

YEARS OF SERVICE

RAILS values the service of our employees by recognizing years of service for certain benefits based upon continuous service as an employee of RAILS. Years of service continue to accrue during RAILS-approved leaves of absence.

Calculating Years of Service

- Service time starts with the date of hire as a regular employee and continues to accrue until employment is terminated.
- For RAILS staff hired on July 1, 2011, continuous service as an employee of the Alliance Library System, DuPage Library System, Metropolitan Library System, North Suburban Library System, and/or the Prairie Area Library System is counted towards RAILS years of service.
- The date of hire is used for allotment of vacation benefits, service awards, and other employment decisions where years of service should be given preference.
- Years of service end when employment is terminated. If an employee is rehired, years of service start over based upon the date of rehire into a regular position.
- If an employee reports any errors with their years of service, the employee's supervisor will work with Human Resources to resolve the issue promptly.

Years of Service Program

RAILS will recognize years of service by awarding a monetary payment to employees with at least 10 years of service. The service award will be paid to the employee each year after achieving 10 years of service, and the monetary award will increase in five (5) year increments as outlined below to encourage employee retention. Part-time employees working 20 or more hours per week will be eligible for a prorated award amount. An employee who changes between full-time and part-time or vice versa will be paid based on a years of service calculation. The award will be paid on the final pay date in June of every year that the program is in effect. The employee must be employed by RAILS at the time of payout to be eligible for the monetary payment.

1. 10 years—\$200
2. 15 years—\$250
3. 20 years—\$400
4. 25 years—\$450
5. 30 years—\$600
6. 35 years—\$650

7. 40 years—\$800
8. 45 years—\$850
9. 50 years or more—\$1,000

The years of service program will not change the employee's base wage, is subject to statutory deductions, and will only be categorized as a service award. Therefore, the monetary payment will not be used in any calculations associated with wage adjustments such as raises. The amounts listed above are the net amounts that will be issued to employees via check. (RAILS will gross up the awards in order for employees to receive the amounts listed above).

Birthday Recognition

RAILS will grant full-time and part-time (20 or more hours per week) employees with five (5)* or more years of service an additional personal day that must be used during the employee's birth month or it will be forfeited. This benefit will renew annually. If you terminate from RAILS prior to using this benefit, you will not be paid out for this day.

*Years of service based on seniority date in payroll system and employee handbook.