Indiana Library Federation
Personnel Policies
## Table of Contents

1. **INTRODUCTION**  
   - 2

2. **EMPLOYMENT**  
   - 3
   - 2.1 Employment Practices
   - 2.2 Employment At-Will
   - 2.3 Equal Opportunity Policy
   - 2.4 Americans with Disabilities Act

3. **EMPLOYMENT CLASSIFICATIONS**  
   - 4
   - 3.1 Employment Classifications
   - 3.2 Regular Full-Time
   - 3.3 Regular Part-Time
   - 3.4 Temporary
   - 3.5 Exempt and Non-Exempt

4. **ADMINISTRATION OF EMPLOYMENT**  
   - 4
   - 4.1 Introductory Period
   - 4.2 Salary Administration
   - 4.3 Payroll Deductions
   - 4.4 Work Days and Hours
   - 4.5 Time-Keeping System
   - 4.6 Overtime
   - 4.7 Anniversary Date
   - 4.8 Performance Review
   - 4.9 Return to Work After Serious Injury or Illness

5. **POLICIES AND PROCEDURES**  
   - 6
   - 5.1 Ethics and Conduct
   - 5.2 Mission and Service
   - 5.3 Attendance
   - 5.4 Privacy/Confidentiality
   - 5.5 Access to Personnel Policies
   - 5.6 Dress
   - 5.7 Solicitation
   - 5.8 Smoking
   - 5.9 Drug Free Workplace
   - 5.10 Electronic Communications
   - 5.11 Conflicts of Interest
   - 5.12 Harassment
   - 5.13 Weapons and Violence
   - 5.14 Corrective Counseling and Performance Improvement
   - 5.15 Problem-solving and Grievance Process
   - 5.16 Whistle Blowing
   - 5.17 Emergency Closings and Inclement Weather

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*ILF Personnel Policies, Approved by the ILF Board of Directors, 2017-4-13*
ILF Board of Directors in office when these policies were approved on April 13, 2017, include: Officers President David Peter, Immediate Past-President Robyn Young, President-Elect Edra Waterman, Secretary Diane Huerkamp, Treasurer Stephanie Davis, Assistant Treasurer Mike Williams; and Directors Cheryl Blevens, Latrice Booker, Kelly Ehinger, Jason Hatton, Michelle Houser, June Kruer, Laurel Setser, Jake Speer, Dan Toon, and Tara White.
1. INTRODUCTION

The Indiana Library Federation (ILF) is a 501 (c)3 not-for-profit organization whose mission is to promote all libraries in Indiana and foster the professional growth of members. The purpose of this document is to describe the personnel policies of the Indiana Library Federation.

The ILF is guided by an executive board which is elected by the members. The Board is responsible for establishing direction, goals, and policies for the ILF.

Every ILF staff member helps the ILF fulfill its mission. The resources and services depend upon the successful efforts of capable and innovative staff.

To preserve the ability to meet the ILF’s needs under changing conditions, the ILF Board may modify, augment, delete, or revoke any and all policies, procedures, practices, and statements contained in this manual to accommodate changes.

2. EMPLOYMENT

2.1. Employment Practices

This Employee Handbook is designed to provide information about working conditions, employee benefits and some of the policies, rules and procedures affecting employment. Each employee should read, understand and follow the policies, rules and procedures described herein. While every attempt has been made to create these policies consistent with federal and state law, if an inconsistency arises, the policies will be enforced consistent with the applicable laws.

2.2. Employment At-Will

Employment with ILF is considered to be “at-will,” which means that it is for an unspecified period of time and either the employee or the company may end the relationship at any time for any reason, with or without notice or cause. Nothing contained in the Employee Handbook or in any oral or written statement shall change at-will status or otherwise limit the right to terminate employment at will. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between ILF and any of its employees. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice.

