

## Maywood Public Library Staff Personal Device Policy

### Policy 25.0

Effective January 1, 2019, an amendment to the Illinois Wage Payment and Collection Act ("IWPCA") requires that Illinois employers reimburse employees for "all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer." 820 ILCS 115/9.5.

Under the discretion of the Library Director, an employee may be approved for reimbursement of their personal devices used in conjunction with employment at the Maywood Public Library. An employee may not decide on their own to use a personal device without approval from the Maywood Public Library and then demand reimbursement.

An employee cannot receive reimbursement for multiple personal devices.

In July of every year, employees approved for reimbursement will receive a payment of \$120.00 for their personal devices. This payment will cover the expenses of the months of January through June of that year (\$20.00 for each month).

In January of the following year, employees approved for reimbursement will receive a payment of \$120.00 for their personal devices. This payment will cover the expenses of the months July through December of the previous year (\$20.00 for each month).

Before reimbursement, an employee must submit the monthly bills or payments for the months in which the employee is requesting reimbursement.

Upon the event that the employee terminates employment from the library, they may request reimbursement for the completed months of personal device use.

The Maywood Public Library is not responsible for personal devices. It is the responsibility of the employee to seek service, choose plans, and maintain condition of the device(s).