



**PrairieCat Administrative Council  
Agenda  
November 4th, 2022**

The Council will meet on Friday, November 4th, 2022, 10 am –1 pm  
In person at the Student Conference Center, Room H-206  
Highland Community College, 2998 West Pearl City  
Road, Freeport, IL 61032-9338

The meeting will also be available online via Zoom:

[https://raillibraries.zoom.us/meeting/register/tJItcuquqjsjHdQ\\_eyaOWELi-tuB5BdBk\\_k9-](https://raillibraries.zoom.us/meeting/register/tJItcuquqjsjHdQ_eyaOWELi-tuB5BdBk_k9-)

- I. Call to order, Welcome and Introductions
  - II. Introduction of Visitors and Public Comments
  - III. Review Agenda for Additions/Changes
  - IV. Consent Agenda (pp. 2-17)
    - a. Approve minutes for October 7th, 2022, PrairieCat Administrative Council meeting
    - b. Approve financial report for September 2022
    - c. Approve check registers
    - d. Statistical reports
  - V. Membership Update
    - a. Update on new and upgrading members
    - b. Update on current training and engagement projects
  - VI. Administrative Issues
    - a. Discussion and review, FY23 Resource Sharing summit
    - b. ACTION: Changes to employee handbook telecommuting and COVID policies, other corrections (pp. 18-72)
  - VII. Ad Hoc Committee Updates
    - a. Resource Sharing Committee – update on October 26<sup>th</sup>, 2022 meeting
    - b. Finance Committee – no report
  - VIII. Review of Meeting – what worked and what didn't
  - IX. Public Comments
  - X. Adjournment
- Next Meeting – Friday, December 2nd, 2022, RAILS Coal Valley Service Center,  
220 W. 23rd Ave, Coal Valley, IL

1220 W. 23rd Avenue  
Coal Valley, IL 61240  
(877) 542-7257  
<http://support.prairiecat.info>



**PrairieCat Administrative Council  
Minutes  
October 7th, 2022**

The Council met on Friday, October 7th, 2022, 10 am –1 pm  
In person at the Rock Island Public Library,  
401 19th St, Rock Island, IL 61201  
The meeting will also be available online via Zoom:

[https://railslibraries.zoom.us/join/91234567890?pwd=OWELi-tuB5BdBk\\_k9-](https://railslibraries.zoom.us/join/91234567890?pwd=OWELi-tuB5BdBk_k9-)

I. Call to order, Welcome and Introductions

Present at Rock Island Public Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Ashley Huffines (FP), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP)

Present via Zoom: Kelly McCully (BD), Victoria Blackmer (CV), Michelle Krooswyk (NL), Megan Gove (TF), Penny Bryant (PT), Laura Watson (HC), Beth Ryan (JO), Devin Wood (JO), Jamie Wilkey (Lauterbach & Amen), Sharon Swanson (RAILS), Elena Mendoza (RAILS)

Absent: Emily Faulkner (DK)

Huffines (Vice Chair-FP) called the meeting to order at 10:00 am.

II. Introduction of Visitors and Public Comments

There were no public comments. Ryan (JO) introduced Devin Wood, Johnsbury Public Library's Young Adult Librarian. She is working toward her master's degree and part of the program includes shadowing Library Director, Beth Ryan. Jamie Wilkey from Lauterbach & Amen introduced herself. Sharon Swanson, RAILS staff accountant, introduced herself.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for August 5th, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for July 2022 and August 2022
- c. Approve check registers
- d. Statistical reports

**MOTION #1**

**Ryan (JO) moved and Gove (TF) seconded to approve the consent agenda as presented. There was no discussion on the motion.**

**\*Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

## Discussion:

### V. Membership Update

- a. Update on new and upgrading members  
Smith (PrairieCat) stated PrairieCat is in the process of adding Putnam County School's primary school. Lostant is continuing to add items and they are at about 40% of their items added. The migration of North Chicago is moving along nicely, and their Go Live date is set for October 26, 2022. North Chicago will be joining PrairieCat as a fine free library.

Coulter (PrairieCat) stated that RAILS has sent a letter to Lostant stating that they missed their grant report deadline. RAILS extended their deadline but if the report is not turned in, they will have to repay their grant and they have already paid their PrairieCat fees using that grant money. Coulter has reached out to the Lostant board treasurer who is the signatory on the grant and cannot reach her. Long (EM) asked if they could designate a signatory? Coulter responded yes, but she cannot get a hold of the Lostant Library Board. Long suggested having the State Library look into Lostant's IPLAR. This would be a good starting point. Coulter will look for Lostant's IPLAR.

- b. Update on current training and engagement projects  
Smith (PrairieCat) stated we wrapped up PUG Day 2022. We hosted nine sessions, one of those was hosted by PrairieCat libraries. There were 434 total attendees which was a 58% attendance rate. 67 PrairieCat libraries attended and six outside libraries attended. The Engagement Committee will be meeting next week to go over the survey results and begin working on our in-person PUG Day 2023. Coulter (PrairieCat) encouraged the Council and membership to step up and conduct presentations for in-person PUG Day. Ryan (JO) said she has a couple programs for the in-person event.  
Smith also mentioned PrairieCat hosted a Back-to-School Event in September. This was a three hour virtual event for our school members. We have 32 school members in PrairieCat and 11 schools participated. This is an encouraging participation rate and we will be doing a Back-to-School even again next year with some improvement and program refinements.

### VI. Administrative Issues

- a. ACTION: Discussion, review, and approval of FY22 audit  
Swanson (RAILS) introduced Jamie Wilkey with Lauterbach & Amen. Wilkey gave a brief overview of the FY22 audit. Lauterbach & Amen has issued an unmodified or clean audit. As of June 30, 2022, PrairieCat's total net position was \$1,828,506. Net position increased \$222,581 for the year ended June 30, 2022, as PrairieCat had net operating income of \$208,221 and investment income of \$6,169. This increase in net position was \$217,479 above the increase anticipated in the budget. This is a result of PrairieCat generating more revenue than expected and having lower expenditures than budgeted in FY22.

#### **MOTION #2**

**Brozovich (RP) moved and Watson (HC) seconded to approve Fiscal Year 22 audit. There was no discussion on the motion.**

**\*Motion carried by roll call.**

**Ayes: 10**  
**Nays: 0**  
**Abstentions: 0**  
**Discussion:**

- b. ACTION: Approve benefit renewals, LIMRICC DeSplinter (PrairieCat) went through the LIMRICC benefit changes for 2023. The premiums for vision and life plans will remain the same for 2023. The PPO, HMO and HDHP premiums will increase 10% for 2023. A change in Rx to move to Advanced Control Drug Formulary and add a specialty drug copay for the plans reduces the increase to a blended 10%. This change increase the specialty drug copay for the HMO plan to \$125 and the copay for the PPO plan to \$100. DPPO premiums will increase 4.81%. DHMO premiums will increase 11.38%.

**MOTION #3**

**Gove (TF) moved and Bryant (PT) seconded to approve LIMRICC benefit renewal for 2023. There was no discussion on the motion.**

**\*Motion carried by roll call.**

**Ayes: 10**  
**Nays: 0**  
**Abstentions: 0**  
**Discussion:**

- c. Discussion and review, FY24 draft budget and fees  
Coulter (PrairieCat) explained the FY24 draft budget. This draft includes a 4% staff salary increase (COLA), 3.5% increases to per library charges and capital reserves for fully participating and basic online members, and a 5% increase in hosting charges for fully participating and basic online members. The budget assumes that we will receive \$564.277 in grant funding from RAILS, the amount we received in FY23. Because we are uncertain what in-kind services will cost us at this time, we are uncertain what the final amount of expenditures for financial services and facilities will be in FY24. There is some uncertainty, too, about the amount of ongoing costs for IT services, software and hardware, as we are still in the process of migrating from the RAILS infrastructure at this time. Coulter continued, A capital reserves savings of \$10K is reflected in the budget. A 4% staff salary increase for all staff is included, as well as a 1% merit increase. This was requested by the Administrative Council. The 4% amount is based on information received from HR Source regarding average payroll increases in libraries. The per-library fee for both fully participating and basic online circulating members has been increased. The FY23 levels were \$3328 FP/\$2329 BO. A 3.5% increase was added to the FP cost and the BO also adjusted, to bring the new per library charge to \$3427 FP/\$2399 BO. Our inflationary percentile of the ILS contract did decrease with the new Innovative contract, but it was suggested that we retain the 3.5% in these fees as well as the Capital reserve fees for FY24 at this time. This "evens out" the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well. Capital reserves costs were also adjusted up 3.5%. Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula. Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy<sup>4</sup>

Manual. An in-person PUG Day is reflected, as was instructed by Administrative Council at their last meeting. This was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to return to in-person conferences. At this point, Administrative Council would like to return to an every-other year in person structure. Increases to insurance that we experienced in FY23 are reflected, as well as an estimate of a 10% increase in the last six months of FY24. This budget also includes short term disability insurance. This budget reflects our new IMRF rate for FY24, which will be 12.92%, a reduction from the 14.02% we have had in the previous year. Ryan (JO) said the budget looks good and understands the increases.

- d. Discussion and review, FY23 Resource Sharing summit proposal. Coulter (PrairieCat) stated that Amanda Standerfer will be facilitating the Summit again this year. It will be on November 3<sup>rd</sup> at Dekalb Public Library. This year's topic will center around coming back from COVID and re-engaging the patrons. There is a meeting set with Standerfer next Friday, October 14<sup>th</sup> to gather more specifics on the Summit. Smith (PrairieCat) said we will have a more defined topic and agenda to share with the membership after the meeting with Standerfer.
- e. Discussion, potential changes to Bylaws concerning schedule of draft budget presentation to Delegates Assembly  
Coulter (PrairieCat) pointed out that every year, according to the guidelines established in our bylaws, we present a draft budget for the coming year to the Delegates Assembly at their October meeting. Since this draft is due in October, it must be completed by September for review by the Finance Committee, and then again by the Administrative Council at their October meeting before presentation at Delegates. Because of the timeline, we are presenting a budget that can only estimate some principal elements of our revenues and expenses. Most importantly, the amount of the RAILS grants to LLSAPs (which accounts for approximately 30% of our revenues) is not available until late October or early November. This leads to estimates every year, which may vary significantly from the final amounts. Coulter would like to discuss the possibility of amending the bylaws to move this draft budget to the January Delegates assembly. Doing so would provide them with a budget that would reflect a more accurate picture of our revenues and expenditures for the coming year. Issues around budget year for membership may preclude this change, but thinks the discussion is warranted. Long (EM) stated the current timeline goes along with the levies that the libraries must follow. This could be one reason why for the current bylaws. Huffines (FP) suggested, instead of doing an entire budget, can you give a percentage range for the membership fees. Ryan (JO) agrees with Huffines suggestion.

The Council agrees to add this discussion at the October Delegates Assembly.

- f. Appointment, Administrative Council Treasurer

**MOTION #4**

**Brozovich (RP) moved and Watson (HC) seconded to appoint Beth Ryan as the Administrative Council Treasurer. There was no discussion on the motion.**

**\*Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

- g. Discussion and review, Delegates Assembly agenda for October 26, 2022  
Coulter (PrairieCat) reviewed the Delegates Assembly agenda, adding the previously discussed potential changes to the bylaws concerning schedule of the draft budget presentation to Delegates Assembly. Coulter also considered having Matt Maturo, PrairieCat Systems Coordinator, doing a presentation for the email server change to Office 365 and other IT changes happening throughout PrairieCat. The Council agrees this would be a good presentation. Long (EM) suggested moving the start time back to 10:30 for the Delegates Assembly. Coulter agreed to look at moving the time back for the January Delegates Assembly.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – update on IT services bid  
Coulter (PrairieCat) stated that we only received one response to our RFP. We extended our deadline and she has reached out to the remaining three companies who turned in RFIs but has not heard back. Once the new deadline of November 1, 2022 hits, we will discuss the RFP(s) and moving forward with a contract with the Resource Sharing Committee.
- b. Finance Committee – no report  
Coulter (PrairieCat) reported that the Finance Committee went over the draft budget that was presented and the timing of presenting the draft budget was also discussed.