2.3. Equal Opportunity Policy

ILF offers equal employment opportunities to all without regard to race, creed, color, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, veteran status or any legally protected status. This policy applies to all employees and applicants for employment, including recruitment, hiring, placement, promotion, compensation, evaluation, training, discipline, termination and all other conditions of employment.
2.4. Americans with Disabilities Act

ILF makes every effort to ensure it does not discriminate against employees and applicants with disabilities who are qualified for the job positions and to ensure it provides reasonable accommodations unless accommodations create an undue hardship for ILF.

3. EMPLOYMENT CLASSIFICATIONS

3.1. Employment Classifications

There are three classifications of non-exempt employees. These classifications are as follows:

1. Regular full-time,
2. Regular part-time
3. Temporary

3.2. Regular Full-Time

- An employee who works a normal (37 1/2 hours) week on a regularly scheduled basis.

3.3. Regular Part-Time

- If an employee works less than a normal (37 1/2 hours) work week, on a regularly scheduled basis, they will be entitled to regular benefits as specified in the section “Employee PAY and Benefits”. If Benefits are allowed, they will be pro-rated to the number of hours worked per week.
- Example: an employee works half time (18.75 hours), so they are eligible for 18.75/37.5 = 50% of applicable benefits.

3.4. Temporary

- An employee hired for a period not exceeding three months and who is not entitled to regular benefits.
- An extension of a temporary work classification for an additional three-month period or less may be granted, if upon review by the Executive Board, the assignment is clearly found to be necessary.
- A temporary employee may be full-time or part-time. Temporary employees retain that status, unless and until notified of a change by the organization. Temporary employees may or may not be paid by ILF.

3.5. Exempt and Non-Exempt

Every employee is designated as either exempt or non-exempt.

- Exempt employees are those who are exempt from federal and state overtime laws and generally are paid a fixed amount of compensation that does not vary based on the number of hours worked.
- Non-exempt employees are those who are entitled to overtime pay in accordance with applicable federal and state overtime provisions. For all hours worked in excess of 40 hours in one week, non-exempt employees will be paid at one and one-half times the employee’s regular rate of pay.

4. ADMINISTRATION OF EMPLOYMENT

4.1. Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their
expectations. ILF uses a 90-calendar-day period to evaluate employee capabilities, work habits and overall performance. Either the employee or the ILF may terminate the employment relationship during or after the introductory period, with or without notice or cause.

If ILF determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended in the ILF’s sole discretion for a specified period of time.

4.2. Salary Administration

The ILF Board, or its designee, will determine ILF’s compensation package for staff as a part of the annual review and budget development process. Pay increases are not granted on an automatic basis, but only on the basis of demonstrated performance. A performance appraisal is one of several criteria which will be used to determine pay increases. Other criteria include, but are not limited to, resource availability, survey data about similar positions, and impact of an individual on the ILF’s goals and objectives.

4.3. Payroll Deductions

The following mandatory deductions will be made from every employee’s gross wages: federal income tax, social security tax (FICA), state and county taxes and Medicare.

Every employee must fill out and sign a federal and state withholding allowance certificate (IRS Form W-4 and IN Form W-4) on or before his or her first day on the job. This form must be completed in accordance with federal and state regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption Form Withholding Certificate (IRS Form W-4E). Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31. Any employee who believes that his or her deductions are incorrect for any pay period or on the W-2 should contact the executive director immediately.

4.4. Work Days and Hours

A typical work day is 7.5 hours, and the normal work schedule is 37.5 hours per week during business hours. ILF’s office is usually operational during business hours of Monday through Friday, 8am – 5pm, with exceptions for ILF events or occasions of limited staffing. Staff members may be required to attend evening or weekend activities, where a particular work schedule may be modified within the week.

Employees may negotiate a schedule of working hours within the limitations set by the Federation to meet its goals and objectives.

