

Illinois Yearly Meeting Employee Manual

3/23/2024

Approved by the Illinois Yearly Meeting of the Religious Society of Friends at Annual Sessions, 6/22/2019; Revisions approved 3/23/24.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE MANUAL

On this date, I hereby acknowledge that I received a copy of Illinois Yearly Meeting (ILYM) Employee Manual dated March 3, 2024 which describes employment policies, my benefits as an employee and other important job-related information, as well as copies of Privacy¹, and Conflict of Interest Policies². I have read and understood the contents of the Employee Manual and ILYM’s Donor Privacy, and Conflict of Interest Policies. My signature confirms my understanding and willingness to comply with all policies and procedures listed within, as well as any other policies or practices implemented by Illinois Yearly Meeting, regardless of whether they are contained in the Employee Manual. I further understand that the policies stated herein supersede all previous policies set forth by ILYM.

Employment at Illinois Yearly Meeting is at-will. This means that either an employee or ILYM may terminate the employment relationship at any time, with or without notice, for any lawful reason. **Nothing in this Employee Manual or oral statement shall limit or alter the at-will status of the employment relationship.** No one at ILYM has the authority to alter the at-will nature of the employment relationship without the express, written consent of Illinois Yearly Meeting.

Because the information, policies and benefits described in the Employee Manual are necessarily subject to change, except for the at-will nature of my employment, I understand that Illinois Yearly Meeting has the sole discretion to change such provisions.

Date:

Name: _____

Signature: _____

**PLEASE RETURN SIGNED
ACKNOWLEDGEMENT TO THE
PERSONNEL COMMITTEE**

¹ Illinois Yearly Meeting (ILYM) Policy Regarding Access to and Use of Contribution and Donor Information
As Approved by Continuing Committee 10/10/2015

² Approved at Annual Sessions, June 22, 2019; revised March 3, 2024

Table of Contents

Table of Contents..... 5

Employment Policies.....7

- A. Employment Applications..... 7
- B. Employment At-Will.....7
- C. Equal Employment Practices.....7
- D. General Policy Against Discrimination and Harassment..... 7
 - i. Policy Against Sexual Harassment..... 8
 - ii. Policy Against Pregnancy Discrimination..... 8
 - iii. Policy Against Other Forms of Unlawful Harassment.....9
 - iv. Unlawful Harassment or Discrimination Complaint Procedures.....9
 - v. Corrective Action..... 10
 - vi. Retaliation Prohibited..... 10
- E. Policy Against Workplace Violence.....10
- F. Whistleblower Policy..... 10
- G. “Open Door” Policy..... 10
- H. Illinois Mandated Reporter Training..... 11
- I. Background checks..... 11

Compensation.....11

- A. Employment Classifications..... 11
- B. Standard Work Hours..... 12
- C. Overtime..... 12
- D. Recording Time Worked..... 13
- E. Pay Period and Payday..... 13
- F. Personnel Records..... 13

Benefits..... 13

- A. Summary of Health Care, Disability & Other Benefits..... 13
- B. Summary of Short-Term Disability Benefits..... 14
- C. Bereavement Leave..... 14
- D. Holidays..... 14
- E. Jury Duty..... 14
- F. Family Leave..... 14
- G. Medical Leave..... 14

H. Military Leave.....	14
I. Paid Sick Leave.....	15
J. Unemployment Compensation.....	17
K. Vacation.....	17
L. Voting.....	17
M. Workers' Compensation.....	17
Standards of Conduct.....	18
A. Attendance.....	18
B. Confidentiality.....	18
C. Electronic Mail.....	19
D. Social Media and Networking Policy.....	20
E. Use of Personal Devices for ILYM Business.....	21
F. Performance Evaluations.....	22
G. Outside Employment Policy.....	22
H. Personal Mail.....	22
I. Rules of Conduct.....	22
J. Smoking Policy.....	23
K. Separation.....	23
L. ILYM Property.....	23
M. Political Activity.....	23
ADDENDUM A.....	24
Illinois Yearly Meeting (ILYM) Policy Regarding Access to and Use of Contribution and Donor Information.....	24
ADDENDUM B.....	25
Illinois Yearly Meeting (ILYM) Conflict of Interest Policy.....	25
Illinois Yearly Meeting (ILYM) Certification Regarding Conflict of Interest.....	26

This Employee Manual is intended to answer many of the questions that may arise in connection with your employment. It sets forth general policies and guidelines only and shall not be interpreted as a contract or a commitment between Illinois Yearly Meeting (“ILYM”) and any of its employees, who are employed at-will. The policies and procedures that are outlined below do not constitute contractual terms or conditions of employment and should not be construed as express or implied contractual commitments.

Employment Policies

A. Employment Applications

ILYM relies upon the accuracy of the information provided in the employment application, cover letter, and/or resume, as well as the accuracy of other information or data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in disciplinary action, up to and including discharge.

In accordance with federal law, all applicants for employment must provide proof of identity and documentation of their U.S. citizenship or of their right to employment in the United States.

B. Employment At-Will

Your employment with ILYM is at-will. This means that both ILYM and the employee have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. Nothing in this Manual or in any other document or oral statement shall limit the at-will nature of the employment relationship. No one at ILYM has the authority to alter the at-will nature of the employment relationship without the express, written consent of Illinois Yearly Meeting.

