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Policy Committee  
Ad-Hoc Employee Handbook Review Committee Meeting

Minutes  
Monday, February 22, 2010

6:30pm  
Storytime Room, Library Lower Level

The meeting was called to order by Chair Johanna Delaney at 6:35 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.

Chair Johanna Delaney began the discussion by asking if the handbook was intended to provide specific rules or management guidance. She instructed the Committee that at this meeting the discussion should center on concepts and general ideas not specific language. She further remarked that Library staff would format the document once all concepts were agreed upon and the Committee would perform a final review.

The Committee noted that the Library's current mission statement and directions for service should be incorporated into the beginning of the handbook.

Delaney asked Executive Director Elam to review the welcome letter and incorporate revisions as she deemed appropriate.

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

**Sec. 102 – Employment and Policy Disclaimer**

Spelling error at subsection 5

**Sec. 204 – Drug and Alcohol Free Workplace Statement**

Insert “Except for library related functions as provided below...”

Staff was instructed to insert appropriate language in this section.

**Sec. 204 Subsection 3 - Off job behavior**

The Committee noted that the behavior concern should be placed on performance and recommended deleting this subsection.

**Sec.204 Subsection 4 –Employees who are arrested for off-the-job drug activity may be considered in violation of the handbook and the impact the arrest has on the conduct of the Library’s business.**

The Committee directed Elam to inquire of Management Association of Illinois if this policy was necessary for inclusion in the handbook. The Committee further noted that employees should be encouraged to use the Employee Assistance Program (EAP) provided by the Library. Elam was also directed to ask about whether a person’s job was protected if they were undergoing treatment or therapy furnished through the EAP.

Pending recommendations from MAI, the Committee will make a further determination about retaining this language and will add a statement concerning the EAP.

**Sec. 304 - Personal Appearance**

The Committee directed staff to re-word and condense this section. The Committee asked if a list of appropriate and non-appropriate articles of clothing were necessary for the document.

The Committee engaged in discussion concerning piercings, tattoos and hair color and agreed that these could be difficult issues in extreme cases. The committee decided not to include a specific policy regarding piercings, tattoos and hair color; rather, it recommended that the Handbook stress the importance of staff presenting a professional appearance.

Chair Delaney noted that the Library staff serves the public and represents the public too, and that it should be reflective of society as a whole rather than a narrow segment of society.

**Sec 305 - Technology Use**

The Committee agreed that all behavior should reflect professionalism and should be evaluated on job performance.

Trustee Jan Letts asked if the Library could acquire a model employee handbook. She added that the handbook generally should exemplify a high level of professionalism.

The Committee noted the language on Page 18 of the draft, which prohibits an employee from using a pass code unknown to the Library. The Committee asked for clarification of a pass code from staff. It was explained that no employee could lock equipment such that the Library Technology Coordinator or member of Administration would not be able to access its files.

Following discussion, the Committee recommended that a protected spreadsheet for passwords be created for authorization to various pieces of Library equipment and applications.

The Committee noted that the Coca-Cola policy for online social media principles and practices has a friendlier tone than the draft language of the handbook.

**Sec. 305 Subsection 4 – Harassment using electronic means**

The Committee recommends this subsection to be deleted, as the material is covered in the Handbook’s harassment policy in general.

**Sec. 306 – Parking**

The Committee recommends replacing the draft language with a statement stipulating that the Library adheres to local ordinances

**Sec. 401- Hours, Overtime, Compensatory Time**

By practice, all employees receive compensatory time. Elam was directed to clarify how to provide compensatory time to exempt employees.

**Sec. 601 - Holidays**

Following discussion of providing equity to staff for holiday closings, Trustee Jan Letts recommended closing the Library on New Year’s Eve. This will be incorporated into the draft document.

**Sec. 707 – Staff Development**

Insert “Plans for coursework will be discussed in each dept. during the budget process.”

**Sec. 802 – Leave of Absence**

The Committee discussed whether to delineate a minimum leave of absence, but determined that it is not required based on the Library’s history of granting leaves of absence. Staff was directed to remove a minimum leave requirement from the handbook.

**Sec. 901- Performance Appraisals**

Insert language that stipulates employees will be reviewed generally within four weeks of their anniversary date.

**Sec . 902 – Guidelines for Appropriate conduct**

The committee questioned the use of the phrase “criminal nature”.

**Sec. 903 – Discipline**

The committee decided to end their discussion at Sec. 903 and resume at this point in the handbook for the next meeting.

There being no further business before the committee, the meeting was adjourned at 8:40pm.

The next meeting was scheduled for March 4 at 6:00pm.