VIII. Review of Meeting – what worked and what didn't  
The meeting went well.

IX. Public Comments  
Sharon Swanson (RAILS) thanked Elena Mendoza for her hard work on the audit and making it successful.

X. Adjournment  
The meeting adjourned at 11:05 am.

XI. Next Meeting – Friday, November 4th, 2022, Highland Community College Library, Freeport, IL.

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220 W. 23rd Avenue  
Coal Valley, IL 61240  
(877) 542-7257  
<http://support.prairiecat.info>

FY2023 PrairieCat Administrative Council MOTIONS July 2022 - June 2023				M – Motion made by      Y - Yes      Abstain - Abs      A - Absent 2nd – Motion seconded by      N - No      NA - No Answer      NP - Not present										
Meeting Date: 10/7/2022	Vote Summary			Votes										
MOTION	Aye	Nay	Abstention	Victoria Blackmer (CV)	Kim Brozovich (RP)	Penny Bryant (PT)	Emily Faulkner (DK)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Laura Long (EM)	Kelly McCully (BD)	Beth Ryan (JO)	Laura Watson (HC)
to approve the consent agenda as presented.	10	0	0	Y	Y	Y	A	2ND Y	Y	Y	Y	Y	M Y	Y
to approve Fiscal Year 22 audit.	10	0	0	Y	M Y	Y	A	Y	Y	Y	Y	Y	Y	2ND Y
to approve LIMRICC benefits renewal for 2023.	10	0	0	Y	Y	2ND Y	A	M Y	Y	Y	Y	Y	Y	Y
to approve Beth Ryan as Administrative Council Treasurer	10	0	0	Y	M Y	Y	A	Y	Y	Y	Y	Y	Y	2ND Y



**Date:** 11/4/2022  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – September 2022

Please find attached the PrairieCat Financial Reports for the month of September 2022. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of September 28 through October 21.

As of September 30, of the total cash balance of \$1,543,149, \$929,584 was undesignated working cash, \$596,715 was designated for capital reserves, and \$16,850 was eCommerce receipts payable to the membership. Cash decreased \$65,091 during the month of September primarily due to three payroll periods and payroll-related expenses, as well as other smaller vendor expenses partially offset by the receipt of the remaining invoiced quarterly member fees.

The balance of working cash was sufficient to fund 5.7 months of budgeted FY2023 operating expenses, and the capital reserves amount could fund an additional 3.7 months of budgeted operating expenses.

Total revenues through September of \$481,208 were \$12,424 above the budget primarily due to the one-time capital reserve contribution billed to the new member of PrairieCat, North Chicago Public Library (\$5,000) as well as the receipt of PrairieCat's 401a forfeiture payout (\$4,034), the plan of which was terminated on June 30, 2021 and replaced by the Illinois Municipal Retirement Fund (IMRF) as of July 1, 2021. Other above budget revenues included investment income and reimbursements for self-check station license billings to members.

Total year-to-date interest as of the end of September was \$4,316, which was \$2,941 above the year-to-date budgeted amount of \$1,375. The Illinois Funds interest rate began to rise in October 2021 and has continued to rise since, with the daily rate at 3.163% as of October 25. During September, the Federal Reserve has raised its expected rate goal from 3.4% to 4.4% by the end of the calendar year 2022, and to 4.6% by the end of the following calendar year.

Total expenses through September of \$418,232 were \$57,112 below budget mostly due to under budget Personnel costs (\$17,962), Supplies, Postage and Printing costs (\$14,407), Contractual Services expenses (\$12,818), Travel and Continuing Education costs (\$3,607), Professional Services costs (\$3,499), and under budget expenses in nearly every other cost category. Personnel expenses were under budget



mostly due to a staff member being out on short term leave, as well as not having yet incurred unemployment insurance, fringe benefits, and tuition reimbursement expenses through September. Supplies, Postage and Printing costs were under budget mostly due to the budgeted website upgrade and redesign costs, IT migration costs, and domain server purchase that have not yet occurred. Contractual Services expenses were temporarily under-budget due to timing differences between the monthly budgeted amounts and the receipt and payment of vendor invoices. Travel and Continuing Education costs were below budget through September but are expected to rise as ILA, AISLE, and other conferences take place throughout the fiscal year. Professional Services costs were below budget primarily due to the normal lag in paying audit and actuarial services billings, as well as the lower than budgeted need for legal services through September.

**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING September 30, 2022**

Beginning Cash Balance	\$ 1,608,239.42
Cash Received	
Payments from Member Libraries, etc.	51,244.66
Interest - BankORION	215.34
Interest - Illinois Funds	1,452.07
eCommerce Receipts Payable	6,305.20
Total Cash Received	<u>59,217.27</u>
Expenses Paid	
Checks and Vendor ACH Payments	29,977.79
Payroll and Retirement Contributions	92,354.65
ACH Credit Card Payments	1,600.16
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	375.26
Total Disbursements	<u>124,307.86</u>
Ending Cash Balance	<u><u>\$ 1,543,148.83</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	16,849.92
Capital Reserve Designation	596,714.68
Working Cash	929,584.23
<b>TOTAL CASH</b>	<u><u>\$ 1,543,148.83</u></u>

**PAYPAL FUNDS DETAILS:**

September PayPal Receipts in Transit to Bank	\$655.95
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Invested in Capital Assets Balance as of September 2022	\$1,867.49
Unrestricted Fund Balance as of September 2022	\$1,889,613.66
FY23 operating expenses excluding planned capital reserve designation:	\$ 1,940,141.92
Working Cash % of operating expenses:	47.91%

**PrairieCat**  
Balance Sheet  
As of 9/30/2022

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	839,434.12
Cash - Illinois Funds	703,714.71
PayPal Funds	655.95
Total Cash & cash equivalents	1,543,804.78
Accounts receivables	9,744.37
Prepaid expenses	405,570.75
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(298,141.01)
Total Capital Assets, net	1,867.49
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,401,887.32
<b>Liabilities</b>	
eCommerce Receipts Payable	17,505.87
Payroll	
Pension Payable	15,702.26
Retirement Payable	1,197.75
Total Payroll	16,900.01
Deferred revenue	56,007.15
Compensated absences	32,804.14
Net Pension Liability	384,005.00
Other long-term obligations	
Deferred Inflows - OPEB	3,184.00
Total Other long-term obligations	3,184.00
Total Liabilities	510,406.17
<b>Net Assets</b>	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	62,976.74
Total Net Assets	1,891,481.15
Total Liabilities and Net Assets	2,401,887.32

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 25.00% Completed  
From 9/1/2022 Through 9/30/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,300.17	6,900.51	6,900.00	100.00%	27,602.00	25.00%
Fully Participating and Basic Online Member Revenue	92,213.24	276,639.74	276,639.75	99.99%	1,106,558.92	25.00%
ILL Barcode Revenue	500.00	1,300.00	750.00	173.33%	3,000.00	43.33%
Fully Participating & Basic Online - CR Contribution	4,778.50	19,335.52	14,290.00	135.30%	57,160.00	33.82%
Union List - CR Contribution	576.58	1,729.74	1,729.00	100.04%	6,919.00	24.99%
<b>Total Fees for Services and Materials</b>	<b>100,368.49</b>	<b>305,905.51</b>	<b>300,308.75</b>	<b>101.86%</b>	<b>1,201,239.92</b>	<b>25.47%</b>
Reimbursements						
Reimbursements	1,335.39	6,506.17	4,916.25	132.34%	19,665.00	33.08%
Reimbursements - Hosting Fee	3,925.57	11,776.73	11,740.00	100.31%	46,960.00	25.07%
Reimbursements - Capira Mobile App	2,349.42	7,479.83	8,625.00	86.72%	34,500.00	21.68%
<b>Total Reimbursements</b>	<b>7,610.38</b>	<b>25,762.73</b>	<b>25,281.25</b>	<b>101.90%</b>	<b>101,125.00</b>	<b>25.48%</b>
Investment Income	1,667.41	4,316.14	1,375.00	313.90%	5,500.00	78.47%
Other						
Other Grants	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.09	141,069.25	141,069.00	100.00%	564,277.00	25.00%
Other Revenue	120.67	4,154.86	250.00	1,661.94%	1,000.00	415.48%
<b>Total Other</b>	<b>47,143.76</b>	<b>145,224.11</b>	<b>141,819.00</b>	<b>102.40%</b>	<b>567,277.00</b>	<b>25.60%</b>
<b>Total REVENUES</b>	<b>156,790.04</b>	<b>481,208.49</b>	<b>468,784.00</b>	<b>102.65%</b>	<b>1,875,141.92</b>	<b>25.66%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	49,439.16	150,789.44	153,265.00	98.38%	642,723.00	23.46%
Support Services	6,937.52	21,329.38	32,146.00	66.35%	134,805.00	15.82%
Social Security Taxes	4,143.04	12,300.52	14,176.00	86.77%	59,450.00	20.69%
Unemployment Insurance	0.00	0.00	875.00	0.00%	3,500.00	0.00%
Worker's Compensation	108.92	326.76	407.25	80.23%	1,629.10	20.05%
Retirement Benefits	7,904.00	24,131.04	25,981.00	92.87%	108,953.00	22.14%
Health, Dental And Life Insurance	14,848.24	39,693.25	39,277.00	101.05%	157,108.92	25.26%
Other Fringe Benefits	0.00	0.00	250.00	0.00%	1,000.00	0.00%
Tuition Reimbursements	0.00	0.00	125.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	250.00	88.00%	1,000.00	22.00%
<b>Total Personnel</b>	<b>83,380.88</b>	<b>248,790.39</b>	<b>266,752.25</b>	<b>93.27%</b>	<b>1,110,669.02</b>	<b>22.40%</b>
Buildings and Grounds						
Property Insurance	203.84	611.52	625.00	97.84%	2,500.00	24.46%
<b>Total Buildings and Grounds</b>	<b>203.84</b>	<b>611.52</b>	<b>625.00</b>	<b>97.84%</b>	<b>2,500.00</b>	<b>24.46%</b>
Vehicle Expenses						
Fuel	2.00	178.70	500.00	35.74%	2,000.00	8.93%
Repairs And Maintenance	0.00	0.00	500.00	0.00%	2,000.00	0.00%

