

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF DU PAGE)

ORDINANCE NO. 2023-06

CERTIFICATE

I, the undersigned do hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, and as such official I am the keeper of the records and files of the Board of Library Trustees of said Library District.

I do further certify that the foregoing is a full, true, and complete copy of an ordinance presented, passed and recorded by said Board at a regular meeting at which a quorum was present pursuant to the Illinois Open Meetings Act held on the 13th day of December, 2023 entitled:

AN ORDINANCE APPROVING PAID LEAVE BENEFITS REQUIRED FOR LIBRARY EMPLOYEES

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Library District, this 13th day of December, 2023.

/s/ Mike Harrington
Secretary, Board of Library Trustees,
Roselle Public Library District,
DuPage and Cook Counties, Illinois

(S E A L)

ORDINANCE NO. 2023-06

AN ORDINANCE APPROVING PAID LEAVE BENEFITS REQUIRED FOR LIBRARY EMPLOYEES

WHEREAS, the Roselle Public Library District, DuPage and Cook Counties, Illinois ("District") is a library district duly organized under the laws of the State of Illinois; and

WHEREAS, the Board of Trustees of the District ("Board") has full power to pass all necessary ordinances and rules for the proper management and conduct of District business pursuant to 75 ILCS 16/30-55.5; and

WHEREAS, on March 13, 2023, Governor J.B. Pritzker signed into law Public Act 102-1143, titled the Paid Leave for All Workers Act (the "Act"), establishing "a minimum paid leave standard for all workers in Illinois," with certain exceptions; and

WHEREAS, the Act takes effect on January 1, 2024, and applies to State and local government employers within Illinois, except school districts and park districts; and

WHEREAS, the mandatory paid leave standard required by the Act constitutes an unfunded mandate on the District, pursuant to the State Mandates Act, 30 ILCS 805/1, et seq.; and

WHEREAS, the General Assembly incorporated language into Section 15(p) of the Act, 820 ILCS 192/15(p), which expressly provides that "[t]he provisions of this Act shall not apply to any employer that is covered by a municipal or county ordinance that is in effect on the effective date of this Act that requires employers to give any form of paid leave to their employees, including paid sick leave or paid leave;" and

WHEREAS, the District recognizes the importance of paid leave for workers and provides its employees with a benefits package that includes paid leave benefits, as detailed in the District's Personnel Handbook; and

WHEREAS, the current District's Personnel Handbook was approved by the Board on August 14, 2019, and was last amended on September 14, 2022 and requires, as a part of Section V of said Handbook, that District employees be provided with various types of paid leave, including but not limited to vacation, sick leave, personal time, parental leave, holidays, jury duty, bereavement, voting time, and blood and organ donation, as well as additional unpaid leave (hereinafter referred to as the "Paid Leave Policies"); and

WHEREAS, the President and Board of Trustees of the District find that it is in the

best interest of the District and its patrons to adopt and affirm by ordinance, prior to the effective date of the Act, an amended Paid Time Off policy, to include in the District's current Paid Leave Policies requiring paid leave for all District employees, in order to maintain the quality of the benefits package currently available to the District's employees and to expressly affirm that the provisions of the Act do not apply to the District's employees.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Roselle Public Library District, DuPage and Cook Counties, Illinois, as follows:

SECTION 1: Recitals. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

SECTION 2: Affirmation and Adoption of Paid Leave Policies.

- A. The District's Personnel Handbook is hereby amended by replacing the Paid Time Off provisions contained in Section IV.F and V.N of the Handbook with the amended Paid Time Off policy, attached hereto as Exhibit A. Pursuant to Section 15(p) of the Paid Leave for All Workers Act (the "Act"), the District hereby adopts the amended Paid Time Off policy, as a required paid leave policy for its employees.
- B. Pursuant to Section 15(p) of the Act, the District expressly affirms that the provisions of the Act shall not apply to the District's employees. This Ordinance governs and supersedes all provisions of the Act impacting the employment relationship between the District and its employees.
- C. No additional obligations with regard to mandatory paid leave, including without limitation, any obligations adopted under the Act by the State of Illinois, shall apply to the District in its capacity as an employer, except those required by federal or State of Illinois laws and regulations preempting the District's authority.

SECTION 3: Severability. If any section, paragraph, clause or provision of this Ordinance is held invalid, the invalidity of such section, paragraph shall not affect any of the other provisions of this Ordinance.

SECTION 4: Repealer. Any policy, resolution or ordinance of the District that conflicts with the provisions of this Ordinance shall be and is hereby repealed to the extent of such conflict.

SECTION 5: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED this 13th day of December, 2023, pursuant to a roll call vote as follows:

AYES: Barnes, Harold, Harrington, Nasiadka, Smith, Timan

NAYS: None

ABSENT: Baumgart

APPROVED this 13th day of December, 2023.

/s/ Katie Smith

President, Board of Trustees
of the Roselle Public Library District

ATTEST:

/s/ Mike Harrington

Secretary, Board of Trustees
of the Roselle Public Library District

EXHIBIT A

Amendments to Personnel Handbook

(attached)

IV.F Employee Classifications

Employees are assigned a classification number based on the following: exemption status (outlined above); hours worked; and/or job title. Employee classifications are communicated at the time of hiring. Classification may be amended at a later date and employees will be notified of any change.

