

STATE OF ILLINOIS)
)
COUNTIES OF COOK)
AND WILL)

SS.

SECRETARY'S CERTIFICATE

I, the undersigned, the duly qualified and acting Secretary of the Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

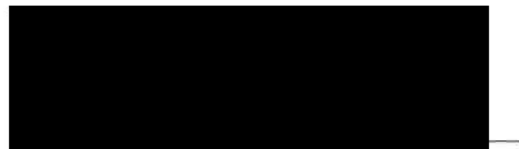
RESOLUTION NO. 2020-01

**RESOLUTION APPROVING AND ADOPTING AN UPDATED
ILLINOIS WAGE PAYMENT AND COLLECTION ACT
EXPENSE REIMBURSEMENT POLICY
TO CONFORM TO ILLINOIS PUBLIC ACT 100-1094**

adopted by the Board of Library Trustees of the Village of Orland Park at a regular meeting of said Board of Library Trustees at which a quorum was present, in person or electronically, held pursuant to the Illinois Open Meetings Act on the 20th day of April, 2020.

I do further certify that said Resolution is entrusted to my care and custody, that the same is duly spread upon the records of said meeting and that I am the custodian of all records of the Orland Park Public Library, including the journal of proceedings, ordinances or resolutions.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of April, 2020.



Secretary

ORLAND PARK PUBLIC LIBRARY

RESOLUTION NO. 2020-01

**RESOLUTION APPROVING AND ADOPTING AN UPDATED
ILLINOIS WAGE PAYMENT AND COLLECTION ACT
EXPENSE REIMBURSEMENT POLICY
TO CONFORM TO ILLINOIS PUBLIC ACT 100-1094**

WHEREAS, Illinois General Assembly recently enacted Public Act 100-1094, which requires all governmental units to adopt by ordinance or resolution a policy establishing conditions and requirements regarding reimbursement of expenses related to an employee's or officer's reimbursement of expenses related to their specific offices or positions with the Library; and

WHEREAS, the Board of Library Trustees of the Village of Orland Park has previously adopted and maintained in effect a Personnel Manual (the "Manual"), which includes an Expense Reimbursement Policy; and

WHEREAS, the Library's current Expense Reimbursement Policy includes requirements for reimbursement of employee or officers expenses incurred in performance of their duties, but it does not conform to all of the new state law mandated requirements; and

WHEREAS, the Board of Library Trustees of the Village of Orland Park has determined that it is in the best interest of Library, its officials, employees, and patrons to make certain revisions to the Expense Reimbursement Policy as set forth in attached **Exhibit "A"**, in order to bring the Policy into compliance with Public Act 100-1094.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS AS FOLLOWS:

SECTION 1: Each of the Preamble clauses above are incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: The Board of Library Trustees approves and adopts the Illinois Wage Payment and Collection Act Expense Reimbursement Policy, attached hereto as **Exhibit "A"** and incorporate said Policy herein by reference as if it were fully set forth herein.

SECTION 3: This updated Illinois Wage Payment and Collection Act Expense Reimbursement Policy (**Exhibit "A"**) supersedes all prior personnel and/or employee policies related to the same topic and regulations, including without limitation the last version of the Expense Reimbursement Policy set forth in the Manual and approved by the Board of Library Trustees.

SECTION 4: The updated Illinois Wage Payment and Collection Act Expense Reimbursement Policy, (**Exhibit "A"**) shall remain in full force and effect until such time as it is further revised or amended by the Board of Library Trustees.

SECTION 5: Those sections, paragraphs and provisions of the Manual, which are not expressly amended by this Resolution, shall remain in full force and effect until such time as they are further revised or amended by the Board of Library Trustees. This Resolution does not operate to amend any portions of the Manual other than the Expense Reimbursement Policy.

SECTION 6: That this Resolution shall be in full force and effect from and after its adoption as provided by law.

PASSED this 20th day of April, 2020, pursuant to a roll call vote as follows:

AYES: *Leopoldo, Barcelona, McMillan, McShane, Lindbloom, Healy, Kleis*

NAYS: *0*

ABSENT: *0*

APPROVED:

AT

Secretary, Board of Library Trustees

President, Board of Library Trustees

Exhibit A
ILLINOIS WAGE PAYMENT AND COLLECTION ACT EXPENSE
REIMBURSEMENT

LIBRARY POLICY:

(A) It is a policy of the Orland Park Public Library to reimburse employees for certain expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed by such employee for the Library. The Library is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the Library's negligence.