4.5. Time-Keeping System

Employees will record time worked, vacation time, sick/personal leave, and other paid and unpaid absences from employees’ work. Accurately recording time worked is the responsibility of every employee. Federal and state laws require ILF to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.
4.6. Overtime
Staff members who are non-exempt under the Fair Labor Standards Act working more than 40 hours per week will be paid time-and-a-half for hours worked over 40. If the 40 hours includes any sick/personal or vacation time, the employee is not eligible for overtime. Actual hours worked must be more than 40 hours. Overtime work must always be approved before it is performed. Exempt staff members may work in excess of 40 hours per week and are exempt from mandatory overtime payments.

4.7. Anniversary Date
An employee’s anniversary date is defined as the annually recurring month and day that corresponds with the month and day of the employee’s first day on the job with the ILF.

4.8. Performance Review
To ensure that employees perform to the best of their abilities, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvement when necessary. Consistent with this goal, each employee’s performance will be evaluated annually by the executive director on or near an employee’s anniversary date. For new staff members, performance reviews may occur more frequently during the first year of employment.

Informal and formal performance reviews provide staff members with frequent opportunities to define and improve job performance and behavior. It is the executive director’s responsibility to develop and maintain a work environment in which employees can openly discuss performance and develop plans.

**Evaluation of Executive Director**: Input from the whole board shall be taken into consideration for the annual performance review. The Personnel Committee/Executive Board will determine if a payroll increase is warranted and will submit a written evaluation regarding the performance of the executive director.

4.9. Return to Work After Serious Injury or Illness
As a joint protection to the employee and the ILF, employees who have been absent from work because of serious illness or injury are required to obtain a doctor’s release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than 40 consecutive hours, or one which may limit the employee’s future performance of regular duties or assignments.

5. POLICIES AND PROCEDURES

5.1. Ethics and Conduct
ILF’s ability to achieve its mission and ILF’s reputation depend upon the principles of integrity, fairness and ethical conduct of all employees and volunteers. ILF requires careful observance of the spirit and letter of all applicable laws and regulations, as well as highest standards of conduct and personal integrity. ILF expects its staff, directors, officers and volunteers to conduct ILF business in accordance with the letter, spirit and intent of all relevant laws and regulations and to refrain from any illegal, dishonest or unethical conduct.

5.2. Mission and Service
Every employee, officer and director represents ILF to our members and the public. ILF employees are expected to provide exceptional customer service to any member or potential member, which includes courtesy, friendliness, helpfulness, responsiveness and accuracy.
5.3. Attendance
Attendance is importance to advancing the mission. When employees are going to be tardy or absent, they should call the ILF office as soon as possible. Absence and tardiness interfere with the Federation's ability to provide quality service. Violations of the policies on attendance will result in a series of progressive disciplinary steps which may end in dismissal.

ILF reserves the right to require a statement by a health care provider whenever an employee must miss work due to an illness or injury. Such verification may be a condition of returning to work. Although a physician’s statement normally will not be requested for absences of three (3) working days or less, ILF may request such a statement in situations where it determines that a physician’s statement is warranted.

5.4. Privacy / Confidentiality
ILF respects the privacy of employees and keeps employee files confidential to the extent possible. It is the employee’s responsibility to keep ILF current on personal contact information, emergency contact information, payroll tax-withholding allowances, direct-deposit account and other pertinent information that is necessary for ILF to maintain up-to-date records. Inquiries regarding staff or members or requests for information such as home telephone number, address, and other personal information should be directed to the executive director.

5.5. Access to Personnel Files
ILF maintains a personnel file on each employee. The personnel file generally includes the employee’s job application, resume, training records, documentation or performance appraisals, wage and salary information and other employment related documentation and records.

Personnel files are the property of ILF and employment information contained in the files is considered confidential. Access to the information contained in the company’s personnel files is restricted to those with a need to access such information. With reasonable advance notice, employees may review their own personnel files in the ILF office and may request copies of documents contained in their file pursuant to applicable state and local laws.