C. Equal Employment Practices

It is ILYM’s policy to grant equal opportunity to all qualified persons without regard to race, color, religion, creed, sex, pregnancy, national origin, ancestry, age, disability, marital status, veteran status, military status, sexual orientation, perceived sexual orientation or gender-related identity, genetic information or any other status protected by applicable federal, state or local law. ILYM will reasonably accommodate qualified individuals with a disability in compliance with federal, state and local law. Any violation of this provision should be reported immediately to the Personnel Committee. If you have any questions regarding discrimination or this policy, please contact the Personnel Committee.

D. General Policy Against Discrimination and Harassment³

It is ILYM’s policy that all employees should be able to enjoy a work environment free of discrimination and harassment. All employees are expected to be respectful of others with whom they come into contact with while representing ILYM. ILYM strictly prohibits all forms of unlawful harassment or discrimination, including, but not limited to, harassment or discrimination based on race, color, religion, creed, sex, pregnancy, national origin, ancestry, age, disability, marital status, veteran status, military status, sexual orientation,

³ The Sexual Harassment policy for all others in the Yearly Meeting is in the Handbook.

perceived sexual orientation or gender-related identity, genetic information or any other status protected by applicable federal, state or local law.

ILYM employees are expected to be aware of this policy and the types of conduct that may constitute unlawful harassment, as well as the avenues of assistance provided by ILYM for addressing complaints of harassment.

This policy extends to every level of ILYM operations. Accordingly, any kind of harassment, whether by a fellow employee, supervisor, official of ILYM, donor, grantee, volunteer, fellow, vendor, employee of another organization or, if interfacing with a ILYM employee in his/her role as a ILYM employee, a member of the public—whether of the same sex or of another sex—will not be tolerated.

To ensure to the greatest extent possible, that all staff are knowledgeable about sexual harassment and to comply with state regulations, annual training on sexual harassment is required of all employees.

i. Policy Against Sexual Harassment

ILYM's policy is to provide its employees with a work environment free from harassment, which includes but is not limited to, harassment on the basis of sex. Sexual harassment is a form of sex discrimination that ILYM will not tolerate and is illegal. Sexual harassment may include, but is not limited to the following conduct:

- Verbal comments or propositions of a sexual nature;
- Physical conduct of a sexual nature;
- The open display or circulation of sexually suggestive or explicit visual or printed material;

Acts that are considered to constitute sexual harassment include, *but are not limited to*, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is either an express or implied term or condition of employment;
- Submission to or rejection of such conduct is used as a basis for employment decision affecting the harassment person;
- The purpose of such conduct is to unreasonably interfere with the affected individual's work performance, or to create an intimidating, hostile, humiliating, or offensive work environment; or
- The effect of such conduct is to unreasonably interfere with the affected individual's work performance, or create an intimidating, hostile, or humiliating, or offensive work environment.

This list is not intended to be exhaustive; rather it is merely illustrative of the types of behavior which will be deemed sexually harassing, inappropriate and grounds for disciplinary action, up to and including immediate discharge.

ii. Policy Against Pregnancy Discrimination

If pregnant, recovering from childbirth, or have a medical or common condition related to pregnancy, employees have the right to:

- Ask for a reasonable accommodation for pregnancy, such as assistance with heavy work, a private space for expressing milk, or time off to recover from pregnancy.
- Reject an undesired accommodation offered for pregnancy.
- Continue working during pregnancy if a reasonable accommodation is available.

ILYM will not discriminate against employees because of pregnancy or retaliate against employees because of a requested reasonable accommodation.

iii. Policy Against Other Forms of Unlawful Harassment

Unlawful harassment includes verbal, physical or visual conduct, including ethnic or racial jokes and remarks, used to criticize, stereotype, ridicule, insult, or show hostility towards another because of his or her race, religion, color, national origin, age, marital status, disability, veteran status, or other protected category. Such conduct includes, but is not limited to, the following:

- Using epithets or slurs, offensive jokes or pranks;
- Mocking, ridiculing or mimicking another's culture, accent, appearance or customs;
- Engaging in hostile or offensive acts or threatening to do so or otherwise intimidating others; or
- Posting or circulating offensive material in any form, including electronic mail or on ILYM property.

This list is not intended to be exhaustive; rather it is merely illustrative of the types of behavior which will be deemed harassing, inappropriate and grounds for disciplinary action, up to and including immediate discharge.

iv. Unlawful Harassment or Discrimination Complaint Procedures

ILYM takes allegations of harassment and discrimination very seriously, and will actively investigate all complaints. ILYM expressly encourages victims or those who have knowledge of unlawful harassment or discrimination to immediately come forward with such claims to the Harassment Review Committee.

Any employee who is a witness to any incident of harassment or discrimination, has knowledge of harassment or discrimination, or otherwise has reason to believe that harassment or discrimination in or related to ILYM workplace is taking or has taken place (whether involving a co-worker, supervisor, official of ILYM, donor, grantee, volunteer, fellow, vendor, employee of another organization, or a member of the public), should report such conduct to Personnel Committee or the Clerk, or Assistant Clerk of ILYM immediately.

Inquiries and/or complaints will be investigated immediately by Personnel Committee (or other appropriate impartial official of ILYM). Any such investigation will be conducted in as confidential a manner as is compatible with a thorough investigation of the complaint. Such investigation will generally include, at a minimum, interviews with all persons identified as having direct and personal knowledge of the incidents in question.

v. *Corrective Action*

If the investigation reveals that inappropriate workplace conduct has occurred, ILYM officials will take prompt and effective remedial action. Such measures are designed to immediately stop the harassment and/or discrimination and prevent its recurrence. Therefore, ILYM officials retain the right to take whatever action it believes appropriate under the circumstances, up to and including immediate discharge.