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 25.00% Completed

From 9/1/2022 Through 9/30/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Vehicle Insurance	199.67	(117.99)	625.00	(18.87)%	2,500.00	(4.71)%
Vehicles Leasing And Rent	0.00	0.00	125.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	187.00	0.00%	750.00	0.00%
<b>Total Vehicle Expenses</b>	<b>201.67</b>	<b>60.71</b>	<b>1,937.00</b>	<b>3.13%</b>	<b>7,750.00</b>	<b>0.78%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	0.00	0.00	1,250.00	0.00%	5,000.00	0.00%
Out-Of-State Travel	349.87	349.87	1,500.00	23.32%	6,000.00	5.83%
Registrations And Meeting, Other Fees	1,068.30	2,418.37	2,250.00	107.48%	9,000.00	26.87%
Conferences And Continuing Education Meetings	0.00	0.00	1,250.00	0.00%	5,000.00	0.00%
Public Relations	0.00	0.00	125.00	0.00%	500.00	0.00%
<b>Total Travel and Continuing Education</b>	<b>1,418.17</b>	<b>2,768.24</b>	<b>6,375.00</b>	<b>43.42%</b>	<b>25,500.00</b>	<b>10.86%</b>
<b>Commercial Insurance</b>	<b>640.00</b>	<b>1,920.00</b>	<b>1,875.00</b>	<b>102.40%</b>	<b>7,500.00</b>	<b>25.60%</b>
<b>Supplies, Postage and Printing</b>						
Computers, Software And Supplies	12,007.37	13,414.52	28,000.00	47.90%	112,000.00	11.97%
General Office Supplies And Equipment	178.89	228.25	50.00	456.50%	200.00	114.12%
<b>Total Supplies, Postage and Printing</b>	<b>12,186.26</b>	<b>13,642.77</b>	<b>28,050.00</b>	<b>48.64%</b>	<b>112,200.00</b>	<b>12.16%</b>
<b>Telephone and Telecommunications</b>	<b>0.00</b>	<b>0.00</b>	<b>1,075.00</b>	<b>0.00%</b>	<b>4,300.00</b>	<b>0.00%</b>
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	80.96	242.86	750.00	32.38%	3,000.00	8.09%
<b>Total Equipment Repair and Maintenance</b>	<b>80.96</b>	<b>242.86</b>	<b>750.00</b>	<b>32.38%</b>	<b>3,000.00</b>	<b>8.10%</b>
<b>Professional Services</b>						
Legal	315.00	315.00	1,750.00	18.00%	7,000.00	4.50%
Accounting	0.00	0.00	1,750.00	0.00%	7,000.00	0.00%
Consulting	0.00	0.00	625.00	0.00%	2,500.00	0.00%
Payroll Service Fees	834.01	1,936.38	1,625.00	119.16%	6,500.00	29.79%
<b>Total Professional Services</b>	<b>1,149.01</b>	<b>2,251.38</b>	<b>5,750.00</b>	<b>39.15%</b>	<b>23,000.00</b>	<b>9.79%</b>
<b>Contractual Services</b>						
Information Service Costs	40,889.44	126,122.73	139,548.00	90.37%	558,193.90	22.59%
Outside Printing Services	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Other Contractual Services	6,663.05	19,989.18	18,882.00	105.86%	75,529.00	26.46%
<b>Total Contractual Services</b>	<b>47,552.49</b>	<b>146,111.91</b>	<b>158,930.00</b>	<b>91.93%</b>	<b>635,722.90</b>	<b>22.98%</b>
<b>Depreciation</b>	<b>207.51</b>	<b>622.53</b>	<b>1,224.24</b>	<b>50.85%</b>	<b>4,897.00</b>	<b>12.71%</b>
<b>Professional Association Membership Dues</b>	<b>94.58</b>	<b>325.20</b>	<b>500.00</b>	<b>65.04%</b>	<b>2,000.00</b>	<b>16.26%</b>
<b>Miscellaneous</b>	<b>81.00</b>	<b>332.25</b>	<b>125.00</b>	<b>265.80%</b>	<b>500.00</b>	<b>66.45%</b>
<b>Miscellaneous - eCommerce Fees</b>	<b>294.26</b>	<b>551.99</b>	<b>1,375.00</b>	<b>40.14%</b>	<b>5,500.00</b>	<b>10.03%</b>
<b>Total EXPENSES</b>	<b>147,490.63</b>	<b>418,231.75</b>	<b>475,343.49</b>	<b>87.99%</b>	<b>1,945,038.92</b>	<b>21.50%</b>

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 25.00% Completed  
From 9/1/2022 Through 9/30/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u><del>9,299.41</del></u>	<u><del>62,976.74</del></u>	<u><del>(6,559.49)</del></u>	<u><del>(960.08)%</del></u>	<u><del>(69,897.00)</del></u>	<u><del>(90.09)%</del></u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 9/28/2022 Through 10/21/2022

Vendor Name	Effective Date	Check Amount
LENOVO (UNITED STATES) INC	9/28/2022	12,638.34
Paycom Payroll LLC	9/29/2022	286.67
Paycom Payroll LLC	9/29/2022	19,764.96
Paycom Payroll LLC	9/29/2022	8,113.56
WEX Bank	9/30/2022	2.00
Bank Orion	9/30/2022	61.00
ICMA Retirement Corporation	10/3/2022	1,197.75
Lauterbach & Amen, LLP	10/5/2022	4,600.00
OCLC, INC	10/5/2022	28,193.00
ProQuest LLC	10/5/2022	10,042.50
MerchantE	10/5/2022	350.90
First Bankcard	10/5/2022	3,709.58
Illinois Municipal Retirement Fund	10/7/2022	15,722.86
Bank Orion	10/11/2022	20.00
Klein, Thorpe and Jenkins, Ltd.	10/12/2022	517.50
LIMRICC	10/12/2022	17,022.45
Bourbonnais Public Library District	10/12/2022	175.08
Bradley Public Library District	10/12/2022	20.00
Byron Public Library District	10/12/2022	145.70
Charles B. Phillips Public Library District	10/12/2022	35.00
Cherry Valley Public Library District	10/12/2022	327.69
Clinton Township Public Library	10/12/2022	45.30
Coal City Public Library District	10/12/2022	217.21
Colona District Public Library	10/12/2022	59.89
Cortland Community Library	10/12/2022	102.00
DeKalb Public Library	10/12/2022	367.81
East Moline Public Library	10/12/2022	44.95
Earlville Public Library District	10/12/2022	22.60
Ella Johnson Memorial Public Library District	10/12/2022	465.82
Flagg-Rochelle Public Library District	10/12/2022	420.17
Fossil Ridge Public Library District	10/12/2022	0.30
Fossil Ridge Public Library District	10/12/2022	54.70
Freeport Public Library	10/12/2022	971.95
Galena Public Library District	10/12/2022	118.21
Geneseo Public Library District	10/12/2022	164.24
Genoa Public Library District	10/12/2022	481.08
Harvard Diggins Library	10/12/2022	21.95
Highland Community College Library	10/12/2022	31.10
Hinckley Public Library District	10/12/2022	553.01
Homer Township Public Library District	10/12/2022	19.00
Homer Township Public Library District	10/12/2022	286.01
Ida Public Library	10/12/2022	118.00
Johnsburg Public Library District	10/12/2022	317.20
Julia Hull District Library	10/12/2022	239.19
Kankakee Public Library	10/12/2022	676.90
LaSalle Public Library	10/12/2022	102.25
Limestone Township Library	10/12/2022	162.15
Malta Township Public Library	10/12/2022	46.20
Manhattan-Elwood Public Library District	10/12/2022	657.15
Manteno Public Library District	10/12/2022	261.35
Maple Park Public Library	10/12/2022	75.50
Marengo-Union Public Library District	10/12/2022	30.35
Marseilles Public Library	10/12/2022	70.15
Meridian CUSD #223	10/12/2022	21.95
Mokena Community Public Library District	10/12/2022	190.40

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 9/28/2022 Through 10/21/2022

Vendor Name	Effective Date	Check Amount
Moline Public Library	10/12/2022	972.65
Morris Area Public Library	10/12/2022	251.92
New Lenox Public Library	10/12/2022	256.95
Nippersink Public Library District	10/12/2022	132.33
North Boone CUSD #200	10/12/2022	25.00
North Suburban Library District	10/12/2022	495.09
North Suburban Library District	10/12/2022	323.49
Odell Public Library	10/12/2022	554.30
Oglesby Public Library District	10/12/2022	25.60
Pecatonica Public Library District	10/12/2022	20.50
Peotone Public Library District	10/12/2022	253.85
Peru Public Library	10/12/2022	45.90
Plano Community Library District	10/12/2022	30.85
Princeton Public Library	10/12/2022	290.50
Reddick Public Library District	10/12/2022	207.85
River Valley District Library	10/12/2022	46.63
Rock Island Public Library	10/12/2022	7.60
Rock Island Public Library	10/12/2022	525.76
Rock Island Public Library	10/12/2022	51.25
Sandwich Public Library District	10/12/2022	268.79
Schmaling Memorial Public Library District	10/12/2022	81.20
Seneca Public Library District	10/12/2022	138.35
Sherrard Public Library District	10/12/2022	32.89
Silvis Public Library	10/12/2022	104.00
Somonauk Public Library District	10/12/2022	280.20
South Beloit Public Library	10/12/2022	32.50
Streator Public Library	10/12/2022	335.09
Sycamore Public Library	10/12/2022	1,136.69
Talcott Free Library District	10/12/2022	80.55
Three Rivers Public Library	10/12/2022	53.05
Three Rivers Public Library	10/12/2022	40.00
Western District Library	10/12/2022	34.10
Wilmington Public Library District	10/12/2022	346.85
Woodstock Public Library	10/12/2022	88.34
Yorkville Public Library	10/12/2022	1,652.85
Travelers Insurance	10/12/2022	823.00
Paycom Payroll LLC	10/13/2022	273.67
Paycom Payroll LLC	10/13/2022	18,066.74
Paycom Payroll LLC	10/13/2022	7,295.15
ICMA Retirement Corporation	10/17/2022	1,197.75
CHELSEY DESPLINTER	10/21/2022	193.93
KELLY JENSEN	10/21/2022	200.00
Report Total		167,636.29



	July 2021	July 2022	Aug 2021	Aug 2022	Sept 2021	Sept 2022	1st Qtr FY22 To Date	1st Qtr FY23 To Date	1st Qtr % of change	FY22 Totals to date	FY23 Totals to date
<b>General</b>											
Bibliographic records	1,219,827	1,211,017	1,219,551	1,209,331	1,218,858	1,206,499	1,218,858	1,206,499	-1.01%	1,210,847	1,206,499
Item records	5,183,607	5,142,475	5,185,390	5,141,450	5,174,748	5,118,515	5,174,748	5,118,515	-1.09%	5,136,754	5,118,515
Patron records	360,659	349,095	364,275	354,815	367,132	358,694	367,132	358,694	-2.30%	345,140	358,694
Total circulation	418,632	442,427	333,010	431,013	363,808	392,512	1,115,450	1,265,952	13.49%	4,450,516	1,265,952
ILL transactions on LLSAP	53,375	52,033	53,992	57,066	55,717	54,709	163,084	163,808	0.44%	638,373	163,808
Reciprocal borrowing	45,706	49,276	42,743	48,160	39,897	43,301	128,346	140,737	9.65%	499,632	140,737
<b>Training, Outreach and Engagement</b>											
Training events	2	7	1	2	1	7	4	16	300.00%	43	16
Training participants	6	23	2	12	9	17	17	52	205.88%	185	52
Training contact hours	14	33	1	18	27	25	42	75	78.57%	221	75
TalentLMS Course Completions	370	292	181	420	233	302	784	1,014	29.34%	2,871	1,014
Site visits	4	1	5	4	3	-	12	5	-58.33%	47	5
Member Meetings/Events	6	10	6	9	19	9	31	28	-9.68%	88	28
Meeting/Event participants	155	183	72	129	455	380	682	692	1.47%	1,905	692
Meeting/Event contact hours	259	257	92	184	446	85	796	525	-34.05%	2,605	525
<b>Troubleshooting</b>											
HelpDesk Calls Opened	236	242	327	388	312	236	875	866	-1.03%	3,595	866
HelpDesk Calls Closed	248	225	303	385	303	193	854	803	-5.97%	3,696	803
<b>Database Enrichment</b>											
Bibload records loaded - PC staff	1,351	1,980	955	1,620	1,353	1,751	3,659	5,351	46.24%	15,983	5,351
Bibload records loaded - MARC catalogers	1,497	1,968	1,549	2,173	2,331	2,481	5,377	6,622	23.15%	22,791	6,622
Cleanup/overlays/merges - PC staff	4,236	704	846	2,712	633	1,417	5,715	4,833	-15.43%	18,603	4,833
Cleanup/overlays/merges - MARC catalogers	916	825	1,293	1,142	702	1,320	2,911	3,287	12.92%	9,788	3,287
Enhancements/corrections - PC staff	15	22	37	43	3	48	55	113	105.45%	291	113
Enhancements/corrections - MARC catalogers	6	116	153	188	175	159	334	463	38.62%	1,241	463
Original catalogings - PC staff	35	26	53	29	36	34	124	89	-28.23%	387	89
Original catalogings - MARC catalogers	13	36	-	-	-	-	13	36	176.92%	13	36
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	72,677	68,998	47,901	29,015	16,903	64,216	137,481	162,229	18.00%	647,359	162,229
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>											



Date: 10/24/2022

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Changes to the Employee Handbook

### **Executive Summary:**

As we move out of the RAILS offices and transition to a 100% remote working environment, we need to adjust some of the policies in the PrairieCat Employee Handbook. Below are details on the changes.