5.6. Dress
Generally, business or business casual attire is appropriate both for the work planned for a day, meetings in or outside the office and for projecting ILF’s professional image. Good judgment is the basic guideline to follow.

5.7. Solicitation
Staff members may solicit fellow staff members for gifts, charities, product-purchases, political donations or support and other non-work-related donations, purchases or support only during unscheduled work time, such as breaks and mealtimes, and before and after work.

5.8. Smoking
No smoking will be allowed in the office area at any time. This policy is for the health and safety of all employees.
5.9 Drug Free Workplace

ILF prohibits employees from unlawfully using, transferring, selling, distributing, dispensing or possessing alcohol, drugs or other controlled substances on ILF’s premises or while working. Any employee who is found in violation of this policy will be subject to disciplinary action, up to and including termination.

ILF reserves the right to require applicants and employees to consent to a drug or alcohol test as permitted by law. As a condition of continued employment, all employees are subject to reasonable suspicion or post-accident drug and alcohol test at the expense of ILF. No testing will be done without an applicant’s or employee’s written and witnessed consent. Applicants or employees who consent will be sent for testing at a medical facility selected by ILF.

From time to time, ILF may host or ILF employees may participate in, social activities held off-premises where alcohol may be present, consumed in moderation and paid for by a sponsor or on a personal basis. Such social activities are not prohibited.

The ILF is aware that substance abuse is a complex health problem that has both physical and emotional impacts on the employee, his or her family, and social relationships, as well as his or her performance and professional image. Successful participation in a recovery or rehabilitation program by an employee may be a mitigating factor in any disciplinary action, depending on the facts and circumstances of each individual case. In some cases, disciplinary action may be suspended, or the employee placed on probation or a leave of absence pending a successful completion of a recovery program.

5.10 Electronic Communications

All electronic communications systems, the telephone and voice mail system, internet access and computer hardware owned or leased by ILF are to be used for business purposes. ILF may monitor computer, internet, email, including retrieving and reading email messages and other computer files. ILF respects the rights of employees to use social networking sites and encourages separation of personal and professional communications.

5.11 Conflicts of Interest

Employees, officers and directors have a responsibility to report any situation that might make it difficult to act in the best interest of ILF. A conflict of interest could exist when an employee, officer, director or their family member has a financial or personal interest in ILF, where he or she, or a family member, could receive personal gain. Conflicts should be reported and evaluated by the Officers or Board, and individuals should abstain from conflicted decisions or activities.

5.12 Harassment

The ILF will not allow any form of sexual harassment within the work environment. Because sexual harassment interferes with work performance; creates an intimidating, hostile, or offensive work environment; or influences or tends to affect the career, salary, working conditions, responsibilities, duties, or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment, it will not be tolerated.

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual nature (e.g. signs, posters, and the like), or requests for sexual favors.
5.13 Weapons and Violence

ILF supports an environment that is safe and free for all employees, members and stakeholders. Employees are not allowed to illegally or legally carry firearms, ammunition, or any other weapon on ILF premises or while conducting ILF business except as permitted by state law.

5.14 Corrective Counseling and Performance Improvement

The ILF is committed to providing a supportive environment with ongoing informal feedback on a regular basis. Should problems arise, ILF maintains a progressive discipline procedure which allows adequate opportunity for a staff member to improve unacceptable performance or behavior, which might include, but not limited to, under-performance or a violation or conflict with policy. Progressive discipline process includes performance coaching, written warning and disciplinary action. The objective of this procedure is to correct rather than penalize. Exceptions to this disciplinary procedure may occur where good organizational practice demands immediate dismissal of a staff member.

5.15 Problem-solving and Grievance Process

ILF strives to be attentive and responsive to employee needs and concerns. Employees will not be penalized or retaliated against for bringing concerns to the attention of management. If the concern is not resolved to the employee's satisfaction, the employee may put in writing the details of his or her concern or grievance and submit to the executive director, for possible advancement to the Executive Board. In the event the matter warrants escalating to the Executive Board, a hearing date will be set so that the respective committee or board can receive information relating to the concern or grievance. Final resolution will be made by the Executive Board and discussed with the employee and executive director. The decision will be reduced to writing, a copy given to both of them, with the original kept by the executive director who will place it in the employee's personnel file.