If the investigation results in a finding that an individual falsely accused another of harassment, discrimination, or retaliation in a knowing or malicious manner, or otherwise knowingly or maliciously provided false information during the course of the investigation, that individual will also be subject to the appropriate sanctions, up to and including immediate discharge.

vi. *Retaliation Prohibited*

Retaliation against any individual who in good faith makes a complaint or provides any information regarding harassment or discrimination, including those who participate in any investigation of such complaints, is unlawful and will not be tolerated. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any individual who engages in retaliation is in violation of this policy and will be subject to disciplinary action, up to and including discharge. Complaints and information of retaliation are subject to the same reporting, investigation and remedial procedures as harassment or discrimination claims.

E. Policy Against Workplace Violence

The safety of ILYM's employees, members, donors, volunteers, vendors, and visitors is an important concern to ILYM. Threats, threatening behavior or acts of violence against employees, members, donors, visitors or others while on ILYM's property, conducting business or receiving services of ILYM will not be tolerated. Violations of this policy may result in disciplinary action, up to and including possible dismissal, and criminal prosecution as appropriate.

Any person who engages in violent or threatening behavior on ILYM's property or uses any electronic means to make a threat against a staff member, volunteer, official of ILYM or client of ILYM shall be removed from the premises as quickly as safety permits, and shall remain off ILYM's premises pending the outcome of an investigation. Subsequent to the investigation, ILYM will respond appropriately. This response may include, but is not limited to suspension and/or termination of any business relationship, reassignment of job duties, suspension or discharge from employment, and/or the pursuit of criminal prosecution of the person or persons involved.

F. Whistleblower Policy

Please refer to ILYM's "Ethics and Whistleblower Policy," which is fully incorporated by reference into this Subsection. **See Addendum A.**

G. "Open Door" Policy

ILYM values input from all employees and encourages open lines of communication for all employees throughout ILYM. If you have concerns or questions regarding any ILYM

personnel policy or employee benefit; difficulty dealing with another individual in the workplace; or suggestions on how to improve policies, processes, or the work environment, you are encouraged to communicate your ideas to your supervisor.

H. Illinois Mandated Reporter Training⁴

All paid staff (required) and volunteers (requested) working with children and teens are required to go through the free Illinois Mandated Reporter Training at <https://mr.dcfstraining.org> and provide the clerk of the committee who has supervisory responsibility for you, a copy of their certificate of completion to have on record. If you have already done this for work, another committee or before, you can submit whatever documentation you have from that instead.

The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline (1-800-252-2873) to make a report, but Mandated Reporters are required by law to do so. The Mandated Reporter requirement includes Members of the Clergy and Child Care Personnel.

This training should be completed every three years in accordance with state law.

I. Background checks

All paid staff members who work with children are required to have a background check. The yearly meeting is responsible for the costs. All paid staff members are required to have a background check as part of the hiring process and every five years from the date of employment.

The Personnel Committee recognizes that a background check does not make a program absolutely safe. However, the committee feels it is prudent to use whatever tools we have available in that direction.⁵

Compensation

A. Employment Classifications

As of the time this manual is being implemented, all ILYM paid staff are Non-Exempt Part-Time employees.

(1) Full-time Employee

Employees regularly scheduled to work at least forty hours each week. Generally, full-time employees are eligible for employee benefits in accordance with ILYM plans and policies, subject to the requirements of the applicable plan or policy.

⁴ Approved at Annual Sessions 2018

⁵ Approved by Annual Sessions June 2018

OR

Part-time Employee

Employees regularly scheduled to work less than forty hours each week. Part-time employees *may* be eligible for some employee benefits in accordance with ILYM plans and policies, subject to the requirements of the applicable plan or policy.

AND

Exempt Employee

Employees whose positions meet specific tests established by state and federal laws who are therefore characterized by ILYM as exempt from overtime pay requirements.

OR

Non-Exempt Employee

Employees whose positions do not fit the definition of exempt employment and who are eligible for overtime pay for hours worked in excess of 40 hours in one week.

(2) Independent Contractor

Individuals with whom ILYM enters into contracts during periods of heavy workload or for particular jobs, often with a pre-set termination date, and without expectation of employment. Independent contractors are *not* ILYM employees and are *not* eligible for any employee benefits. An extension beyond any initially stated period in no way implies a change in status.

B. Standard Work Hours

The standard work week for non-exempt full-time employees is forty hours. Exempt employees are expected to perform their duties fully and generally to be available at ILYM to perform them, during ILYM's usual business hours.

All employees who work at least seven and a half (7½) continuous hours in a day shall receive a thirty-minute (30) paid lunch break and two fifteen (15) minute paid breaks per work day. The lunch break shall occur no later than five hours after the start of the employee's work period.

C. Overtime

Each employee is expected to work his or her scheduled hours. On occasion, employees will be expected to work additional hours. Non-exempt employees may not work overtime without prior authorization from their supervisor.

Non-exempt salaried employees will be paid one and one-half times their regular rate of pay for all hours worked in excess of forty (40) hours week, defined as Sunday to Saturday, excluding meal periods. An ILYM designated holiday is considered as "hours worked" for the purpose of calculating overtime pay. Vacation or sick pay is not considered "hours worked" for the purpose of calculating overtime pay. Exempt employees as defined by the Federal and State wage and hour laws do not qualify for overtime pay.