### **Further Detail:**

- Policy: Types of Flexible Work Options – Remove the third option for telecommuting
- Policy: Remote Work Conduct Policy – Add to the manual
- Policy: Telecommuting – Remove this policy
- Policy: Weather Closings – Change name to Emergency/Weather Conditions and edit for loss of power/internet
- Policy: Travel Reimbursement – add a mileage reimbursement statement for employees who must go into the RAILS or other flex offices, add GSA per diem travel rates
- Policy: Disability Benefits – edit to remove Long Term Disability and include the disability benefits provided by IMRF.
- Policy: Illegal Drugs and Alcohol/Drug Free Workplace – edit for remote work
- Policy: General Rules and Guidelines – edit for remote work
- Policy: COVID-19 Vaccination – Remove this policy, effective immediately

### **Recommendation:**

Staff recommends making the above changes effective 7/1/2024 with the exception of the COVID-19 Vaccination policy being removed immediately.



# **PRAIRIECAT EMPLOYEE HANDBOOK**

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## Introduction

### Welcome

Welcome to PRAIRIECAT!

Created in 2006, PRAIRIECAT is a membership organization made up of more than 125 libraries across 14,000 square miles of Northern Illinois. Members share a common Integrated Library System (ILS) designed to house their collections of books, music, movies, and data in a shared, collaborative environment. Member libraries use a shared online catalog to access each other's collections and facilitate sharing across libraries. PRAIRIECAT is a multi-type library consortium, and includes public libraries, school libraries, community colleges and special libraries.

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

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

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

### Introductory Statement/Employment At Will

This handbook is designed to acquaint you with PRAIRIECAT and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You are responsible for reading, understanding and complying with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by PRAIRIECAT to benefit employees.

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

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

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

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

Some of the subjects described herein are covered in detail in official policy documents, e.g., benefit plans. You should refer to these documents for specific information, since the handbook only briefly summarizes PRAIRIECAT'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 PRAIRIECAT's Administrative Council, subject to federal, state and local laws.

### **Equal Employment Opportunity**

PRAIRIECAT will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race, color, religion, age, sex, national origin, ancestry, disability (mental or physical), pregnancy, military or veteran status, marital status, order of protection status, genetic information, sexual orientation, transgender status, gender identity, or any other category protected by applicable law. This policy of equal employment applies to all aspects of the employment relationship, including, but not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resource policies and rules; facility and service accessibility; and discipline and termination.

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

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

### **Hiring and General Employment Policies**

#### **Employment Classifications**

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



Each employee is designated as either NON-EXEMPT or EXEMPT according to federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay and are subject to specific provisions of federal and state wage and hour laws. EXEMPT employees are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

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

**REGULAR FULL-TIME** employees are those who are regularly scheduled to work a minimum of 37.5 hours per week or more. Generally, they are eligible for PRAIRIECAT's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**REGULAR PART-TIME** employees are those who work an average of less than 37.5 hours per week on a regular, authorized pre-arranged basis. Depending on how many hours they are regularly scheduled to work, they may be eligible for some of PRAIRIECAT's benefit package, in addition to those required by law, subject to the terms, conditions and limitations of the individual benefit program.

**TEMPORARY** employees are those who work over a designated, predetermined period of time, usually not to exceed six months. Temporary employees are not eligible for any of PRAIRIECAT's benefit package except those required by law.

## References

This section provides guidelines when inquiries are received concerning the work history of current or previous employees.

All requests for reference checks shall be referred to the Director or her/his designee to ensure uniformity and consistency. He/she may consult with person(s) more familiar with the employee's work history.

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

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

## Government Requests for Information

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

### Reference and Background Check Procedures

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

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

### Immigration Law Compliance

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

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

### Expiration of Work Authorization

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

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

### Hiring of Relatives/Nepotism

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

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

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

### Reasonable Accommodations

PRAIRIECAT supports the Illinois Human Rights Act, the Americans with Disabilities Act as amended, and Title VII of the Civil Rights Act, and will attempt to provide reasonable accommodations for pregnant individuals, qualified individuals with disabilities, and individuals' sincerely held religious beliefs in the workplace unless such accommodations would present an undue hardship for PRAIRIECAT.

Reasonable accommodations apply to all covered employees and applicants and include, but are not limited to accommodations related to hiring practices, job placement, training, pay practices, promotion and demotion policies, access to benefits, facility and service accessibility, and layoff and termination procedures.

A pregnant individual includes any woman affected by pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth. A qualified individual with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job the individual has or wants, and does not pose a direct threat to the health or safety of himself /herself or other individuals in the workplace.

Reasonable accommodations will be determined on a case-by-case basis with the employee using an interactive process. Contact Human Resources for further clarification regarding PRAIRIECAT's policy on reasonable accommodations or to request a reasonable accommodation in the workplace.

### Whistleblower Compliance

A whistleblower as defined by this policy is an employee of PRAIRIECAT who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

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

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

All reports of illegal and dishonest activities will be promptly submitted to the Director who is responsible for investigating and coordinating corrective action. In the event the Director is the accused, reports of

illegal and dishonest activities should be promptly submitted to the Chair of the PRAIRIECAT Administrative Council.

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

### Seniority

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

#### Calculating Seniority

- Seniority starts with the date of hire as a regular employee and continues to accrue until employment is terminated. If employment is terminated and the employee is rehired at a later date, the employee will retain the seniority earned at the time of termination. Temporary employment is not recognized in calculating seniority.
- Seniority continues to accrue during paid leaves of absence.
- For PRAIRIECAT staff hired on or before July 1, 2018, service as an employee of the Reaching Across Illinois Library System or its predecessor systems will be counted toward PRAIRIECAT seniority.

#### Confidentiality

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

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

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

- Confidential information should not be disclosed to any third party except upon the Director’s prior written approval;
- No copies should be made of any confidential information except to promote the purposes of the employee’s work for PRAIRIECAT;
- Employees should not use confidential information for their own benefit, nor for the benefit of any third party, without the Director’s prior written approval.

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

### Access to Personnel Files

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

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

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

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

### Identity Protection

#### Purpose

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, PRAIRIECAT intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 *et seq.*).

#### Requirements

- A. All employees who have access to social security numbers in the course of performing their duties will be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- C. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

- D. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

#### Prohibited Activities

No employee may do any of the following:

- Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- Print an individual's social security number on any card required for the individual to access products or services.
- Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.
- Require an individual to transmit his or her social security number over the internet, unless the connection is secure or the social security number is encrypted.
- Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- 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.

- Require an individual to use his or her social security number to access an Internet website.
- 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:

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

## Payroll and Hours of Work

### Work Weeks, Pay Periods, and Procedures

The work week for purposes of calculating overtime begins on Sunday at 12:00 a.m. and ends at 11:59 p.m. on Saturday. Employees are paid bi-weekly, every other Friday. If a payday falls on a holiday, payday will be on the last prior workday. Direct deposit of funds is recommended, and employees are encouraged to receive payment via this option.

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

PRAIRIECAT 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 HR Assistant, so that corrections can be made as quickly as possible. Once legitimate underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, PRAIRIECAT will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

### Pay Deductions

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

Employees who believe their pay has been improperly deducted should report such improper deduction immediately to the HR Assistant. 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 Director.

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

### Overtime

Every effort is made to allocate overtime work fairly and in the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Employees are expected to work overtime if additional work effort is required to serve our members. Non-exempt employees must have the Director's authorization prior to working overtime. Working unauthorized overtime is prohibited and may be disciplined up to and including termination.

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

### Attendance

Consistent attendance and punctuality contribute to the success of PRAIRIECAT's business operations. Attendance problems disrupt operations, lower productivity and create a burden for other employees. All employees of PRAIRIECAT 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 may be subject to disciplinary action.

### Rules Concerning Attendance

- Inform PRAIRIECAT in advance when possible. When an employee knows in advance that he or she cannot avoid absence from work, the employee must request arrangements in advance with the employee's supervisor for such absence.
- If it is not feasible for an employee to arrange in advance for an absence, the employee is then required to contact his/her supervisor as soon as possible, and no later than 60 minutes before the employee's normal starting time.
- In the event the employee cannot reach the supervisor, the employee should leave a voicemail [or email](#) with a contact number where the employee can be reached. Be prepared to explain the reason for the absence and give an expected date of return to work.
- Employees must personally contact PRAIRIECAT on a daily basis, during all absences, except



those arranged in advance.

- PRAIRIECAT may require that additional documentation substantiating the reason for the absence be furnished. In instances of absence due to an employee's health, PRAIRIECAT may require the employee to obtain a doctor's report explaining the condition and the doctor's restriction that the employee not work. Ordinarily any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, PRAIRIECAT may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted.
- PRAIRIECAT will consider employees who are absent for three days without notice to have voluntarily separated from PRAIRIECAT.

#### Hours of Work/Meal/Break Periods

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

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

#### On-Call

##### Purpose

The implementation of this policy is to ensure employees understand the on-call policy.

##### Applicability

This policy applies to exempt employees only. Non-Exempt employees do not serve in an on-call capacity.

##### Statement of Policy

PRAIRIECAT employees may be required to serve on-call to provide necessary services to members such as LLSAP services.

##### Definitions

- On-call duty is defined as an unscheduled request by a supervisor or other appropriate PRAIRIECAT management team member for an employee to return to work for emergency

purposes outside of his/her regular work schedule.

- An employee is considered on-call when the employee is assigned on-call duty and is available to report back to his/her assigned work station within 60 minutes. On-call duties may include travelling to the worksite and/or when an employee performs duties such as answering questions, consulting with a supervisor, or any other on-call related matters.

#### Policy

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

- Provide a current telephone number where he/she may be reached when the employee is assigned to the on-call schedule.
- Remain near a telephone and notifies his/her supervisor of the telephone number where he/she may be reached or paged. (The employee is free to move about as he/she pleases).
- Make a verbal response to the call within a maximum response time of 30 minutes to confirm that the employee has received the call/page and will report for duty.
- Be available and ready to return to his/her workstation (or other location as requested) within 60 minutes of receiving a call.
- When the employee returns to duty, whether remotely or at ~~another on-office~~ location, the employee shall complete the required documentation to account for time worked in accordance with PRAIRIECAT policy.
- Comply with all PRAIRIECAT policies, including Illegal Drugs and Alcohol in the Workplace. Employees who fail to comply with any PRAIRIECAT policies will be disciplined, up to and including termination of employment.

#### Compliance with On-Call Policy

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

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

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

#### Flexible Scheduling

##### Who is eligible?

PRAIRIECAT employees that work 20 hours per week and who have worked for PRAIRIECAT for a minimum of 6 months are eligible to apply for flexible scheduling.

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

### Types of Flexible Work Options

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

#### 1. Flexible Work Hours

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

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

#### 2. Compressed Work Schedules

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

Common examples of Compressed Work Schedules:

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

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

#### 3. Hybrid Options

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

#### Remote-Work Conduct Policy

As our workforce continues to operate with all employees working at remote locations, the following

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expectations for employees are being clarified to avoid issues that may cause disruption to the workday and/or during virtual meetings.

#### **General Expectations**

- Remote employees are expected to be available and communicative during scheduled work hours.
- PrairieCat work rules and other policies continue to apply to offsite work locations.
- Consumption of alcohol, cannabis and controlled substances during work hours is never acceptable.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- PrairieCat will provide employees with appropriate computer hardware and software, office equipment and supplies. Such equipment remains property of PrairieCat.
- Employees must arrange for child/elder care during working hours.

#### **Virtual Meetings**

- While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during video or audio conferencing unless you are speaking.
- Turning on video is encouraged but not required.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Casual dress is acceptable; however, use discretion. No sleeveless tops, pajamas or other apparel that would not be appropriate to wear outside of your home.
- Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, you should report the incident to your supervisor as soon as possible.

We appreciate the effort that all our employees have shown in the transition to remote work, and we hope these guidelines help to clarify PrairieCat's expectations when teleworking.

While gentle reminders may be all that is necessary in some circumstances, egregious or continued violations of these expectations and/or other PrairieCat policies will result in disciplinary action.