5.16 Whistle Blowing

ILF is committed to being a good steward of organizational resources. Employees, officers, directors and other volunteers of ILF are encouraged to come forward with credible information about violations of policies or illegal practices, including, but not limited to falsifying records, misusing funds, taking ILF property for personal use, violating any policies and procedures.

Credible information about violations, illegal activities or the potential for future loss of funds or property should be provided in a written report to the Executive Director or a member of the Executive Board. The report remain anonymous.

ILF will not retaliate or take action against any person who makes a report in good faith. For employees, they will not suffer a loss of employment, a decrease in wages, or other adverse consequences due to making a report in good faith. For individuals who make reports, the ILF will make every effort to protect their identities and their interest.

5.17 Emergency Closings and Inclement Weather

ILF will remain open during most periods of inclement weather. ILF reserves the right to close in cases of extreme weather or other emergencies. Staff scheduled to work during a time when the ILF is closed for an emergency or extreme weather will be paid for the time they are scheduled to work. In consultation with the executive director and only in limited cases, an employee may be permitted to work at home during an extreme weather emergency. If the employee elects not to report to work when ILF is open, the employee may elect to use personal, vacation or unpaid leave.
6 EMPLOYEE PAY AND BENEFITS

6.1 Pay
ILF is committed to a compensation program that is consistent and fair and does not discriminate.

ILF employees are paid every two weeks, 26 times annually. Each paycheck will include earnings for all work performed through the end of the previous payroll period. All mandatory deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as, but not limited to, health or life insurance premiums and contributions to retirement plan, are withheld automatically from pay.

ILF requires direct deposit of paychecks into the banking institution of the employee’s choice. Any employee who changes financial institutions or account numbers should submit the change immediately to the executive director. Each employee is responsible for reviewing his or her itemized statement of wages for errors. If an error is detected, an employee should contact the executive director immediately to verify payroll records and to correct the error.

6.2 Social Security
The ILF and all staff members contribute to the Social Security program. The ILF contributes to Social Security a percentage from each employee’s gross pay each payday.

6.3 Retirement
Individual tax-deferred retirement plans are available for all Regular Full-time employees and Regular Part-time employees after six months of employment.

The employer contribution will be 3 percent of salary, contingent upon the employee contributing 3 percent. Employees may voluntarily contribute more to their retirement plan. Participation is available upon successful enrollment into the ILF-sponsored retirement plan.

6.4 Insurance
ILF provides access to health, life and vision insurance to regular employees within the month of date of hire. Life and vision insurance are provided by ILF to all regular employees. Health insurance is available to Regular employees who work more than 30 hours a week, whereby the employee contributes 20% of the premium and ILF contributes 80%. Dependent coverage, if desired, must be paid in full by the employee.

6.5 Vacation
The ILF provides vacation with pay so employees may enjoy regular periods of rest and relaxation. All vacations should be pre-approved by the Director and ideally, scheduled around ILF major events. Employees are encouraged to take vacation and are responsible for planning ahead so that ILF may continue to serve members.

Vacation eligibility is based on years of service in the current calendar year. Vacation is earned on a pro-rated basis throughout the calendar year. Upon completion of each calendar month, employees will earn 1/12th of total vacation time per the schedule below. Regular Part-Time Employees are eligible for pro-rated vacation time (usually at 35% or 50%).