D. Recording Time Worked

All employees are required to record hours worked as well as any absences from work and provide them to their supervisor on a twice a month basis. Hours worked should be recorded on timesheets. Tampering, altering or falsifying timesheet or recording time on another employee's time record is prohibited and may result in disciplinary action, up to and including discharge.

E. Pay Period and Payday

Payroll checks are issued on the 15th and last day of the month and include compensation for the previous half month. If the regularly scheduled payday falls on a Saturday or Sunday, paychecks will be issued on the preceding work day. At the employee's election, payroll checks may be issued via direct deposit to an account designated by the employee. All employees are required to have their checks directly deposited into their account. On that rare occasion when a physical check must be issued, it will be mailed to the address designated by the employee.

If, at any time, you have any questions regarding your pay, please contact the Treasurer immediately. Every effort will be made to resolve errors so that any necessary pay adjustments will be reflected in your next paycheck. For your protection, we require that anyone designated by you to pick-up your pay have your written authorization, as well as appropriate identification.

F. Personnel Records

An employee has the right to access and review certain documents in his or her personnel file twice in a calendar year, as provided by the Illinois Personnel Records Review Act. Disclosure of personnel information to outside sources will be limited. However, ILYM will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

It is important that personnel records be kept up to date as they are used for payroll and benefits administration. The employee is expected to notify ILYM in writing of any change regarding his or her personnel records, including, but not limited to, legal name, home address, home telephone number, person to be notified in case of emergency, dependents and beneficiaries, health benefit status and withholding tax information. Changes in any of the above categories should be reported to the Treasurer as soon as they occur.

Benefits

A. Summary of Health Care, Disability & Other Benefits

ILYM does not provide medical or other benefits at this time.

B. Summary of Short-Term Disability Benefits

ILYM does not provide Short-Term Disability Benefits.

C. Bereavement Leave

As all employees are part-time with flexible schedules, after the death of someone in your immediate family, ILYM hopes that employees will take the time necessary to care for their situation. It is expected that since employees work remotely, they will communicate with their supervisor in these situations.

D. Holidays

As all employees are part-time with flexible schedules, there are no specific holidays listed.

E. Jury Duty

As all employees are part-time with flexible schedules, they are expected to fulfill their responsibilities to the State accordingly. Employees may keep their jury duty pay.

F. Family Leave

As all employees are part-time with flexible schedules, ILYM hopes that employees will take the time necessary to care for their individual situation.

G. Medical Leave

Employees may request an unpaid medical leave of absence when they need to be absent from work because of a disability/handicap as defined by the Americans with Disabilities Act or the Illinois Human Rights Act. All requests for a medical leave of absence must be accompanied by appropriate medical certification from your physician indicating the condition necessitating your medical leave and your projected date to return to work.

ILYM will grant an employee a medical leave of absence so long as it does not impose an undue hardship on ILYM. ILYM's decision on whether there is an undue hardship will be determined on a case-by-case basis. Employees who are granted a medical leave of absence are required to present ILYM upon their return with a note from their physician indicating that they are capable of returning to work and performing the essential functions of their position, with or without reasonable accommodation. Employees out on unpaid medical leave do not accrue vacation and sick leave in any calendar month in which they are out on leave and not actively working at least one day.

H. Military Leave

ILYM abides by applicable laws and regulations pertaining to leaves of absence necessitated by service in the United States Military or National Guard. Employees requesting any such leave are asked to give as much advance notice as possible to assure adequate coverage during their leave of absence. Private employers, such as ILYM, are not required to continue compensation while employees are out for Military or National Guard duty. Since we currently pay in advance, depending upon when an employee needs to take Military or National Guard, they may be in a position where they might have to repay ILYM for wages paid in advance.

Leave for Conscientious Objector status or Alternative Service would be the same as for military leave. Private employers, such as ILYM, are not required to continue compensation while employees are out for Leave for Conscientious Objector or Alternative Status. Since we currently pay in advance, depending upon when an employee needs to Leave for Conscientious Objector or

Alternative Status, they may be in a position where they might have to repay ILYM for wages paid in advance.

I. Paid Sick Leave

Policy: It is the policy of ILYM to permit employees to be absent from work on an authorized short-term basis for illness or injury, as described in this policy. To help employees maintain their income during these authorized absences, ILYM will provide compensation according to the guidelines below (“Paid Sick Leave”).

Comment:

(1) Any employee who works at least 80 hours within any 120-day period is eligible for Paid Sick Leave as described in this policy.

(2) An employee may use Paid Sick Leave for the following circumstances:

- (a) the employee is ill or injured, or for the purpose of receiving medical care, treatment, diagnosis, or preventive medical care;
- (b) a family member of the employee is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis, or preventive medical care
- (c) the employee, or a family member of the employee, is the victim of domestic violence, as defined in Section 103 of the Illinois Domestic Violence Act of 1986, or a sex offense, as defined in Article 11 and Sections 12-7.3, 12-7.4, and 12-7.5 of the Illinois Criminal Code of 2012; and
- (d) the employee’s place of business is closed by order of a public official due to a public health emergency, or the employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.

The term “family member” for the purposes of this policy includes the employee’s child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of the employee, or a person who stood in loco parentis when the employee was a minor child.