Use of person bandwidth from staff's home will be reimbursed to the staff member. The amount of reimbursement will be pro-rated based on working hours, and staff must submit their bills on a monthly basis to receive reimbursement. If the staff member prefers, or if the staff member's home location cannot provide sufficient bandwidth for job duties, a mobile hotspot will be provided to that staff member. If a mobile hotspot will not function sufficiently from a staff member's home, a third party officing arrangement, such as at a member library, will be discussed. Staff will be provided with necessary office supplies and equipment. Reimbursement for the use of other employee-owned equipment will be

considered on a case-by-case basis. If a staff member has questions about a specific reimbursement, please bring the question to your supervisor.

### Telecommuting

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

Candidates for telecommuting arrangements must:

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

Telecommuting arrangements are approved on a case-by-case basis.

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

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on PRAIRIECAT's premises.
- An employee must work the same hours from home as the employee would work in PRAIRIECAT's office. Employees must be reachable by phone and email when telecommuting, and must respond to communications in a timely fashion. If necessary, staff must be able to return to the office in cases of emergency or as deemed necessary by their supervisor or the Director.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Employees who telecommute may be required to attend these meetings and other activities "in person."
- Employees must arrange for child/elder care during their work hours.

A PRAIRIECAT telecommuting arrangement will specify the number of hours to be worked at home and the specific time in which this will occur (e.g., every Tuesday, the first Monday of the month, etc.).

PRAIRIECAT does not provide telecommuting employees with equipment or office furnishings for their home offices. (Some exceptions may be made with respect to computer equipment and will be discussed on a case-by-case basis). Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. The specifics concerning required equipment will be discussed with the individual employee. Employees are responsible for providing office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense.

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~~Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, you should report the incident to your supervisor as soon as possible.~~

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

~~Additional time reporting requirements may be defined by your supervisor if deemed beneficial to PRAIRIECAT's operations.~~

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

### Emergency/Weather Closings

PRAIRIECAT's Director or her/his designee will make the decision to close all or selected PRAIRIECAT locations due to inclement weather or other unforeseen circumstances.

~~If an employee loses power/internet access due to inclement weather or other unforeseen incident, the employee could be closed due to inclement weather, all full time and part time employees scheduled to work on the day of the closing will be paid for their regularly scheduled work hours. A loss of power/internet of less than 24 hours, will be paid to an employee by utilizing the weather closure time off request in the timecard system. Please note a proof of outage may be required for an employee to be paid for time requested. If an employee experiences an outage of more than 24 hours, that employee should utilize the flex office/s available to PRAIRIECAT staff. All emergency/weather situations should be communicated to your immediate supervisor. If an employee chooses not to come to work or leaves early due to inclement weather when PRAIRIECAT remains open, the employee may choose to use any remaining vacation or personal days or take a day without pay, upon consultation with the employee's supervisor. Please refer to the PRAIRIECAT Inclement Weather Policy for details.~~

### Travel

#### Conference/Workshops/Training Attendance

When an employee is required to attend or given advance permission to attend a job-related conference, workshop, training class, etc. through PRAIRIECAT or at their own expense, PRAIRIECAT will allow the employee to count that time away from work as paid time, with the employee's supervisor's advance approval. The employee will be paid at his/her regular rate of pay while in attendance.

#### Travel Time

PRAIRIECAT will pay nonexempt employees for travel time to a required work destination if it extends their normal commute time or workday in order for them to attend work-related conferences, provide emergency support, attend long distance meetings, etc. The employee will be compensated for travel time in excess of their normal commute time at their regular hourly rate of pay, with their supervisor's advance approval. Please refer to the PRAIRIECAT Travel Policy for more information regarding business travel guidelines and

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procedures.

## Driver Safety

### Purpose

Vehicle accidents can be costly in terms of human injury, lost working time, vehicle repair, and higher insurance premiums. The purpose of this policy is to set minimum qualifications for drivers of PRAIRIECAT or RAILS-owned vehicles and standards for vehicle operation.

### Driver Qualifications

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

- are acting at the direction and with the explicit permission of PRAIRIECAT or RAILS,
- are aged 21 or older,
- hold no more than one driver's license,
- hold a valid license for the class of vehicle in question, and
- are otherwise qualified under federal and state regulations to drive the vehicle in question.

### Disqualifying Driving Records

Employees whose essential job functions include driving PRAIRIECAT or RAILS-owned vehicles may be subject to a Department of Motor Vehicles background check prior to beginning employment and annually, thereafter. PRAIRIECAT or RAILS reserves the right to run a motor vehicle report (MVR) on employees whose essential job functions don't include driving a PRAIRIECAT vehicle but who may use a PRAIRIECAT vehicle while performing work on behalf of PRAIRIECAT. Employees cannot operate PRAIRIECAT or RAILS-owned vehicles if their driving records contain the following violations, and PRAIRIECAT expects employees to notify their immediate supervisor (self-report) if they have a disqualifying driving record and cannot operate a PRAIRIECAT or RAILS vehicle:

- driving a motor vehicle under the influence of alcohol, controlled substances, or drugs that impair driving ability;
- refusing to submit to a test to determine alcohol concentration while driving a motor vehicle;
- using a motor vehicle in the commission of a felony;
- leaving the scene of an accident unlawfully;
- committing more than one major traffic offense over the past 24 months, including reckless driving, careless driving, or a major moving traffic infraction;
- receiving a felony revocation of driving privileges or felony or misdemeanor driver's license suspension within the last 24 months; or
- transporting a controlled substance unlawfully.

### General Driving Requirements

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

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

### Safety Belts

Drivers must ensure that safety belts are worn by drivers and passengers in all vehicles used for PRAIRIECAT 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. Approved child safety restraints must be used for children of the age, size, or weight for which such restraints are prescribed by law. Employees who discover an inoperable restraint system promptly must report the defect to the appropriate supervisor. PRAIRIECAT-owned vehicles in which a safety belt is inoperable cannot be used until the safety belt is repaired.

#### Wireless Communications Devices Use

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

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

#### Accidents

A printed card titled "In Case of Accident" must be kept in the glove compartment of each PRAIRIECAT-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 to the local police and then their supervisors.
- Employees must not sign or make any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a PRAIRIECAT-owned vehicle or driving their own vehicle on PRAIRIECAT business. Employees should avoid explaining or describing the accident to anyone except public safety personnel, their supervisor, or the claims adjuster or attorney for PRAIRIECAT's insurance company.
- Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved. Employees also must collect insurance company contact information and the address and phone number of the police department where the accident report is prepared.

#### Discipline

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

#### Travel Reimbursement Policy

Employees are encouraged to attend professional meetings and participate in professional activities. PRAIRIECAT'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.

[Travel reimbursement will also be available for employees traveling to and from flex office space. Such](#)



[traveling should be minimized and should not be done on a daily basis.](#)

#### **Prior Approval**

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

The selection of employees to attend specific conferences, workshops and meetings will be made by the Director.

#### **Reimbursable Expenses**

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

#### **Transportation**

- Round trip transportation by the most convenient and/or economical means will be determined by the Director or her/his 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.
- All parking and toll charges incurred while traveling on authorized PRAIRIECAT business or while attending approved professional activities or meetings will be reimbursed.

#### **Lodging and Meals**

- A reimbursement maximum, as most recently published by the U.S. General Services Administration, will typically be established to cover room, meals and gratuities. [GSA Per Diem rates can be found online here: https://www.gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates)
- The maximum allowed will depend upon location, time of year and other local conditions.
- The maximum reimbursement allowed will be established by the Director before travel actually begins, and reimbursement will not exceed the amount authorized.
- Registration fees required for attendance at conferences and workshops or at other related organizational or civic meetings required by PRAIRIECAT will be fully paid by PRAIRIECAT.

#### **Records and Receipts**

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

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 travel has actually been performed or the activity actually attended.

Receipts for commercial transportation, registration fees, room rental and meals not covered by the per diem rate will be required.

#### Non-Reimbursable Expenses

PRAIRIECAT's policy is to reimburse its staff for all reasonable and necessary expenses incurred on behalf of PRAIRIECAT. 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 members accompanying the PRAIRIECAT representative on official PRAIRIECAT business.
- If personal travel is combined with business travel, any additional expenses related to the personal travel.
- Expenses, such as cleaning, personal care products, personal entertainment, health and fitness services, airline insurance, barber, shoe shine, coat check, and alcohol.

#### Business Use of Vehicles

At times, employees may be required to use their personal vehicle for business purposes, including attending meetings, seminars, etc. Employees doing so will receive a mileage reimbursement at the Internal Revenue Service approved rate for the actual miles traveled. This allowance is to compensate for the cost of gasoline, oil, depreciation, insurance, and wear and tear. In addition, employees driving on PRAIRIECAT business may claim reimbursement for parking fees and tolls actually incurred. Note that employees will not receive a mileage reimbursement for their normal commute to work.

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

### Employee Benefits

#### Introduction

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

Eligibility for other benefits is dependent upon a variety of factors, including employee classification.

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

#### Retirement Benefits

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. By statute, employees contribute 4.5% of their wages or salaries to the fund. Employers contribute at annual specified contribution rates as determined by the Illinois Municipal Retirement Fund. Plan descriptions of this program are available from Human Resources. PrairieCat will adhere to Illinois Municipal Retirement Fund (IMRF) guidelines, and will not permit end-of-career payouts in a way to pad or "spike" pensions. For example, but not by way of limitation, PrairieCat 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, PrairieCat 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 PrairieCat 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.

#### **OTHER RETIREMENT/BENEFIT PROGRAMS**

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

#### **Health Insurance Benefits**

Health insurance benefits are available to employees who are regularly scheduled to work at least 30 hours per week.

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

#### **PrairieCat Health Insurance Benefits for Retirees**

**Health Care Continuation Policy for Retirees:** Retirees may purchase health insurance benefits through PrairieCat's insurance plan. All cost for the benefits are born by the retiring employee and may also include an administrative fee charged to PrairieCat by our healthcare provider. This policy is subject to availability of retiree coverage as allowed by the health insurance provider. At the time of retirement, participation in the plan is continuous; no retiree can exit the plan and join at a later date.

**Definitions:** Terms used in this policy have the following meanings: Retirees are employees who are enrolled in PrairieCat's group health care plan, who have no less than two years of employment with PrairieCat, and

who resign for any reason at the age of 59.5 or older. Retirees do not include employees terminated without cause or terminated for cause. Years of service with RAILS immediately previous to PrairieCat's independence count toward this vesting period. Terms of this plan will fall under IMRF guidelines, which will vary depending on the retirees' tier level and be subject to other exceptions if the employee isn't vested in the pension at the time of retirement. Questions regarding these guidelines should be referred to HR at PrairieCat.

**Premiums:** Qualified beneficiaries who elect continuation coverage must pay the full cost of the premium. PrairieCat pays for group health care for similarly situated active employees, and may include administrative expenses which are charged to PrairieCat and passed on to the retiree.

**Termination:** PrairieCat terminates continuation coverage when qualified beneficiaries fail to pay required premiums on time.

**You Must Give Notice of Some Qualifying Events:** For other qualifying events, such as divorce or legal separation of the employee and the employee's spouse, or a dependent child's losing eligibility for coverage as a dependent child, you must notify the Plan administrator within 30 days after the qualifying event occurs. You must provide this notice to:

PrairieCat Director 220 W. 23rd Ave., Coal Valley, IL 61240

**Keep Your Plan Informed of Address Changes:** To protect your family's rights, you should keep the Plan administrator informed of any changes in the addresses of family members. You also should keep for your own records a copy of any notices you sent to the Plan administrator.

**If You Have Questions:** Questions concerning your Plan should be addressed to the contact identified above. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest regional or district office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA Web site at:

<http://www.dol.gov/ebsa/>.

Addresses and telephone numbers of regional and district EBSA offices are available on the agency's Web site. This policy is only a brief summary of the provisions of PrairieCat's group health plan and does not fully explain all requirements. Employees should read the notice they received when they first enrolled in the group health plan or the Summary Plan Description for a full explanation. Copies of the notice and Summary Plan Description can be obtained from the PrairieCat Director.