Vacation time in the amount of half the total earned in a year may be carried over into the next year, and therefore may not accumulate more than 1.5 times annual hours awarded. Pay is not given in place of vacation, except in certain circumstances with prior approval, when employment ends and employees have unused, vested vacation days remaining.
The following table provides days of entitlement based on length of service for all employees:

<table>
<thead>
<tr>
<th>Regular Employees With Less Than One Year Length Of Service</th>
<th>Date of Hire</th>
<th>Days of Vacation With Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>On or After July 1 of current year</td>
<td>No vacation until the following year</td>
</tr>
<tr>
<td></td>
<td>January 1 to June 30 of current year</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regular Employees With More Than One Year Length Of Service</th>
<th>Length of Service</th>
<th>Days of Vacation With Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 but less than 5</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>5 but less than 10</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>10 or more years of service</td>
<td>20</td>
</tr>
</tbody>
</table>

For employees returning from a leave of absence, other than a Disability or Military Leave, vacation entitlement will be adjusted based on a prorated portion of the calendar year employees are actively at work.

6.6 Holidays
Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. If an employee is absent without prior approval on his or her scheduled day immediately before or immediately after the holiday without prior approval, he or she will not be paid for the holiday. Only regular full-time employees are eligible for full holiday pay. Regular Part-Time Employees are entitled to pro-rated holiday pay. Temporary employees are not eligible for holiday pay. If a designated holiday falls within an employee’s vacation period, the holiday is not considered a vacation day.

The ILF does not plan to schedule employees to work on holidays. The ILF provides 10 designated paid holidays each year as listed below:

- New Year’s Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

When a recognized holiday falls on a Saturday, it will be observed on the Friday before the holiday. Recognized holidays that fall on a Sunday will be observed on the Monday following.

6.7 Religious Holidays
ILF will attempt to accommodate employee requests to observe religious holidays. Employees may take religious holidays not designated as a Federation holiday as personal days or without pay by requesting same with 10 days’ advance notice to the executive director.
6.8 Personal Leave
Regular Full-Time Employees are provided 3 days per year to allow the employee extra days to use to deal with unexpected events or personal needs which require time off or to supplement sick leave. Personal days are provided on January 1 of each year. **If personal time is used to supplement sick leave, the rules of use are controlled by the rules for sick leave as described below.** Regular Part-Time Employees will be provided pro-rated personal days (usually 35% or 50%).

Personal days may be added to vacation time. Any unused personal time is forfeited at the end of each year or upon termination of employment. When an employee ends employment at the ILF, these days are not paid out as benefit time.

6.9 Sick Leave
Sick leave is equivalent to 7 days per year and is only to cover personal illness or may be granted for caring for one’s immediate family member(s). These days are available for use at the January 1 of each year. Regular Part-Time Employees will be provided pro-rated sick days (usually 35% or 50%).

If an employee has exhausted sick time, he/she must use vacation or personal time, make up the time within the pay period, or be docked for the hours missed. Sick leave time may not be added to vacation time.

Staff members may not be paid for sick leave when they are eligible to collect disability payments from the employer-sponsored insurance plan or from workers’ compensation, unless special arrangement are made with the Director to collect the difference between insurance disability and normal pay.

Up to 7 unused sick days may roll-over year to year with a maximum accumulation of 8 weeks. Unused sick time is not paid out upon termination of employment.

7 LEAVE

7.1 Bereavement Leave
Bereavement leave time is defined as time off to attend to matters related to the death of a family member or close friend. Regular employees may be paid bereavement leave, which is reserved for the death of immediate family members and not exceed three days per occurrence. An immediate family member is defined as father, mother, step-father, step-mother, legal guardian, current spouse, brother, sister, step-brother, step-sister, child, step-child, current mother-and-father-in-law, current brother-and sister-in-law, grandparents, step-grandparent, grandchild, or step-grandchild.

7.2 Medical Leave
FMLA does not apply to the ILF, due to the size of the organization.

All regular full-time employees who have completed their introductory periods are eligible to take an unpaid medical leave of absence for up to thirty (30) days, at the discretion of ILF. A request for medical leave of absence must be submitted to the executive director and accompanied by a statement from the employee’s health care provider indicating the need for medical leave and the expected return to work date. Medical leaves for more than thirty (30) days may be granted at the sole discretion of the organization.

