

WELCOME TO RAILS

Dear colleague,

Thank you for joining the RAILS team! Every team member plays an important role in helping RAILS achieve our mission and vision:

RAILS Vision Statement

Thriving libraries are essential to all who learn, live, or work in Illinois.

RAILS Mission Statement

We Connect Libraries.

~~This handbook will be reviewed on an annual basis or as often as deemed appropriate by management.~~

INTRODUCTION

This handbook is designed to acquaint you with RAILS and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You are responsible for reading, understanding, and complying with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by RAILS to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The handbook cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not addressed in the handbook, the need may arise to change policies described in the handbook. RAILS therefore reserves the right to revise, supplement, deviate from, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. We will of course, make an effort to notify you of such changes as they occur.

The handbook is not intended to create a contract of employment. Rather, it is simply intended to describe RAILS's present policies and procedures, employee benefits, and general guidelines. Your employment and compensation can be terminated, with or without cause, and with or without notice, at any time at the option of RAILS. This at-will relationship can only be modified by an enforceable, executed agreement, in writing. All other agreements and/or oral agreements to the contrary will be considered null and void.

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

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

Agenda Item 7.9

Some of the subjects described here are covered in detail in official policy documents, e.g., benefit plans. You should refer to these documents for specific information, since the handbook only briefly summarizes RAILS's policies, procedures, and benefits.

[This handbook will be regularly reviewed by the RAILS Policy Committee and RAILS Administration.](#)

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of the management of RAILS, subject to federal, state and local laws.