**Procedure:** PrairieCat will not invoice retirees for group health insurance premiums; they are responsible for submitting payment on time. Upon non-receipt of payment for two consecutive months they will be considered terminated. During open enrollment for health benefits any changes to the plan will allow a retiree to select available options and make changes, however retirees cannot add coverage.

**Approved by Administrative Council, 11/2/2018**

#### **Disability Benefits**

Short ~~and long~~ term disability insurance is provided by PrairieCat at no cost to staff members who work at least 20 hours or more on a regular basis. Long term disability benefits are provided as part of IMRF

[membership](#). More information on ~~these~~ [benefits](#) ~~are~~ [is](#) available upon request.

### Tuition Benefit

PRAIRIECAT believes that dollars spent on approved programs of study that increase an employee's value to our member libraries and overall job performance are dollars well spent. Because of this belief, PRAIRIECAT encourages employees to further their education and training in work-related areas and may provide employees with the financial support to do so. On the job training or training required by management for job performance is not included in this consideration.

### Eligibility

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

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

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

### Reimbursement

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

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

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

The PRAIRIECAT Administrative Council will allocate funds in the annual appropriation to cover the reimbursement of anticipated tuition costs. PRAIRIECAT reserves the right to reject requests for any reason, including budgetary constraints.

PRAIRIECAT expects employees utilizing tuition reimbursement funds to remain with the organization for at least 1 year following the completion of a course. Employees who fail to remain with PRAIRIECAT for that time period shall be obligated to reimburse the organization for all of the tuition benefits received

during the prior year. Employees receiving tuition reimbursement will be required to execute a written agreement to this effect prior to disbursement of funds.

For more information regarding tuition reimbursement, contact your supervisor or the Director.

### Wellness Benefit

As a benefit to all employees, PRAIRIECAT will reimburse up to \$180 per calendar year for wellness-related activities. Wellness benefits are available to any employee who has been with PRAIRIECAT for at least 3 months and is considered by his/her supervisor to have a satisfactory performance rating.

This benefit will be considered taxable income, and paid via the payroll process. Wellness-related activities are those that result in a direct physical, nutritional, or other health-related benefit.

Examples include:

- Gym or fitness club membership
- Fitness classes, such as Zumba, yoga, Pilates, CrossFit, cardio kickboxing, spin, and run clubs
- Registration for activities such as runs, fitness workshops, and triathlons
- Flu shots and health screenings not covered by insurance
- Smoking cessation programs
- Nutrition programs, nutrition counseling, or nutrition consultations

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

### Memberships and Dues

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

### Holidays

PRAIRIECAT recognizes the following holidays and will be closed:

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

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

When one of the above holidays falls on a Saturday, PRAIRIECAT will be closed on the preceding Friday, and eligible full time employees will be paid for the holiday. If a holiday falls on a Sunday, PRAIRIECAT will be closed on the following Monday, and eligible full time employees will be paid for the holiday.

**The following conditions apply to PRAIRIECAT’s holiday pay policy:**

- Holiday pay **will not** be considered as time worked for the purpose of overtime calculations.
- Employees regularly scheduled to work at least 20 hours per week but less than 30 hours on a consistent basis are entitled to receive 5 hours of holiday pay regardless if they work the actual holiday. Employees will be required to adjust regularly scheduled hours so as to not exceed normal weekly work hours due to receipt of holiday pay.
- Holiday pay is computed at an individual employee’s base rate of pay.

**Vacation**

Because PRAIRIECAT recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, PRAIRIECAT 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. Part-time employees who work at least 20 hours per week on a consistent basis are eligible to accrue pro-rated paid vacation, depending on the number of hours worked per week. For example, an employee who works 3 days per week is eligible to accrue 3/5 of what a full-time employee accrues (i.e., if a full-time employee accrues 15 days a year, an employee working 3 days per week will earn 9 days(15 x 3/5 = 9 days)).

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

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

<b>Years of Service:</b>	<b>Accrual Per Pay Period</b>	<b>Accrual Per Year</b>
0 – less than 10 years of service	4.33 hours	15 days
More than 10 years of service	5.77 hours	20 days

**Vacation Scheduling**

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

Employees must use vacation time in the calendar year in which it accrues, except that employees may carry over up to a maximum of five (5) vacation days into the following calendar year. Time accrued beyond the maximum will be lost if not taken by the end of the calendar year. Any exceptions must be approved by the Director.

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

## Personal Time

All full-time employees are eligible for four (4) personal days each year. All part-time employees who work at least 20 hours per week on a consistent basis are also entitled to personal days, prorated to reflect the number of hours per week they are typically scheduled to work.

Personal days may be used for approved personal reasons, which include personal business that cannot be accomplished outside of the employee's regular working hours, such as banking and legal transactions, home repairs, etc. Personal days are not extra vacation days and should not be used as such. Taking personal leave under false pretenses is subject to disciplinary action, up to and including dismissal.

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

The personal day benefit will be subject to the following additional rules:

- To receive payment for personal time, an employee must notify the supervisor prior to the day of absence, if possible, or satisfy the notification procedure set forth in the Attendance Policy.
- Personal time may be taken in half-hour increments.

## Sick Leave

Paid sick leave is provided to all regular employees who work at least 20 hours per week on a consistent basis. Sick leave is provided for the exclusive purpose of allowing employees to take time off for medical reasons. Acceptable medical reasons include the illness, injury, or medical appointment of the employee or the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Sick leave may be taken in half-hour increments. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including dismissal.

### Sick leave accrual

Full-time employees 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.,  $12 \text{ days per year} \times \frac{3}{5} = 7.2 \text{ days}$ ).

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

### Sick bank

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



reported to the employee pension fund for service credit if applicable. The decision of whether or not to provide retirement service credit is made by the employee pension fund and not PRAIRIECAT. Sick bank accruals will not be paid out at the time of termination.

#### **Notice of absence**

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

#### **Proof of need for absence**

PRAIRIECAT reserves the right to require you to obtain a doctor's note justifying your absence. An employee absent on sick leave more than three days in a row will normally be required to produce a note from a healthcare practitioner certifying that the employee was unable to work for health reasons and is fit to return to duty. A doctor's note may also be required in instances where abuse of sick leave is suspected.

#### **Confidentiality of medical information**

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

#### **Jury Duty**

Employees shall be given paid time off for jury duty. Any employee summoned for jury duty should provide his/her supervisor with as much notice as possible. Employees requesting and/or returning from jury duty leave will be required to provide verification of jury duty service.

#### **Military Leave**

Leaves of absence without pay for military or reserve duty are granted to all employees of PRAIRIECAT. Employees called to active military duty or to reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as practicable. Employees will be granted a military leave of absence for the period of military service in accordance with applicable federal and state laws. Employees who are reservists or members of the National Guard are granted time off for required military training. Their eligibility for reinstatement after the completion of their military duty and/or training and benefit continuation/eligibility issues are determined in accordance with applicable federal and state laws. Employees may elect, but are not required, to use any vacation entitlement for the absence.

#### **Victims' Economic Security And Safety Act (Vessa)**

##### **Statement Of Policy**

Eligible employees may use unpaid victims' economic and security and safety leave for up to four (4) weeks in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by

domestic, gender or sexual violence to the employee or the employee's family or household member; or

- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, gender or sexual violence or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, gender or sexual violence.

#### Definitions

"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.

"Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;

"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.

"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.

"Domestic or Sexual Violence" - means domestic violence, sexual assault, or stalking.

"Gender violence" means: (A) one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of this State that are committed, at least in part, on the basis of a person's actual or perceived sex or gender, regardless of whether the acts resulted in criminal charges, prosecution, or conviction; (B) a physical intrusion or physical invasion of a sexual nature under coercive conditions satisfying the elements of any criminal offense under the laws of this State, regardless of whether the intrusion or invasion resulted in criminal charges, prosecution, or conviction; or (C) a threat of an act described in item (A) or (B) causing a realistic apprehension that the originator of the threat will commit the act.

#### Coverage and Eligibility

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

### **Intermittent Or Reduced Leave**

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

### **Substitution Of Time Off**

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

### **Notice Requirement**

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

### **Certification**

For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after request.

The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:

- Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, gender or sexual violence and/or its effects;
- A police or court record; or
- Other corroborating evidence.

All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.

### **Effect on Benefits**

During an approved VESSA leave, PRAIRIECAT will maintain your health, disability, and life benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, PRAIRIECAT 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 PRAIRIECAT for the cost of the premiums paid by PRAIRIECAT for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, gender or sexual violence or other circumstances beyond your control.

### **Job Protection**

If you wish to return to work at the expiration of your leave, you are entitled to return to your same

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

#### **Reasonable Accommodations**

PRAIRIECAT 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 PRAIRIECAT.

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, gender or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, gender or sexual violence.

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

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

#### **General Leave of Absence**

Employees who, for personal or other reasons, wish to request time off, but do not qualify for a leave under another of PRAIRIECAT's policies, may request a general leave of absence. This leave of absence is typically granted for a maximum of 30 calendar days.

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

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

#### **Funeral/Bereavement Leave**

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

If a member of an employee's "immediate family" dies, an employee may take up to three regularly scheduled work days of paid bereavement leave. "Immediate family" includes the employee's parent, spouse, child, domestic partner, brother, sister, grandparent, or grandchild, mother/father in-law, brother/sister in-law or daughter/son in-law. Included in each of these relationships are step-relatives and relatives by adoption.

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

## Employee Conduct and Performance

### Conduct and Work Rules

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

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

### Breaches of Conduct

- Falsifying employment application, time sheet, expense report, personnel or other documents or records of PRAIRIECAT.
- Unauthorized possession of PRAIRIECAT member or employee property.
- Possession, distribution or use of weapons or explosives, or violating criminal laws, on the premises of PRAIRIECAT, which has prohibited the possession of weapons on its premises in accordance with the Illinois Firearm Concealed Carry Act.
- Fighting and/or other disorderly conduct.
- Dishonesty, fraud, theft or sabotage against PRAIRIECAT or its employees.
- Threatening, intimidating, coercing, using abusive or vulgar language towards other employees of PRAIRIECAT or its members.
- Interfering with the performance of other employees.
- Insubordination or failure to perform reasonable duties which are assigned.
- Unauthorized use of material, time, equipment or property of PRAIRIECAT or a member.
- Damaging or destroying property through careless or willful acts.
- Performance that does not meet the requirements for the position.
- Negligence in observing fire prevention and safety rules.

**Commented [CD2]:** HR Source recommends changing immediate family to designated loved one. Consider adding the highlighted text from the draft bereavement policy in this folder.

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

### Disciplinary Steps

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

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

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

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

### Performance Reviews/Salary Adjustments

Performance reviews are normally conducted on a yearly basis or more frequently if recommended by the employee's supervisor. They are designed to provide communication between the employee and supervisor on the employee's job performance. The review also serves as an objective basis for pay adjustment

recommendations. However, a pay adjustment does not necessarily result from a performance review. Pay adjustments will be approved by the Director and normally take place in conjunction with PRAIRIECAT's fiscal year, which begins July 1.

### Personal Appearance

PRAIRIECAT employees are expected to maintain good personal hygiene and to dress appropriately for the tasks of their position. Some departments will have different dress standards and guidelines.

### Open Door Communications/Problem Solving Procedure

PRAIRIECAT encourages its employees to raise issues that may be negatively impacting their work environment. If an employee has a complaint, problem or situation that needs to be addressed, the following procedure should be utilized:

**Step One:** The employee should informally discuss the situation with his/her manager as soon as possible. The employee should give the manager an opportunity to investigate and then get back to the employee.

**Step Two:** If the employee is not satisfied that the issue is resolved, the employee can present the issue to the Director in writing and, again, as soon as possible. The employee should give the Director an opportunity to reconsider the situation and get back to the employee in writing.

**Step Three:** If the employee is still not satisfied that the issue is resolved; the employee can present the issue to the Chair of the PRAIRIECAT Administrative Council. As before, this should be done in writing as soon as possible. The Chair of the PRAIRIECAT Administrative Council, in consultation with the Council, will consider the situation at the next regularly scheduled meeting of the Council, and it will provide a written response to the concern as quickly as they are able. The written response of the Council will be final.

