline policy up to and including employment termination.

Anyone employed in a managerial role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially, sexual harassment.

Employees who disregard this policy will receive disciplinary actions up to and including employment termination.

71 Personal Relationships in the Workplace

Personal relationships in the workplace can present problems for both employees and RSA. When these relationships involve a manager or manager who dates or becomes romantically involved with an employee, more significant issues can occur. Dating an employee, even when the employee is not in a reporting relationship, could have consequences for both the manager and the employee which may affect both employees' employment with RSA. Further, failed personal relationships in the workplace are often a source of sexual harassment and discrimination complaints. To address and prevent these issues, if a manager decides to pursue a close relationship with an employee, he or she needs to inform the Executive Director and Human Resources Point of Contact immediately. RSA will then decide what, if any, actions are necessary to address any potential issues.

72 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 at work (e.g., those at lunch hour) may not solicit employees who are on working time for any cause or distribute literature or printed material of any kind.

Employees may leave literature and materials in the break/lunchroom for employees to access during nonworking time.

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

73 Workplace Security and Inspections

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

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

74 Identity Protection

74.1 Purpose

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

74.2 Requirements

1. All employees who have access to social security numbers while performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or manage information or documents that contain social security numbers will have access to such information or documents.
3. 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.
4. 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.

74.3 Prohibited Activities

No employee may do any of the following:

1. 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 public.
2. Print an individual's social security number on any card required for the individual to access products or services.
3. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a barcode, chip, magnetic strip, RFID technology, or other technology.
4. Require an individual to transmit their social security number over the Internet, unless the connection is secure, or the social security number is encrypted.
5. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, email, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this

section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

6. 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.
7. Require an individual to use their social security number to access an Internet website.
8. 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:

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

74.4 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.

74.5 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.

75 Separation from Employment

Employees may leave the organization for a variety of reasons. Regardless of the reason, we strive to ensure that all separations from employment are handled fairly, efficiently and in compliance with applicable federal and state laws.

Reasons for termination include, but are not limited to, the following:

75.1 Resignation and Retirement

Notice of resignation or retirement should be given in writing to the employee's manager specifying the last working day. In order to prevent possible interruption of public service and the overburdening of other staff member libraries, all employees are asked to give sufficient notice of resignation. Employees at the manager level and higher are requested to give 30 days' notice. Employees in all other level positions are requested to give at least two weeks' notice from the date upon which a written resignation is received. This notice period shall not include vacation leave.

Employees who intend to retire from RSA are requested to give 30 days' notice in advance of their final day. Retirement procedures will be in accordance with Illinois Municipal Retirement Fund rules and regulations once RSA is participating in that plan.

Proper notice generally allows RSA 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.

Although RSA hopes that RSA's relationship with employees is long-term and mutually rewarding, RSA reserves the right to terminate the employment relationship at any time.

Employees who terminate their employment relationship with RSA are welcome to reapply for employment with RSA in the future. If rehired, such employees will not be credited for any previous service with RSA unless mandated by state or federal law.

An employee is considered to have abandoned his or her job if he or she fails to return to a job within 3 days and has not notified RSA of his or her intention to resign.

75.2 Involuntary Termination

An involuntary termination occurs when RSA decides to end the working relationship with an employee.

75.3 Pay and Benefits Upon Termination

Final wages will be paid in accordance with applicable law. In accordance with Company policy, paid time off will be paid upon termination.

75.4 Separation Procedures

Upon separation of employment from RSA, exiting employees:

- Shall surrender all RSA property, including, but not limited to keys, credit cards, computers, peripherals, and other equipment, if applicable;
- Shall be paid for all unused, accrued vacation time earned.
- Shall be paid for all unused Compensatory time .

There will be no payment for accrued and unused sick leave, PLAWA time, or any other form of paid leave not expressly stated above.

75.5 Exit Interviews

Before leaving RSA, employees may be asked to participate in a voluntary exit interview. This will provide closure to the employee's employment with RSA and will allow RSA to ensure that it has resolved various administrative matters, answered any questions about continuation of benefits, and listened to any of the employee's comments or ideas about improving RSA's operations.

Employee Handbook Acknowledgement Form

I acknowledge that I have received and read a copy of the RSA employee Handbook. I understand that the employee Handbook sets forth the terms and conditions of my employment with RSA as well as the duties, responsibilities, and obligations of employment with RSA. I agree to abide by and be bound by the rules, policies and standards set forth in the employee Handbook.

I acknowledge that this handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate me to continue my employment for a specified period of time.

I acknowledge that, except where required otherwise by applicable state law, my employment with RSA is at-will, meaning that it is not for a specified period of time and that the employment relationship may be terminated at any time for any reason, with or without cause or notice, by me or the Company. **I further acknowledge that only the Executive Director or his/her authorized representative has the authority to enter into an agreement that alters the fact that my employment with RSA is at will. Any such agreement must be in writing and signed by the Executive Director or his/her authorized representative.**

I further acknowledge that RSA reserves the right to revise, delete and add to the provisions of the employee Handbook, but that all such revisions, deletions or additions must be in writing. No oral statements or representations can change the provisions of the employee Handbook. Furthermore, the RSA's policy of at-will employment can only be changed as stated in the prior paragraph.

I understand and acknowledge that nothing in this employee Handbook or in any other document or policy is intended to prohibit me from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct I believe violates any laws or regulations. I also understand and acknowledge that nothing about the policies and procedures set forth in this employee Handbook should be construed as interfering with any employee rights provided under state or federal law.

I have read and understand the above statements.

Employee Signature: _____

Print Name: _____

Date: _____