



Policy Committee

Ad-Hoc Employee Handbook Review Committee Meeting

Minutes
Monday, May 3, 2010

6:00pm
Storytime Room, Library Lower Level

The Employee Handbook Ad-Hoc Review Committee was called to order at 6:10pm

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

Employee Handbook Review

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

The committee agreed to make verbal edits during the meeting with staff inserting revisions into a working document. Once all edits have been inserted, the document will be re-distributed to the committee for final review.

The committee made the following revisions:

- Relocation of the mission statement and strategic directions
- Correct spacing on Table Of Contents page
- Review welcome letter and provide discretion to staff for revisions
- Section 102 Employer & Policy Disclaimer – Insert (HPL or the Library) after Hinsdale Public Library.
 - Re-number 1-6 beginning with “This Employee Handbook...
 - Correct tabs
 - Correct spelling of supersede
- Section 103 insert organizational chart

- Section 201 Move third par to second paragraph positions
- Section 202 Begin with second paragraph “Accordingly the Library will provide equal opportunity to all employees...”
 - Last paragraph bracket “if necessary” with commas
- Section 203 Combine paragraphs of the section
 - Delete “There are a few guidelines that”
 - Use bullets on elements
- Section 204 Add hyphen to alcohol free
 - Eliminate first sentence.
 - Insert “to do so” in last line of paragraph 1
 - In paragraph 2 create a new paragraph beginning with “Individuals who appear...” re-number the rest
 - In paragraph 5 capitalize Employee Assistance Program
 - In first paragraph correct apostrophe in “medications’ effect”
- Section 205 Delete first sentence
 - Combine first two sentences
- Section 206 Correct format
 - Reference the Guidelines for Good Health procedures to this document
 - Replace Administrative Assistant with Office Manager throughout
 - Section 305 Remove purpose statement
 - Remove “solely” and insert “primarily”
 - Paragraph titled “Policy” move the blue sentences to the top
 - Use language “don’t ensure productive effective use”
 - Remove “termination” and insert “separation” throughout
 - Guidelines for Use replaces “Procedure”
 - Paragraph 2 remove “will or”
 - Paragraph 4 remove “again” insert “against”
 - Delete paragraph 7
- Section 400 Begin paragraph with “Employees absent...”
- Section 401 Pluralize schedule
 - Remove “as” in second paragraph
 - Compensatory time/flex time – provide clearer definition
 - Insert “ For the purpose of compensatory time an eligible employee is ...
- Section 402 Delete “on a regular basis”
- Section 601 Library Closed Library Open move Library Closed to the top and include unpaid holidays
 - Insert New Year’s Eve day
 - Delete asterisk? Check part time status and vacation
- Section 700 Delete executive director and insert administration office
- Section 703 Insert immediate family member
- Section 704 Delete “eligible”
- Section 705 Cobra – remove “to”
- Section 706 Sec 457 define permanent employee

Chair Delaney adjourned the meeting at 8:00pm as the committee finished review of the handbook through Section 706.

The next review session will be held on Tuesday, May 11, 2010 at 6:00pm.