### Termination of Employment

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

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

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

## Non-Discrimination and Anti-Harassment

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

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

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status such as race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), military status, marital status, order of protection status, genetic information, sexual orientation, transgender status, gender identity and any other category protected by applicable law. PRAIRIECAT will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

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

1. "Sexual harassment" consists of unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when made by any employee to another employee where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
  - Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
  - Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
  
2. Sexual harassment, as defined above, may include, but is not limited to:
  - Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
  - Graphic or suggestive comments about an individual's dress or body;
  - Displaying sexually explicit objects, photographs or drawings;



- Unwelcome touching, such as patting, pinching or constant brushing against another’s body; or
  - Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one’s employment status or similar personal concerns.
  - Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.
3. Sexual harassment is illegal and will not be tolerated. An employee who believes that he or she has been subjected to sexual harassment or who has witnessed any kind of harassment or discrimination should immediately submit a complaint to the Director. The complaint may also be submitted to the Chair of the PRAIRIECAT Administrative Council if the alleged harasser is the Director. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director. All complaints shall be investigated in accordance with the procedures contained herein. For purposes of this policy, the term working environment is not limited to a physical location an employee is assigned to perform his or her duties.
  4. PRAIRIECAT shall promptly and thoroughly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Chair of the PRAIRIECAT Administrative Council or his/her designee, who will review the investigation report and make a final decision. At the Chair’s option, he/she or his/her designee may conduct further investigation, if necessary.
  5. Staff reporting incidents of harassment are protected by the Whistleblower’s Act and the Illinois Human Rights Act. Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual’s status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with PRAIRIECAT’s legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
  6. A substantiated charge against an employee will subject the employee to disciplinary action up to and including discharge. Likewise, an employee knowingly making a false report of sexual harassment will be subject to disciplinary action up to and including discharge.
  7. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. A complaint must be filed within 300 days of the alleged incident(s)

Contact Information:

Illinois Department of Human Rights (IDHR)

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

Illinois Human Rights Commission (IHRC)

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

United States Equal Employment Opportunity Commission (EEOC)

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

8. If an allegation of sexual harassment is made against an elected official, by another elected official of a governmental unit, it shall be reported to the Director and investigated by an independent investigator selected by PRAIRIECAT's attorneys.
9. PRAIRIECAT shall provide sexual harassment prevention training to all employees on an annual basis as required by law. The training shall include (1) an explanation of sexual harassment, (2) examples of conduct that constitutes sexual harassment, (3) a summary of applicable law, including remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation and corrective measures of sexual harassment.

### Illegal Drugs and Alcohol/Drug Free Workplace

PRAIRIECAT endeavors to provide a safe and productive work environment for all employees. Alcohol and drugs in the workplace, including cannabis, pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, PRAIRIECAT is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

#### Prohibited Activity

The possession, consumption, purchase, sale, transfer, or distribution of alcohol ~~on PRAIRIECAT's premises~~, while operating a PRAIRIECAT vehicle, while on call, or while engaged in PRAIRIECAT business is prohibited. No employee shall be under the influence of alcohol or drugs, including cannabis, while ~~on the PRAIRIECAT's premises or~~ while performing PRAIRIECAT business ~~off the premises~~. As an exception to the prohibition against consuming alcohol while working, a moderate amount of alcohol may be consumed at approved PRAIRIECAT events provided such consumption does not adversely affect an employee's behavior or judgment and, if the employee will drive a motor vehicle following the event, does not adversely affect the employee's ability to safely and legally drive the vehicle. A violation of this moderate consumption rule will result in discipline up to and including termination of employment.

"Legal drugs" are: (1) drugs that are permitted under state or federal law, (2) obtained by an employee with a physician's prescription or over-the-counter and (3) used for the purposes for which they were prescribed

or sold. Employees using cannabis must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties and may not possess, use, or be under the influence of cannabis while performing their duties, ~~while on PRAIRIECAT property,~~ or while operating vehicles for PRAIRIECAT. Employees are responsible for consulting with their doctors about a prescription medication's effect on their ability to work safely, and promptly disclose any restrictions to their supervisor. In the event an employee fails to report such restrictions and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy. Employees should not, however, disclose underlying medical conditions unless specifically directed to so.

"Illegal drugs" are drugs or controlled substances that are: (1) not legally obtainable under federal or state law, or (2) legally obtainable, but not obtained in a lawful manner. The use, purchase, sale, transfer, possession, being under the influence, or the presence in one's system of a detectable amount of an illegal drug by any employee is prohibited: ~~(1) on PRAIRIECAT's premises;~~ (2) while operating a PRAIRIECAT vehicle; or ~~(3) whenever the employee is performing PRAIRIECAT business off the premises.~~

#### Testing for Alcohol and Illegal Drugs

PRAIRIECAT will require a drug and alcohol test of any employee where there is a reasonable suspicion to believe that he or she may be using drugs or may be under the influence of drugs or alcohol while working, ~~on PRAIRIECAT premises,~~ or operating PRAIRIECAT vehicles. "Reasonable suspicion" may include, but is not limited to: abnormal conduct, appearance, speech, or odor; detection of alcohol or drugs in the area where an employee has been working; an unexplained decline in work performance or attendance; a reliable report of drug or alcohol use, or involvement in an injury or accident ~~at work or~~ while performing PRAIRIECAT business; or other conduct that indicate the employee is under the influence of legal or illegal drugs, cannabis, alcohol, or any or all of the above.

Employees will be required to sign a consent and release form prior to drug or alcohol testing. Test results will be kept confidential to the extent possible and consistent with applicable law.

If an employee tests positive for alcohol, cannabis, or illegal drugs, is found to be under the influence of alcohol, cannabis, or illegal drugs; or use, possess, buy, sell, manufacture or dispense alcohol, cannabis, or illegal drugs in violation of this policy (as discussed above) will be subject to discipline, up to and including termination. If an employee fails to report immediately to the testing location upon request, fails or refuses to comply with any testing procedures (including by attempting to substitute, dilute or otherwise change specimens to be tested), and/or fails to provide specimens unless medically incapable, the employee will be subject to discipline, up to and including termination.

The laboratory conducting the tests shall transmit positive drug tests results to a doctor ("MRO"), retained by PRAIRIECAT, who shall offer persons with positive results a reasonable opportunity to establish that their results are caused by lawful prescribed medicines or other lawful substances. (A medical cannabis prescription or a claim that cannabis was used "off duty" is not a defense to a reasonable suspicion test). Persons with positive test results may also ask the MRO to have their split specimen sent to another federally certified lab, to be tested at the employee's or applicants own expense. Such requests must be made within three (3) working days of notice of test results. If the second lab fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.

### Notification of Drug Conviction

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

### Use of Electronic and Telephone Equipment

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

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

1. Electronic systems are owned/leased and maintained by PRAIRIECAT and electronic communications are the sole property of the organization.
2. Excessive personal use of electronic systems by employees is prohibited. *PRAIRIECAT will, or reserves the right to, monitor the use of electronic systems and to review or inspect all material stored therein. No communications are guaranteed to be private or confidential.*
3. PRAIRIECAT's electronic systems may not be used by employees for commercial purposes, personal financial gain or illegal or criminal purposes.
4. All workstations will be configured with virus protection software, which should not be removed or disabled. Each employee is responsible for protecting his/her computer against virus attack by following appropriate guidelines for scanning all incoming communications and media, and by not disabling the anti-virus application installed on their workstation. All data disks and files entering or leaving PRAIRIECAT should be scanned for viruses.
5. Personal software or messages shall not be installed or stored on PRAIRIECAT's equipment unless prior approval is obtained. The downloading or use of any software sharing programs is explicitly prohibited. In addition, employees are prohibited from encrypting, attempting to decrypt or modifying PRAIRIECAT data, files, or programs without prior written authorization from the Director. Employees are prohibited from deleting or destroying PRAIRIECAT data, files, or programs, except in the ordinary course of business, *i.e.* deletion of an email after it is read.
6. Employees are prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization. No employee may use a pass code unknown to PRAIRIECAT. The use of personal passwords, assigned to or selected by the employee, is not grounds for an employee to claim privacy rights in the electronic or communications systems. PRAIRIECAT reserves the right to override personal passwords. Employees may be required to disclose passwords or codes to PRAIRIECAT to allow access to the systems.
7. In order to maintain network and information security, the sharing or misuse of passwords is

prohibited. As an employee, you are responsible for protecting the confidentiality of your password(s). Passwords should not be written down or left in places that they are accessible to others.

8. PRAIRIECAT's prohibition against sexual, racial, and other forms of harassment are extended to include the use of electronic systems. Harassing, vulgar, obscene, or threatening communications are strictly prohibited, as are sexually oriented messages or images. Employees who receive email or other information on their computers which they believe violate this policy should immediately report this activity to the Director.
9. Privileged or confidential material, such as, but not limited to, trade secrets, attorney-client privileged communications, proprietary financial information, etc. should not be exchanged haphazardly by e-mail, facsimiles, etc.
10. Employees must respect all laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including PRAIRIECAT's own copyrights, trademarks, and brands.
11. Employees must be aware of the possibility that electronic messages that are believed to have been erased or deleted can frequently be retrieved by systems experts and can be used against an employee or PRAIRIECAT. Therefore, employees should be cautious and use the systems only in the appropriate manner and consult with systems experts to guarantee that information to be deleted is truly eliminated.
12. Employees should exercise care so that no personal correspondence appears to be an official communication of PRAIRIECAT. Employees may not use PRAIRIECAT's address for receiving personal mail or utilize PRAIRIECAT stationery or postage for personal letters.

### Social Media Use

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

### General Rules and Guidelines

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

- Employees are prohibited from discussing confidential information through the use of social media, such as PRAIRIECAT trade secrets, marketing lists, member account information, strategic business plans, member lists, PRAIRIECAT financial information, business contracts, and other proprietary and nonpublic PRAIRIECAT information. See the Confidentiality Policy for more information.
- Employees cannot use social media to harass, threaten, bully or discriminate against co-workers, managers, members, clients, vendors or suppliers, any organizations associated or doing

business with PRAIRIECAT, or any members of the public, including web site visitors who post comments. PRAIRIECAT's anti-harassment and EEO policies apply to use of social media in the workplace.

- Employees should respect all copyright and other intellectual property laws. For the organization's protection, as well as your own, it is critical that you show proper respect for all the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including PRAIRIECAT's own copyrights, trademarks, and brands.
- This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions with co-workers.

#### **PRAIRIECAT-Sponsored Social Media**

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

All such PRAIRIECAT-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above. In addition, PRAIRIECAT's Social Media Policy should be referenced for proper use of social media:

- Only employees designated and authorized by PRAIRIECAT can prepare content for or delete, edit, or otherwise modify content on PRAIRIECAT-sponsored social media.
- PRAIRIECAT-sponsored social media accounts are owned by PRAIRIECAT. Any employees who create such accounts or are provided access to such accounts do not obtain ownership rights to such accounts or any content contained in them. Employees who create or are provided access to PRAIRIECAT-sponsored social media accounts must provide PRAIRIECAT with all passwords and/or log-in information to such accounts immediately upon PRAIRIECAT's request, and must transfer "manager" or "owner" status (as defined by the particular social media site) upon PRAIRIECAT's request.
- Designated employees are responsible for ensuring that PRAIRIECAT-sponsored social media conform to all applicable PRAIRIECAT rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including inappropriate content such as pornography, obscenities, profanity, and/or material that violates PRAIRIECAT's EEO and/or anti-harassment policies.
- Employees who want to post comments in response to PRAIRIECAT-sponsored content should identify themselves as employees.

#### **Personal Use of Social Media**

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

- Employees who utilize social media and choose to identify themselves as employees of PRAIRIECAT are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of PRAIRIECAT or of any person or organization affiliated or doing business with PRAIRIECAT.
- Employees cannot advertise or sell PRAIRIECAT products or services through social media.