(3) An employee is eligible to be compensated for regular base wages lost during certain periods of authorized absence to the extent that he or she has accrued days of Paid Sick Leave as provided under this policy. Days of Paid Sick Leave begin to accrue on the first calendar day after the commencement of an employee's employment. For every 40 hours worked after an employee's

Paid Sick Leave begins to accrue, he or she shall accrue one hour of Paid Sick Leave. Paid Sick Leave shall accrue only in hourly increments; there shall be no fractional accruals. An employee who is exempt from overtime requirements shall be assumed to work 40 hours in each work week for purposes of Paid Sick Leave accrual, unless his or her normal work week is less than 40 hours, in which case Paid Sick Leave shall accrue based upon that normal work week. For each employee, there shall be a cap of 40 hours Paid Sick Leave accrued per 12-month period. The 12-month period shall be calculated from the date the employee began to accrue Paid Sick Leave. At the end of an employee's 12-month accrual period, he or she shall be allowed to carry over to the following 12-month period half of his or her unused accrued Paid Sick Leave, up to a maximum of 20 hours.

(4) An employee may begin using Paid Sick Leave on the 180th calendar day following the commencement of his or her employment. An employee may not use more than 40 hours of Paid Sick Leave per 12-month period. The 12-month period for an employee shall be calculated from the date he or she began to accrue Paid Sick Leave. Paid Sick Leave may only be used in increments of four hours per day.

(5) In order for Paid Sick Leave to be considered authorized and potentially eligible for compensation, employees must obtain approval for the absence from their supervisor. If the need for Paid Sick Leave is reasonably foreseeable, employees should give their supervisor seven days advance notice of an anticipated absence. If the need for Paid Sick Leave is not reasonably foreseeable, employees should give their supervisor as much advance notice as is practicable under the circumstances. Needs that are "reasonably foreseeable" include, but are not limited to, prescheduled appointments with health care providers for the employee or for a family member, and court dates in domestic violence cases. Unauthorized absences and absences in excess of what is allowed under this policy, except for an approved leave of absence, will be considered abuses of this policy and are grounds for disciplinary action.

(6) If an employee is absent for more than three consecutive work days, the employee must provide certification that use of Paid Sick Leave was authorized under this policy. For time used pursuant to subsections (2)(a) or (b) documentation signed by a licensed health care provider shall satisfy this requirement. Such documentation does not need to specify the nature of the employee's or family member's injury, illness, or condition. For Paid Sick Leave used pursuant to subsection (2) (c), a police report, court document, a signed statement from an attorney, a member of the clergy, or a victim services advocate, or any other evidence that supports the employee's claim, including a written statement from him or her, or any other person who has knowledge of the circumstances, shall satisfy this requirement. The employee may choose which document to submit. No more than one document shall be required if the Paid Sick Leave is related to the same incident of violence or the same perpetrator. Employees who falsify the reason for using Paid Sick Leave will be subject to disciplinary action, up to and including termination, and compensation for the absence will be stopped immediately.

(7) Employees returning from Paid Sick Leave must report to their supervisor, and, when appropriate, certify that they are fit to return to work. The supervisor should make a record of the

employee's absence and return to work and forward a copy to the Human Resources Department.

(8) Compensation during Paid Sick Leave will not be granted before days of Paid Sick Leave have been accrued. In addition, authorized days off for Paid Sick Leave will not be considered as working time for calculating weekly overtime compensation.

(9) ILYM does not provide financial or other reimbursement for any unused accrued Paid Sick Leave upon an employee's termination, resignation, retirement or other separation from employment.

(10) ILYM offers this policy to all employees regardless of where the employee resides or works for ILYM.

(11) ILYM does not cover any individual who is an independent contractor.

(12) ILYM will award Paid Sick Leave under the as a Front-load Annual Accrual based upon the scheduled hours worked for any given fiscal year. Employee will begin to accrue additional Paid Sick Leave, as set forth in this policy, if employee's actual hours worked during the fiscal year exceed the scheduled hours.

This policy has been written to conform with Chicago and Cook County, Illinois sick leave requirements by law.

J. Unemployment Compensation

ILYM has a Payroll Reserve which is funded with one-year of each employee's compensation on your behalf. This fund provides compensation to qualifying employees who become unemployed for reasons beyond their control.

K. Vacation

As all employees are part-time with flexible schedules, it is assumed that they will take vacation as they will after consulting with their supervisor.

L. Voting

Since all staff are part-time, it is assumed that they will find time to vote either before or after their regular work schedule. If you are unable to vote in an election before or after your regular work schedule, meaning that your work schedule begins less than two hours after the opening of polls and ends less than two hours before the closing of polls, you are allowed up to two hours off, with pay, for voting in general elections or special elections at which propositions are submitted to popular vote. Please notify your supervisor no later than the day before the election that you intend to vote should you require time off to do so.

M. Workers' Compensation

In compliance with state and federal law, as applicable, ILYM maintains appropriate workers' compensation. This insurance provides compensation and medical benefits to an employee who either sustains an accidental injury or disablement as the result of an occupational disease arising out of and in the course of employment. Neither ILYM nor the workers' compensation insurance carrier will be liable for the payment of workers'

compensation benefits for injuries that occur during voluntary participation in any off-duty recreational, social, or athletic activity sponsored by ILYM.

Each employee must immediately report every work-related injury or illness to their supervisor. Any delay in reporting an accident/illness may delay workers' compensation benefits.

ILYM prohibits any discrimination, harassment, or retaliation against an employee who exercises his or her rights under state law or federal.

