



Employee Handbook Ad-Hoc Review Committee

Tuesday, May 11, 2010

Minutes

The Employee Handbook Ad-Hoc Review Committee was called to order at 6:05pm

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

Absent: Trustee Jan Letts

Employee Handbook Review

The committee continued its review of the documents returned from Management Association of Illinois.

Staff was directed to:

- use the second person in all sections to make the document less formal sounding
- re-draft the Welcome Letter to be more welcoming
- Insert ownership and copyright language on all documents created by staff in the Library
- Format the entire document consistently
- Acquire definition for covered active duty from Management Association of Illinois

The committee made the following revisions:

- Section 707 Staff Development
 - P. 27 Remove executive from assistant director
 - P. 27 Remove last sentence of the first paragraph
 - P. 28 Retain first sentence of When travel by private autoemployees will be reimbursed by IRS Sec.....” Delete rest of paragraph and refer to appropriate section on p 44

P. 28 Tuition reimbursement: Insert after "...budgeting process..." and reimbursement is subject to the limits imposed by the budget, therefore employees are encouraged to plan early for their continuing development. "

- Section 708 Staff Library Card

P. 29 Delete "special"

- Section 709 Employee Purchase Plan

P. 29 Capitalize "cd"

P. 29 Change "...obtain appropriate form" to "...complete appropriate form"

- Section 710 Credit Union

P. 29 Change "Membership forms can..." to "Membership forms may..."

P. 29 Delete Administrative Assistant; Insert Office Manager

- Section 800/801 Leaves of Absences

P. 29 Use lettered sub-sections

P. 30 Last paragraph, first line; change "a" to "an"

- Section 802 Leaves of Absence

P. 33 First paragraph, second line; "insert duration of the leave"

P. 33 First paragraph, sixth line; Delete "sole"

P. 33 Second paragraph; Remove italics

P. 33 Move last paragraph on page front of Section 802

P. 33 Insert "Leaves may be extended by the Executive Director or Board so long as there is not a detrimental impact on the Library."

- Section 803 Military Leave

P.33 Second paragraph; change "unformed to uniformed"

- Section 804 Jury Duty

P. 34 change 10 to 20 days in first

P. 34 first paragraph Add "s" to request

Combine leaves under Sec 602 Paid time off – blood, voting and school visits

- Section 803-805 Combine General, Military, Jury, Bereavement leave sections into Section 802 Leaves of Absence

- Section 806 Employee Blood Donation

P35 Delete blood donation material except sentence "An employee may use up to one hour of paid leave every 56 days ..."

- Section 901 Performance Appraisals

P. 35 Remove sentence in blue

P. 36 Annual appraisals: Insert within four weeks of each employees anniversary

- Section 902 Guidelines for Appropriate Conduct

P. 36 Delete last line of last paragraph "The Library and each employee... to terminate..."

- Section 903 Discipline

P. 37 Format with bullets or letters

P. 37 Delete last sentence, last paragraph: "However, employment at the library is employment...."

- Section 904 Employee Concerns

P.38 Include "Process" in heading

P. 39 Re-number

P. 39 Step 3 Change five days to seven days – delete business days

P. 39 Step 4 Insert Board will respond "as it sees fit" Insert " A written notice of the board's response shall /will be provided to the employee within seven days."

- Section 905 Exit Interview

P. 39 First paragraph, first line; Delete "Staff members" and insert "Full-time and part-time..."
Then delete references to full-time and part-time throughout

P. 40 Employee Acknowledgment Form; remove bold

P. 40 Third and fourth paragraph remove bold and underscore of all

Having completed review of these sections, the meeting was adjourned at 7:45pm

The next review meeting is scheduled for June 1, 2010 at 6:00pm.