7.3 Medical, Personal or Military Leave of Absence
Leave of absence is time off in a non-pay status and will not be considered time worked for purposes of determining eligibility for, or the amount of, certain benefits, including but not limited to personal, vacation,
sick or holiday time. When an employee returns from a leave of absence, the eligibility and accrual dates for such benefits will be adjusted forward to reflect the period of the leave. If a paid holiday falls during the period an employee is on a leave of absence, the employee will not be eligible for the holiday pay.

An employee must submit a request for leave of absence in writing to the executive director. Leaves of absence will not be granted for periods less than two weeks in duration. Available vacation, personal or, if applicable, sick time combined with days absent without pay should be used for such absences of less than two weeks.

The reason for leave should fall into one of the following categories:

- Medical
- Military
- Personal

The employee has the responsibility to keep the executive director advised of the leave situation. Except as required by law, ILF cannot guarantee an employee’s position will be open when he or she returns from a leave of absence. ILF will make a reasonable effort consistent with good business practices and ILF needs to reinstate an employee to the same position he or she previously occupied, or to a similar position, following a leave of absence. If an employee does not return to work immediately after an approved leave or fails to contact the organization to request an extension of the leave, ILF will assume that the employee has voluntarily resigned his or her position with the organization.

7.4 Maternity or Paternity Leave
New parents may take up to 12 weeks of unpaid leave of absence as maternity or paternity leave in addition to personal, vacation and sick time which has been accumulated.

7.5 Benefits Determination During a Leave of Absence

Holidays
To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive pay for any holiday during an unpaid leave period.

Vacation
No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning leave of absence.

Sick/Personal
No sick or personal hours are accumulated during an unpaid leave period. Permissive or mandatory use of accumulated sick or personal leave is governed by the rules in paragraph two, above.

Insurance
The ILF will continue the employee's insurance benefits on leave of absence approved for only medical reasons. In the case of military leaves, insurance benefits will be continued for up to 15 working days per year starting with the day military leave begins.

7.6 Jury Duty
Time off for mandatory jury duty is excused and paid at full salary, provided that proof of duty is verified by the executive director. The employee is expected to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep the executive director informed about the amount of time required for jury duty.
7.7 Voting
The ILF encourages all employees to vote. Employees are encouraged to use flextime hours for this purpose. If this cannot be arranged, the executive director will approve time off to vote either at the beginning or end of employee’s work day provided that employee gives at least one day’s notice to the executive director.

8 EMPLOYEE EXPENSES

8.1 Employee Incurred Expenses and Reimbursement
The ILF will pay all actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. All such expenses incurred by an employee must be approved by the executive director. Check requests for expenses are to be submitted and supported by evidence of proof of purchase (e.g. receipts).

8.2 Mileage Reimbursement
For the convenience of the employee, when he or she desires to use his or her personal vehicle for ILF business, all employees of ILF shall be reimbursed for ILF-related business travel at the IRS rate in place as of January 1. Use of a personal vehicle is never required by the ILF and is discretionary on the part of the employee.

Travel expenses between an employee’s home and an employee’s assigned work location are not reimbursable. If an employee is required to travel from home directly to a third location on ILF business and then to work, the ILF will reimburse the employee for the difference between the mileage the employee normally drives to work and the total miles driven on business.

Requests for reimbursement of business-related travel will be submitted to the executive director for approval. Reimbursement requests will include the following:
- Date of travel
- Mileage travels as determined in an online mapping software
- Travel destination
- The reason for ILF travel.

The reimbursement form must be signed and dated by the employee and approved by the executive director. The employee, in using his or her vehicle for ILF purposes, assumes liability for his or her vehicle.

Reimbursement requests for the executive director must be approved by an Officer of the Board.

