

INTRODUCTION

RAILS Vision Statement

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

RAILS Mission Statement

We Connect Libraries.

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 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' present policies and procedures, employee benefits, and general guidelines. This handbook does not guarantee continued employment or any fixed terms, conditions, or benefits related to your employment. Your employment and compensation can be terminated, with or without cause, and with or without notice, at any time by you or at the option of RAILS. All agreements, whether oral or written, 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. 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 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.