Standards of Conduct

A. Attendance

Your attendance is essential to the efficient flow of work. When you cannot complete your work because of illness or other unforeseen circumstances, it is your responsibility to contact your supervisor, in a timely manner to give notification of your absence and your expected return date. Leaving messages with another employee is not considered proper notification. ILYM may require you to provide a doctor's certification for any absence due to illness.

Absence without proper notification and/or excessive absenteeism and tardiness which results in your not being able to complete your job are grounds for disciplinary action, up to and including discharge.

B. Confidentiality

ILYM strives to ensure that its operations, activities, and business affairs as well as those of our grantees and donors are kept confidential. All names, addresses, email addresses, and phone numbers for children are confidential except for internal communications. This follows the same guidelines as the directory. All information, whether or not in writing, of a proprietary, private, secret or confidential nature concerning ILYM legal, business, internal matters, or financial affairs (collectively, "Confidential Information") is and shall be the exclusive property ILYM.

Disclosing proprietary information to unauthorized persons outside ILYM is prohibited and may constitute a violation of the law. If, during the course of your employment, an employee acquires Confidential Information concerning ILYM or its affiliate organizations or donors, such information shall be handled in strict confidence and is not to be discussed with individuals who are not authorized to discuss such matters. In addition, employees are expected to abide by ILYM's Donor Privacy Policy and to take precautions to provide that all other Confidential Information is stored in a secure fashion in order to prevent unauthorized access to the information. The ILYM's Donor Privacy Policy is fully incorporated by reference into this Subsection. *See Addendum B.*

Employees who leave ILYM still have an obligation to protect ILYM's Confidential Information until such information is made publicly available by ILYM or until ILYM no longer considers it proprietary or confidential. Employees in violation of this policy are subject to disciplinary action, up to and including discharge.

C. Electronic Mail

The following applies to the ILYM's electronic communication systems and resources which include, but are not limited to, desktop and laptop computers, electronic files and storage media, voicemail, internal and external e-mail, the Internet, facsimile machines and computer software. All records created through these electronic communication systems are the property of ILYM.

ILYM provides an email address to employees in order to conduct its business. ILYM asks that employees use the email address provided for ILYM business. The use of ILYM's equipment and software is a privilege and not a right. All records created through the ILYM's electronic communication systems are the property of ILYM. Employees unconditionally and irrevocably waive any right to privacy in anything they create, store, send, or receive on ILYM computers or the Internet via an ILYM computer.

ILYM may monitor, access or remove any information on its electronic communications systems at any time. Employees may **occasionally** use the electronic communications systems for personal communication but with the understanding that ILYM) owns the software and equipment and sets the policies for its use. Any personal use cannot interfere with the performance of the employee's job or that of any coworker or consume significant ILYM resources. ILYM's) electronic communications systems may not be used to conduct non-ILYM business or commercial ventures or for political or religious purposes.

Employees are prohibited from loading, unloading or detaching any unauthorized programs, computer games or non-business applications onto ILYM computers. If an employee receives a multimedia file that is not business related, it must be permanently deleted from their email account the day it is received. Any unauthorized programs and applications will be brought to the attention of their supervisor and an immediate explanation will be sought. Business applications that are available on the Internet may be down-loaded after receiving prior approval from their supervisor.

Access to Internet sites that are sexually explicit or racist in nature or using any electronic communications system to communicate any foul, obscene or sexually explicit material or any material in violation of the ILYM's equal employment and anti-discrimination and anti-harassment policies is strictly prohibited. Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, unethical, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating and/or defamatory or could reasonably be construed as being in bad taste, is prohibited. Employees encountering such material should report it to their supervisor.

Non-compliance with these policies may result in discipline or discharge.

Employees should follow these guidelines with respect to all electronic communications:

- Word all messages carefully by eliminating all discriminatory, defamatory, abusive or sexual language or remarks.
- Scan all attachments for viruses before opening.
- Send only important messages.
- Retain hard copies and confirmation of receipts of vital messages.
- Observe all intellectual property laws regarding the copying and sending of

materials on the Internet.

- Create a confidential notice which says that the contents of the message are for the addressee only.
- Remember that what is said in an e-mail or voicemail message may cause personal or organizational liability because the message can be read or listened to by a third party.

D. Social Media and Networking Policy

ILYM understands that some employees participate in social networking websites (e.g., Facebook, Twitter, YouTube, LinkedIn), chat rooms, and web-based applications for instant messaging, voice over, and/or facetime internet protocol (e.g., gchat, Skype, etc.), and create and maintain personal websites, including blogs. ILYM respects employees' online social networking and personal internet use. However, an employee's online presence—through words, images, posts, and comments—can be attributed to ILYM. Employees should be mindful to use electronic media, even during personal time, responsibly.

Because employees' online comments and postings can impact ILYM and/or the way employees are spending their time at work, ILYM has adopted the following guidelines that employees must observe when participating in social networking sites or engaging in other forms of Internet use on and off duty. It shall be a violation of this policy to post on any public or private website or other forum, including, but not limited to discussion lists, newsgroups, listservs, blogs, information-sharing sites, social media sites, social or business networking sites, such as LinkedIn, Facebook, or Instagram, chat rooms, telephone-based group communications, such as Twitter, wikis, such as Wikipedia, or any other electronic or print communication format, any of the following:

- Anything that may harm the goodwill or reputation of ILYM or any disparaging information about ILYM;
- Any disparaging, discriminatory, or harassing information concerning any employee or other person associated with ILYM. ILYM's policies prohibiting discrimination and harassment are fully incorporated herein, by reference. *See* Section I. D. General Policy Against Discrimination and Harassment, above;
- Any confidential information of ILYM obtained during the course of employment, whether or not in writing, of a proprietary, private, secret or confidential nature concerning ILYM legal, business, internal matters, or financial affairs;
- Any private information regarding an employee or other person associated with ILYM.