#### **PRAIRIECAT Monitoring**

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

#### **Violations**

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

#### **Use of Mobile Phones/PrairieCat's Phones**

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

#### **Smoking**

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

No smoking of any kind will be permitted in PRAIRIECAT's or RAILS facilities and vehicles or within 15 feet of any entrance, exit, window that opens, or ventilation intake that serves an enclosed area where smoking is prohibited. This policy specifically applies to the use of e-cigarettes, vaporizers, and other electronic smoking devices.

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

We encourage you to report violations of our smoke-free facility policy to a supervisor/manager. Any employee who fails to comply with this policy will be subject to disciplinary action, including written warnings, suspension, and possible termination for continued violations.

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

#### **Workplace Violence**

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

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

- To provide a safe and healthful work environment.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or uses any threatening language or gestures.
- To take appropriate action when dealing with members, former employees, or ~~visitors to PRAIRIECAT's facilities~~ who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit employees, former employees, members, and visitors from bringing unauthorized firearms or other weapons onto PRAIRIECAT or RAILS premises, in accordance with the Illinois Firearm Concealed Carry Act.
- To establish viable security measures to ensure that ~~PRAIRIECAT's~~ facilities are safe and secure to the maximum extent possible and to properly handle access to ~~PRAIRIECAT~~ facilities by the public, off-duty employees, and former employees.

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

**The duties above are in addition to an employee immediately phoning 9-1-1 in the event an employee believes an immediate threat of harm exists.**

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior will be subject to disciplinary action, up to and including discharge.

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

#### Political Activities and Contributions



PRAIRIECAT employees must not intentionally perform any of the following activities during working time. Additionally, employees may never engage in any of these activities by misappropriating PRAIRIECAT 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 working time encouraging them to attend a rally for a candidate for elective office. Nor may employees use a PRAIRIECAT 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 PRAIRIECAT 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 PRAIRIECAT policy for employees, during their workday, to call potential voters on behalf of a political party to find out whom they might vote for in an upcoming election.
- Assist at the polls on Election Day on behalf of any political organization, candidate for elective office, or for or against any referendum question
- Solicit votes on behalf of a candidate, political organization, or for or against any referendum question, or help in an effort to get voters to the polls
- Participate in a vote recount on behalf of a candidate or political organization
- Initiate, prepare, circulate, review, or file a petition on behalf of a candidate for elective office or for or against any referendum question
- Make a contribution on behalf of any candidate for elective office

- Prepare or review responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes
- Distribute, prepare for distribution, or mail campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question
  - *For example:* It is unlawful for employees to use PRAIRIECAT-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 PRAIRIECAT policy for employees to use PRAIRIECAT-provided telephones, even during an uncompensated lunch period or before or after their normal work hours, to work on someone's campaign for elective office.
- Serve as a delegate, alternate, or proxy to a political party convention.
- Lastly, a supervisor may not compel an employee to perform political activities at any time.

#### Recommended Best Practice

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

#### Political Contributions on PRAIRIECAT Property

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

#### Prohibited Offer or Promise

PRAIRIECAT employees, appointees, or officials may not promise anything of value related to PRAIRIECAT 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 PRAIRIECAT
- Promotions
- Salary increases
- Other employment benefits, including, but not limited to, modified compensation or benefit terms; compensated time off; or change of title, job duties, or location of office or employment. An employment benefit may also include favorable treatment in determining whether to bring any

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

- RAILS or PRAIRIECAT Administrative Council appointments;
- Favorable treatment in any official or regulatory matter; and
- The award of any PRAIRIECAT contract

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

### No Solicitation/No Distribution

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit or distribute literature or printed material of any kind to employees who are on working time. Non-employees are prohibited from distributing material or soliciting employees on PRAIRIECAT's premises at any time.

### Outside Employment

No PRAIRIECAT employee may accept outside employment that may cause a conflict of interest or infringe on official work time with PRAIRIECAT. PRAIRIECAT employees may hold outside employment as long as they can satisfactorily perform their PRAIRIECAT duties and responsibilities, and the outside job is compatible with PRAIRIECAT scheduling demands.

All PRAIRIECAT employees – including those with outside employment – are held to the same performance standards and scheduling expectations. In order to remain employed at PRAIRIECAT, team members may be asked to leave an outside job if it is determined that such secondary employment is impacting their performance or ability to meet PRAIRIECAT requirements, which may change over time.

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

- Unscheduled absences from PRAIRIECAT
- Unsatisfactory work performance
- Using sick leave to fulfill secondary employment responsibilities
- Working for a vendor that does business with PRAIRIECAT

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

Based on available information, the Executive Director will determine if the proposed secondary employment may create or does create a conflict of interest. At its next meeting, the PRAIRIECAT Personnel Committee will review and approve or disapprove the determinations made by the Executive Director, and such Committee decisions shall stand unless at the meeting a Committee member objects, in which event the decision shall be sent to the full Administrative Council for its review and approval or disapproval.

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

### **COVID-19 Vaccination Policy**

#### **Purpose**

PRAIRIECAT recognizes its responsibility to provide employees a workplace free of recognized hazards. This policy is intended to help maximize the protection afforded by the COVID-19 vaccine. The goal of this program is to protect employees, employees' family members, customers, patrons, visitors, others affiliated with us and the broader community.

Participation in PRAIRIECAT's COVID-19 vaccine program has many benefits. Providing a safe and healthy work environment helps employees be more productive and can reduce the number of sick days employees take due to exposure to COVID-19. But, most importantly, employee wellness is a vital aspect of building a happier workplace.

This policy will follow all applicable laws and is based on guidance from the Centers for Disease Control and Prevention (CDC) and the State of Illinois Department of Public Health (IDPH). PRAIRIECAT must comply with all applicable laws, and if there is a conflict between the recommendations in this policy and applicable laws, PRAIRIECAT must follow the applicable law.

#### **Scope**

This COVID-19 vaccine program policy applies to all employees. Employees are required to receive COVID-19 vaccinations by January 3, 2022. Employees who are not vaccinated by January 3, 2022 will be required to submit proof of a bi-weekly test for COVID-19, taken within 72 hours of submittal.

#### **Procedures**

All procedures related PRAIRIECAT's COVID-19 vaccine program can be found in the document: COVID-19 VACCINATION PROCEDURES. These procedures reflect our best practice at time of writing and are subject to change according to CDC, state, and local health department recommendations to the greatest extent possible.

#### **Accommodations**

PRAIRIECAT wants all its employees to have equal access to all benefits and resources offered by PRAIRIECAT. Accordingly, PRAIRIECAT can make reasonable accommodations for employees with disabilities to help them have equal access to the COVID-19 vaccine program. The same applies to employees who cannot take part in the COVID-19 vaccine program due to sincerely held religious beliefs. We encourage our employees to reach out to the Human Resources Department to discuss their need for an accommodation and options. These discussions and any relevant information will be kept confidential.

#### **Confidentiality**

Confidentiality and respect to our employees' rights are important to us. PRAIRIECAT will not:

- Use any genetic information, disability status, or religious beliefs/information to disadvantage its employees in any way;

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- Use incentives in exchange for genetic information, information regarding an employee's health condition or that of their family, or information about an employee's religious beliefs; or
- Try to coerce employees into supplying health/genetic/religious belief information or taking medical examinations.

#### **Duration of COVID-19 Vaccine Program**

This policy reflects our best knowledge at the time of writing. We will continue to monitor incoming COVID-19 updates from the CDC and Illinois Department of Public Health (IDPH), and amend and adjust these guidelines at regular intervals. Thank you for your understanding and patience during these turbulent times. Please direct any questions about this policy to the Human Resources Department.

#### **COVID-19 VACCINATION PROCEDURES**

##### **Procedures**

Due to the increase in the COVID-19 outbreak, the exposure of employees to each other, and the need to assist in stemming the spread of the pandemic, effective January 3, 2022, the following will be required of ALL employees including temporary and contractual employees:

1. PRAIRIECAT requires all employees to be fully vaccinated by January 3, 2022. PRAIRIECAT consider employees fully vaccinated under either of the following two circumstances:

Two weeks after receiving the second dose of a two-dose vaccine (e.g., Pfizer or Moderna).

Two weeks after receiving one dose of a single-dose vaccine (e.g., Johnson and Johnson).

PRAIRIECAT requires fully vaccinated employees to submit copies of their vaccination cards or other documentation to Human Resources by January 3, 2022. A receipt e-mail will be sent back to the employee verifying that it has been received. Employees who have not provided proof of vaccination will be required to show proof of bi-weekly COVID-19 tests.

The documentation submitted showing proof of vaccination must come from a person or organization certified to administer the vaccine and should not contain any private medical, genetic or family health information (other than the vaccination status and dates). For example, an employee can present a copy of the vaccination card obtained when the vaccine is administered.

Submission of a fake or altered vaccination card will be treated the same as falsification of any other PRAIRIECAT document and will subject the employee to discipline up to and including discharge.

Employees seeking to be vaccinated are entitled to one (1) hour of authorized absence for purpose of getting the vaccination.

2. If an employee has not submitted proof showing he/she is fully vaccinated, the employee will then be required to submit a bi-weekly COVID test. The test must be conducted within the last 72 hours of the start of their workday, starting on January 3, 2022. If the test is positive, the employee is NOT to go to work and MUST contact Human Resources for further instruction. If the test is negative, the employee shall provide a copy to Human Resources, and can report to work. The test results must include the employee's name, test date, and test result.

It is suggested that employees test on their days off so that the test results can be turned in on his/her first day back at work. Employees must use their own time when testing. If an employee fails to provide results of a COVID-19 test on a bi-weekly basis, the employee will be sent home and required to use their own accrued time until the test results have been produced.

3. Should an employee be vaccinated after January 3, 2022, the record of such vaccination should be submitted as set forth in paragraph 1 above. Upon confirmation of receipt of the vaccination record, the employee will no longer be required to provide proof of bi-weekly COVID-19 tests.

Employees should visit <https://coronavirus.illinois.gov/s/vaccination-location> for a list of locations to aid in receiving vaccines on their own or contact the Illinois Public Health Department at (833) 621-1284 to schedule an appointment. Employees may also be able to obtain vaccine availability information from their own health care providers.

#### **Incentive for Vaccination**

PRAIRIECAT wants to encourage all employees to take part in this COVID-19 vaccine program, and to further that goal will provide employees who receive the full COVID-19 vaccine with a ½ day of personal time (3.75 hours) to be to be applied after January 1, 2022 and used by the end of the calendar year. This incentive retroactively applies to those who have already been fully vaccinated.

PRAIRIECAT will comply with all applicable federal, state, and/or local legal limitations on incentives and/or rewards.

#### **Visitors**

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

#### **Safety**

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

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

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

If you have a disability and would need special assistance during an emergency, please inform your supervisor.

### **Workplace Security and Inspections**

To: 1) safeguard the property of employees, members, and PRAIRIECAT; 2) help prevent the possession, sale, and use of illegal drugs on PRAIRIECAT's premises and keep with the spirit and intent of PRAIRIECAT's substance abuse policy; and 3) help prevent the possession of illegal weapons on PRAIRIECAT's premises, PRAIRIECAT reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from PRAIRIECAT's property. In addition, PRAIRIECAT reserves the right to search any employee's office, desk, files, locker, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of PRAIRIECAT and are issued for the use of employees only during their employment with PRAIRIECAT. Inspections may be conducted at any time at the discretion of PRAIRIECAT.

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

## EMPLOYEE ACKNOWLEDGMENT FORM

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

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

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

**Furthermore, I acknowledge that I have entered into my employment relationship with PRAIRIECAT voluntarily and acknowledge that my employment is at will, and either PRAIRIECAT or I can terminate the relationship at will, with or without cause, at any time, unless stated otherwise in an employment contract signed by the Director or Chair of the Administrative Council.**

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Employee Name (printed)

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Employee Signature

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Date

Approved by the Administrative Council, 5/22/2018

Revised: 12/7/2018

Revised: 1/3/2020

Revised: 2/7/2020

Revised: 6/4/2021