8.3 Travel Reimbursement
This policy establishes the general guidelines and procedures to be followed when ILF-related business travel is required. Generally, out-of-state travel for ILF business is approved by the Officers or the Board.
- Travel-related expenses are to be detailed on the reimbursement form.
- Employees who prefer to use their personal vehicles for their convenience on ILF business, including trips to the airport, will be reimbursed at the standard IRS mileage rate, provided that the time and distance involved is reasonable under the circumstances.
- All parking expenses and highway tolls incurred as result of business travel will be reimbursed.
- All travel will be reimbursed at most affordable class rates. The duplicate airline ticket receipt should be attached to the ILF reimbursement form.
• Employees should request advance approval for use of a rental car and insurance. A copy of the rental car agreement form must accompany the travel reimbursement form.
• Employees should select moderately priced lodging convenient to their destination to minimize time and expense. A detailed receipt from the hotel must accompany the reimbursement form unless such is unavailable, in which case, a credit card receipt is acceptable.
• Employees must submit receipts for meals with the reimbursement form. Reasonable tips, when paid by the employee and noted on the receipt, will be reimbursed. Alcohol is not reimbursed.
• Travel reimbursement requests are due to and approved by the executive director, or if for the executive director, by an officer of the board.

From time to time, ILF will also reimburse designated volunteer Board or ILF representatives for registration and travel to certain out-of-state meetings, with prior board approval. Volunteers will follow the same policy and process as required for employees, subject to authorization, budgeted expense and approval by an officer of the board.

8.4 Staff Development
Staff members have the opportunity to attend workshops, meetings, and other training events. The ILF encourages employees to be an active participant in professional development activities such as courses, research, teaching, community service, and workshops. When ILF support for these activities is required in the form of time or financial support, a written request should describe the activity in terms of educational, personal, or ILF goals. When it is possible, the ILF may support the cost of attendance at meetings and workshops of a work-related nature.

9 ENDING EMPLOYMENT

9.1 Termination
Terminations will be treated in a confidential, professional manner by all concerned.

9.2 Layoff
When a reduction in force is necessary, or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:
• ILF work requirements
• Employee's abilities, experience, and skill
• Employee's potential for reassignment within the ILF
• Length of service

The employee will be given a letter describing the conditions of the layoff, such as the effect the layoff will have on his or her anniversary date at time of call-back; the procedure to be followed if time off to seek other employment is granted; and the ILF's role in assisting employees to find other work. The employee and the executive director, after consultation with the Executive Board, will follow one of the following procedures:
• The employee will receive at least two weeks advance notice of termination date.
• The employee will be terminated immediately and will receive one week of pay for each year of employment with the ILF, in lieu of notice, up to a maximum of four weeks. The payment will be prorated based on full-time or part-time status.
9.3 Termination Processing Procedures
On the final day of employment, the personnel department must receive all keys and ILF property from the employee. The employee will pick up his or her final payroll check. The final check shall include all earned pay and any expenses due the employee, including vacation pay.

9.4 Death
The ILF will pay compensation for time worked and for vacation unused and accrued at the time of death to the estate of any staff member who dies while employed at the ILF.

Life insurance benefits and retirement benefits will be paid to the designated beneficiary of a staff member who dies while participating in these benefits.
RECEIPT OF POLICY MANUAL

I have received a copy of the ILF Personnel Policies, which outlines policies, practices, and benefit guidelines of the ILF, and I have read and understand the information contained in the document.

I understand that the information contained in the ILF Personnel Policies represents guidelines only, and the ILF reserves the right to modify this handbook or amend or terminate any policies, procedures, or employee benefit programs at any time, or to require and/or increase contributions toward these benefit programs. These changes will be communicated to me through official notices that are the responsibility of my supervisor.

I further understand that this handbook is not a contract of employment between me and ILF and that I should not view it as such.

______________________________________________________
Employee Signature

________________________________________________________
Printed Name

________________________________________________________
Date