CLASSIFICATION NUMBER	FULL OR PART-TIME	FLSA STATUS	HOURS REGULARLY SCHEDULED PER WEEK
I	PT	Non-Exempt	1 – 11
II	PT	Non-Exempt	12 – 19
III	PT	Non-Exempt	20 – 29
IV	PT	Non-Exempt	30 – 37
V	FT	Non-Exempt	37.5
VI	FT	Exempt	37.5
VII (EXEC. DIRECTOR)	FT	Exempt	37.5

The Library utilizes this classification system to help employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified amount of time. Accordingly, the right to terminate the employment relationship, at will at any time, is retained by both the employee and the Library.

Additionally, the Library may employ temporary, seasonal, or substitute employees. These types of employees are classified as non-regular and are not eligible for benefits [\(other than the Paid Leave provisions noted in Section V.N\)](#) or wage increases, except when required by law.

V.N Paid Time Off

All ~~Classifications III and above~~ of employees are provided a variety of paid time off, per the following sections.

~~Classifications I and II are allowed unpaid time off to be used for illness, vacation, or personal time. The use of this time unpaid must be pre-approved.~~

V.N1 Vacation

The **Library** grants paid vacation time, which accrues on a monthly basis, to all ~~Classifications III, IV, V, VI, and VII~~ of employees, III, IV, V, VI, and VII based on the following:

CLASSIFICATION	YEARS OF SERVICE	HOURS/MONTH (IN CURRENT POSITION)	WEEKS/YEAR
VII	0 – 5	12.50	4
	6+	15.63	5
VI & V	0 – 5	9.38	3
	6 – 15	12.50	4
	16+	15.63	5
IV – 37 HRS/WEEK*	0 – 5	6.17	2
	6 – 15	9.25	3
	16+	12.33	4
IV – 36 HRS/WEEK	0 – 5	6.00	2
	6 – 15	9.00	3
	16+	12.00	4
IV – 35 HRS/WEEK	0 – 5	5.83	2
	6 – 15	8.75	3
	16+	11.67	4
IV – 34 HRS/WEEK	0 – 5	5.67	2
	6 – 15	8.50	3
	16+	11.33	4
IV – 33 HRS/WEEK	0 – 5	5.50	2
	6 – 15	8.25	3
	16+	11.00	4
IV – 32 HRS/WEEK	0 – 5	5.33	2
	6 – 15	8.00	3
	16+	10.67	4
IV – 31 HRS/WEEK	0 – 5	5.17	2
	6 – 15	7.75	3
	16+	10.33	4
IV – 30 HRS/WEEK	0 – 5	5.00	2

	6 – 15	7.50	3
	16+	10.00	4
III – 29 HRS/WEEK	0 – 5	4.83	2
	6 – 15	7.25	3
	16+	9.67	4
III – 28 HRS/WEEK	0 – 5	4.67	2
	6 – 15	7.00	3
	16+	9.33	4
III – 27 HRS/WEEK	0 – 5	4.50	2
	6 – 15	6.75	3
	16+	9.00	4
III – 26 HRS/WEEK	0 – 5	4.33	2
	6 – 15	6.50	3
	16+	8.67	4
III – 25 HRS/WEEK	0 – 5	4.17	2
	6 – 15	6.25	3
	16+	8.33	4
III – 24 HRS/WEEK	0 – 5	4.00	2
	6 – 15	6.00	3
	16+	8.00	4
III – 23 HRS/WEEK	0 – 5	3.83	2
	6 – 15	5.75	3
	16+	7.67	4
III – 22 HRS/WEEK	0 – 5	3.67	2
	6 – 15	5.50	3
	16+	7.33	4
III – 21 HRS/WEEK	0 – 5	3.50	2
	6 – 15	5.25	3
	16+	7.00	4
III – 20 HRS/WEEK	0 – 5	3.33	2
	6 – 15	5.00	3
	16+	6.67	4
<u>II – 12 to 19</u> <u>HRS/WEEK</u>	<u>N/A</u>	<u>3.33</u>	<u>2</u>
<u>I – 1 to 11</u> <u>HRS/WEEK</u>	<u>N/A</u>	<u>3.33</u>	<u>2</u>

Years of service are determined by the number of years an employee has worked in a position within Classification III or higher.

Any temporary, seasonal or substitute employees of the Library shall be entitled to an amount of leave equivalent to one (1) day of paid leave (based on their regular work schedule) on January 1st of each year, or on their 91st day of employment, whichever occurs later, for use during the calendar year. Unused paid leave provided to temporary, seasonal or substitute employees shall expire at the end of the calendar year and shall not carry over.

Use of Vacation Time, Expiration, and Carrying Hours Over

Vacation time must be taken in at least half day increments.

While employees are encouraged to take their earned vacation in the year in which they earn it, up to two* weeks of vacation time (pro-rated for part time employees) may be carried over into an additional six (6) month period. Thirty (30) days advance approval is required before the expiring vacation anniversary year by the employee's direct supervisor and the Executive Director in order to carry over vacation time.

Employees are not entitled to pay in lieu of vacation time. Unused vacation time will be forfeited. It is the employee's responsibility to be aware of available vacation time and to use all allotted hours before expiration.

Accrual

Vacation time will accrue for any month in which an employee has worked ten (10) days and is credited to eligible employees on the 21st of that month (the first day of the second pay period).

Vacation time will not accrue during layoff, unpaid leaves of absence, and unpaid FMLA leave.

Upon termination of employment, for any reason, any unused, accrued vacation time will be paid out via the employee's final paycheck.