



Employee Handbook Ad-Hoc Review Committee

Tuesday, November 30, 2010

Minutes

The Employee Handbook Ad-Hoc Review Committee was called to order at 6:00 p.m.

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

Employee Handbook Review

The committee continued its review of the documents as corrected by Johanna Delaney and Peter DeHaan.

The committee made the following revisions:

- Section 802 – verb case change, capitalization adjustments, formatting standardizations
- Section 803 A. General – take out first sentence up to “unpaid leaves of absence” to clarify. Add to introductory paragraph: Under certain circumstances, the Executive Director, in his or her sole discretion, may grant a leave of absence when such leave is not available to a given employee by virtue of any other section of this document.
- Section 803 D. Bereavement – add after unpaid leave, provided that the employee must first use vacation and sick leave.

Staff was directed to incorporate all noted changes into the document. The Employee Handbook will be brought before the full board as an information item at the January meeting.

There being no further business before the committee, the meeting was adjourned at 6:45 p.m.