Any social media use with children or youths should:

- Always be in a public forum, such as Facebook or a listserv
- Emails should always be copied to at least one other adult

This Policy applies regardless of where or when employees post or communicate information online. ILYM reserves the right to monitor and access any information or data that is created or stored using ILYM's technology, equipment or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received

information. *See also* Section III.C. Electronic Mail and Internet, above. Employees who violate this policy will be subject to discipline, up to and including discharge. This policy is not intended to restrict employees from professionally discussing with others through social media the terms and conditions of their employment, including information concerning wages, hours and conditions of employment, unless the employee has the responsibility of entering or access to personnel information as part of his or her duties for ILYM. This policy is not intended to otherwise prevent employees from engaging in protected concerted activity.

E. Use of Personal Devices for ILYM Business

ILYM permits employees to use their own personal mobile devices, including but not limited to tablets, smartphones, handheld computers, and wearable technology ("devices"), to perform work for ILYM or on ILYM's behalf. However, to protect ILYM and its employees, any use of a device for business purposes must conform to this policy as described below. In addition, each user is responsible for using his or her device in a sensible, productive, ethical and lawful manner.

This policy applies to work performed on a device on ILYM's behalf during working and nonworking hours, on and off of ILYM's premises. All materials, data, communications and information, including but not limited to e-mail (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, and internet and social media postings and activities ("content") created on, transmitted to, received or printed from, or stored or recorded on the device for ILYM's business or on behalf of ILYM is the property of ILYM, regardless of who owns the device(s) used.

Employees should have no expectation of privacy in any ILYM-related content created on, transmitted to, received or printed from, or stored or recorded on the device for ILYM's business or on behalf of ILYM.

Employees also agree that the use of any device for ILYM's business or on behalf of ILYM is at employees' own risk and ILYM will not be responsible for any losses, damages or liability arising out of the use of any device for ILYM's business or on behalf of ILYM under this policy, including any loss, corruption or use of any content or loss of access to or use of any device, its software or its functionality.

At all times, employees must use their best efforts to secure their devices against loss, theft or use by persons who have not been authorized to access the device by ILYM. Employees should notify ILYM immediately if devices are lost and ILYM's confidential information could be accessed by non-employees. ILYM's confidential information is extremely valuable to ILYM. Employees must treat it accordingly and not jeopardize them through use of their devices. Disclosure of ILYM's confidential information to anyone outside ILYM, use of ILYM's and any ILYM-related work product created, stored or maintained by employees on their devices are all subject to ILYM's Employee Manual, Ethics and Whistleblower Policy, Donor Privacy Policy, and Conflict of Interest Policies.

ILYM's policies prohibiting harassment, discrimination and retaliation apply to the use of all devices under this policy. When using devices for ILYM business or on behalf of ILYM, employees may not use any device in a manner that may be construed by others as harassing or offensive based on race, color, religion, creed, sex, pregnancy, national origin, ancestry, age, disability, marital status, veteran status, military status, unfavorable discharge from the military, sexual orientation, perceived sexual orientation or gender-related identity, genetic information, protective order status, arrest or criminal history record ordered expunged, sealed or impounded, or any other status protected by applicable federal, state or local law.

ILYM prohibits employees from talking, texting, e-mailing or otherwise using a device while operating an ILYM vehicle or while operating a personal vehicle on ILYM's business. Employees must also abide by all applicable legal prohibitions on the same.

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment. This policy is not intended to restrict communications or actions protected or required by state, federal, or local law.

F. Performance Evaluations

During your employment with ILYM, your supervisor will evaluate your job performance. Performance reviews are done at the discretion of your supervisor, but employees are typically reviewed at least once during a twelve-month period.

Increases in salary are not an automatic part of the performance review but are within ILYM's discretion as discerned by ILYM and approved at Annual Sessions.

G. Outside Employment Policy

Employees shall not directly or indirectly engage in any outside employment which may conflict with the best interests of ILYM or interfere with the employee's ability to perform his or her assigned job. Examples include, but are not limited to, outside employment that:

- Utilizes ILYM resources (e.g., telephone services, computers, supplies or any other resources, facilities, or equipment).

An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided it does not conflict with their ability to do the work they contracted to do for ILYM.

H. Personal Mail

ILYM stationery or postage is not to be used for personal correspondence.

I. Rules of Conduct

ILYM believes that being successful requires a community of people working together in a productive and harmonious environment. Additionally, ILYM views each of its employees as its representative.

All employees are expected to follow normal standards of right and wrong, along with common decency, to abide by the ILYM's Conflict of Interest and Ethics Policies, and to

act responsible and in a respectful manner at all times. ILYM's Conflict of Interest and Ethics Policies are fully incorporated by reference into this Subsection. **See Addendum C.**

Any behavior or conduct that is deemed unacceptable will be addressed immediately. Depending on the severity of the behavior and/or conduct in question, an employee may be subject to formal disciplinary action up to and including discharge.

J. Smoking Policy

ILYM maintains a smoke-free and tobacco-free environment in accordance with state and local laws, including the Smoke Free Illinois Act. No smoking, e-cigarettes or other use of tobacco products, including but not limited to, cigarettes, e-cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of ILYM premises.

