

November 13, 2019

TO: RAILS POLICY COMMITTEE

FROM: JIM KREGOR

SUBJECT: OVERVIEW OF PROPOSED CHANGES TO EMPLOYEE HANDBOOK

On Tuesday, November 12, we distributed to the Policy Committee Members the meeting packet for its Thursday, November 14 meeting. This packet contained a revised Employee Handbook showing tracked changes from the draft the Committee reviewed at its October 16 meeting. The following highlights the major changes made to the draft along with responses we obtained to questions raised.

- We deleted the entire section previously titled “Illegal Drugs and Alcohol/Drug Free Workplace” and replaced it with one titled “Alcohol and Drug Abuse Policy” to incorporate Illinois new recreational marijuana law. The replacement policy was provided by our counsel, Ancel Glink.
- On page 16, we were uncomfortable with the language regarding dating and extramarital affairs, and replaced it with “Personal Relationships in the Workplace.” This language also was suggested by Ancel Glink.
- We obtained a clarification from Ancel Glink that ILA legislative updates and meetings are a RAILS sanctioned activity, and that participation in ILA events and activities is not the type of political activity that is prohibited. It is important that no contributions are being made at these events.
- We further obtained a clarification that contributions pertain only to campaign contributions, unless fundraising items for a school or club are being sold to benefit a politician.
- On page 6, in the statement regarding Sexual and other Forms of Harassment, we need to include the listing ...including any supervisor, coworker, vendor, patron, contractor, or other regular visitor of RAILS. Ancel Glink’s opinion was that it should remain included in the Handbook.
- On page 12, under Political Activities and Contributions, we deleted the reference to sick time off as a period in which employees could engage in political activities.
- Ancel Glink also provided a Nepotism Self-Disclosure Form which we have referenced will be available from Human Resources.