(B) Statutory Authority: This Policy is adopted in compliance with Public Act 100-1094, which amended the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5).

(C) Library officers, officials, and employees may also be subject to additional conditions or restrictions regarding reimbursement of expenses related to their specific offices or positions with the Library based upon Illinois statutes and Library Policies, including but not limited to the Local Government Travel Expense Control Act.

DEFINITIONS:

For purposes of this Policy, the following words or phrases shall have the following meanings:

"Employee" shall mean an employee, officer, or official of the Orland Park Public Library, Cook County, Illinois.

"Expenditure(s), Authorized" shall mean any expenditure(s) or loss(es) that is or are requested by the employer and approved in advance by the Library Director, which, when approved, may include, but not be limited to: cell phone expenses, lap top, tablet, mileage, tools, equipment, Internet, meals, registration fees, training expenses, tolls and parking fees.

"Expenditure(s), Unauthorized" shall mean any expenditure(s) or loss(es) that is not or are not requested by the employer and/or not approved in advance by the Library Director, and may include, but not be limited to: home Internet service, personal cell phone expenses, mileage incurred on personal vehicles, alcoholic beverages and entertainment expenses.

"Necessary Expenditure(s)" shall mean any authorized expenditure(s) by a Library employee incurred for the discharge of his or her employment duties, subject to the other provisions of this Policy.

"Library" shall mean the Orland Park Public Library, Cook County, Illinois.

REIMBURSEMENT FOR AUTHORIZED EXPENDITURES:

(A) **Prior Approval Required**: In order to ensure reimbursement for an authorized expenditure incurred by an employee of the Library for which reimbursement is or will be sought, said

employee must receive the prior written approval of the Library Director prior to incurring such expense. Any expenditure that is not requested by the Library and approved by the Library Director prior to purchase is deemed an unauthorized expenditure and may not be reimbursed.

(B) The Library shall be required to reimburse an employee of the Library for any authorized expenditure(s) as defined herein not later than 30 calendar days after such expense is incurred by such employee upon the Library's receipt of supporting written documentation for such expenditure(s).

(C) The Library is not required to reimburse an employee for an expense that is considered an "unauthorized expenditure" which may not be reimbursed, except at the sole discretion of the Board of Library Trustees.

TRAVEL, MEALS, AND/OR LODGING EXPENSES:

Reimbursement of travel, meals, or lodging expenses incurred by a Library officer or employee is governed by Library Policies pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/).

WRITTEN PRE-APPROVAL FOR AUTHORIZED EXPENSES REQUIRED:

(A) A Library employee shall submit a written request to purchase any of the above authorized expenditures at least three (3) business days in advance of incurring the expense utilizing an "Expense Reimbursement Form" (attached) which will be provided by the Library Director.

(B) Following pre-approval of the authorized expense, the Library employee will be reimbursed as provided in the following section. If the authorized expense is not approved following a written request, the Library employee will not be entitled to reimbursement.

(C) In the event that an authorized expense is not pre-approved, reimbursement will be at the sole discretion of the Board of Library Trustees.

REIMBURSEMENT PROCEDURE FOR AUTHORIZED EXPENDITURES:

(A) A Library employee shall submit an "Expense Reimbursement Form" along with appropriate supporting written documentation not later than thirty (30) calendar days after incurring the authorized expense. Where supporting documentation does not exist, is missing or lost, the employee shall submit a signed statement regarding any such receipts.

(B) A Library employee may not be entitled to reimbursement if the employee has failed to comply with this Policy.

EXPENSE REIMBURSEMENT FORM

At least three business days in advance of incurring an expense for an authorized expenditure, the following minimum documentation must be submitted, in writing, to the Orland Park Public Library:

Name of Employee: _____

Title: _____

Description of Expense:

Expected Date of Expenditure: _____

Estimated Expense Amount: _____

LIBRARY APPROVAL

Approval Signature: _____

Date of Approval: _____

Within 30 calendar days after incurring the expense, and following approval, the employee shall submit appropriate supporting documentation (i.e., receipt). Where supporting documentation is nonexistent, missing or lost, the employee shall submit a signed statement regarding any such receipts.

Actual Expense Amount: _____

Employee Signature: _____

Date: _____