K. Separation

In the event of your resignation, ILYM requests that you provide as much notice as possible, preferably a minimum two weeks' notice. This ensures an orderly transition of assignments and a minimum of disruption to production. Notices of voluntary resignation should be given in writing to your supervisor.

ILYM will compensate the separated employee in full, at the time of separation, but in no case later than the next regularly scheduled payday for such employee. Should an employee request, in writing, that his or her final compensation be paid by check and mailed to him or her, ILYM will comply with that request.

L. ILYM Property

Upon resignation or termination, employees are expected to return all ILYM property in their possession.

M. Political Activity

All ILYM employees are prohibited from engaging in political activity on ILYM's time or on ILYM's premises. Employees may not use ILYM property or resources when engaging in political activities.

ADDENDUM A

Illinois Yearly Meeting (ILYM) Policy Regarding Access to and Use of Contribution and Donor Information

As Approved by Continuing Committee 10/10/2015

Financial support of Illinois Yearly Meeting is a sharing of the gifts the Divine has given us, to sustain the life and work of the Yearly Meeting and the Religious Society of Friends. Much of the annual operating budget comes from the collective gifts of Friends through monthly meetings and worship groups. Illinois Yearly Meeting does limited individual fund raising in order to balance the annual budget and to provide financial support for special projects. Fund-raising procedures used will respect donor privacy and our sense of community. Illinois Yearly Meeting is committed to operate so as to protect the confidentiality of all individual donor information including name(s), giving history, and amount of gift(s).

The following is a summary of the policies that guide the Treasurer(s), the Development Committee, the Finance Committee, the Clerks, and other persons who need access to donor information.

1. The Yearly Meeting will not share any individual donation information with outside organizations. Aggregate information regarding types of sources and amounts from each type will be published as part of the normal information shared with the Yearly Meeting membership.
2. The default rule for donation information will be *confidentiality*. Limited information may be communicated by the Treasurer(s) to certain committees and officers of the Yearly Meeting. The creation and use of spreadsheet or similar documents containing information about donors and donor gifts will be done very carefully and only when necessary. Sharing of information will be limited to what is necessary for the operations of the Yearly Meeting. Whenever the Treasurer(s) have questions about the appropriateness of any requested information, the Presiding Clerk (after consultation with the Treasurer(s) and the Clerks of the Finance and Development Committees) will determine the appropriate information sharing.
3. Donors who request *strict anonymity* will have identifiable donation information kept and used by the Treasurer(s) only. No information about the donors or their gifts (with the exception of the total amount of such gifts made by individuals) will be shared with others in the Yearly Meeting.
4. Donor information regarding gifts received after the death of the donor will be considered public unless there is some restriction about the donor's identity that applies to the gift.
5. Donors will be treated equally, regardless of the amount of their gifts.
6. Detailed guidelines for the implementation of these policies will be created periodically by those who are most involved in their implementation – namely the Treasurer(s), the Development and Finance Committee Clerks, and the Presiding Clerk. Any proposed implementation guidelines should be made available to the members of the Finance and Development Committees as well as all officers of the Yearly Meeting for their review and comment.

ADDENDUM B

Illinois Yearly Meeting (ILYM) Conflict of Interest Policy

Illinois Yearly Meeting (ILYM) Conflict of Interest Policy All ILYM employees, officers, committee members, and other volunteers are expected to avoid any actual or potential conflict of interest and shall adhere to the highest standards of ethics, loyalty, integrity, and fair dealing, acting in the best interests of ILYM.

Any actual or potential conflict of interest occurs when a Friend is in a position to influence a decision that may result in personal gain for that Friend, or for a relative as a result of ILYM business dealings. For the purposes of this policy, a relative is any person who is related by blood, adoption, marriage or committed partnership, or whose relationship with the employee is similar to that of persons who are related by blood, adoption, marriage or committed partnership.

Any Friend who has any influence on transactions involving purchases, contracts, or leases that might result in personal gain for him/herself, associated entity, or a relative must disclose, as soon as possible, to the Clerk of the Yearly Meeting or the Stewards of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Any Friend serving on an ILYM Committee that contracts for goods or services on behalf of ILYM must not take part in any decision making involving a contract with a business to which the Friend or the relative of a Friends holds any significant beneficial interest. The nature and extent of such a beneficial interest must be disclosed to the members of the committee making the decision. Friends should also be aware of the appearance of impropriety and report to the Yearly Meeting when a decision has been made that may appear to involve a conflict of interest, explaining how the decision was made.

Personal gain may result not only in cases in which a Friend, associated entity, or relative has a significant ownership in a firm with which ILYM does business, but also when a Friend, associated business, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving ILYM.

The intent of this policy is to uphold the high standards of transparency and integrity that ILYM always has expected of Friends. Nevertheless, the policy should be interpreted with a standard of reasonableness. Thus, failure to disclose conflicts involving very small amounts of money or failure to make a formal disclosure of relationships that are well known to all parties involved will not be deemed to be in violation of this policy.

Illinois Yearly Meeting (ILYM) Certification Regarding Conflict of Interest

I certify that I have read the Conflict of Interest Policy of Illinois Yearly Meeting and I have no conflicts of interest as defined therein.

Signature _____ Date _____

OR

I certify that I have read the Conflict of Interest Policy of Illinois Yearly Meeting and am disclosing below the following conflict(s) of interest with ILYM.

Signature _____ Date _____