



Policy Committee

Ad-Hoc Employee Handbook Review Committee Meeting

Minutes

Thursday, March 4, 2010

6:00pm

Storytime Room, Library Lower Level

The meeting was called to order by Chair Johanna Delaney at 6:03 pm.

Attending: Chair Johanna Delaney, Trustee Pete DeHaan, Trustee Jan Letts, Executive Director Lynn Elam, Adult Services and Reference Manager Michaela Haberkern

Employee Handbook Review

The Committee continued its review of the draft Employee Handbook.

The Committee focused on the following sections and made revisions and recommendations accordingly:

Sec. 903 – Discipline

The Committee recommended including supervisor discretion to act with advice and consent of the executive director

Sec. 904 – Employee Concerns

Step 3: Delete second “if” in the first sentence

Sec. 905 Exit Interview

Delete “will” and insert “may” in second sentence

Employee Acknowledgment Form

Chair Delaney recommended changing language to reflect a more welcoming and friendly tone.

Anti-Bullying Policy

Trustee Letts inquired whether this policy was necessary. Executive Director Elam confirmed its inclusion.

Bonuses

Insert language to reflect that bonus consideration all also consider the recommendation of the executive director

No Solicitation/No Distribution

Delete second and third paragraph. Insert reference to the Library's *Display, Handouts & Notices Policy*

Business Use of Automobile

Insert language reflecting the Federal mileage allowance

Use of Cellular Phones

Policy should end with second sentence prohibiting use of cell phone while driving on Library related business

Conflicts of Interest

Language should reflect encouragement to participate in professional associations and committees

Delete bullet points 2, 3, 6

Insert "or confidentiality" in last sentence

Pay Deductions

Delete section

Work and Lunchroom Areas

Delete second paragraph

Delete "employee" and insert "department" in second sentence of third paragraph

Outside Employment

Move second paragraph to follow first sentence of first paragraph. Delete remainder of the first paragraph

Workplace Security and Inspections

Delete first sentence of second paragraph

Reference and Background Checks

Insert “may” in first sentence; delete “most”

Consumer Reporting Agency – delete

Government Requests for Information – Insert “only with a subpoena” into second sentence. Delete “and provides the information sought in the form requested by the agency or official”

Dependent School Visits

Delete “deny” in first sentence of third paragraph, insert “grant”

Social Media Use

Delete section

Insert language which supports the Coca Cola Policy on Social Media Responsibilities

Suggestions

Delete section

Library Tools

Insert “It is the intent of the Library to provide you with the tools and equipment to do your job effectively...”

Voting Time

Delete last sentence in the section

Workplace Violence

Delete section

Expense Reimbursement

Insert language to reflect the per diem rate established by the US Department of Labor

Employment Classifications

Insert “90” as the amount of days considered as an introductory term of employment

Completing the review of all sections, the Committee directed Elam to make such revisions as directed and forward the document to Management Association of Illinois for inclusion into a final draft. Elam was also directed to notify the Committee when the draft would be ready for another internal review.

There being no further business before the Committee, the meeting was adjourned at 8:10pm.