



Employee Handbook Ad-Hoc Review Committee

Tuesday, June 1, 2010

Minutes

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

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 returned from Management Association of Illinois.

The committee made the following revisions:

- Anti-Bullying Policy

P. 41 Move this policy to follow Sec. 206 Anti-Harassment Policy

P. 41 Rework language of first paragraph to be consistent with Sec. 206 language

P. 41 Incorporate “places employee in fear of physical harm or emotional distress” into sentence which defines bullying

P. 41 Delete “substantially interferes with work/prevents work from being accomplished”

P.41 Rework language in bullet #13 and #17 - refer to revisions as directed by the Committee

P. 42 Delete first paragraph

- No Solicitation Distribution

P. 43 Delete “business” in first line of first paragraph: Insert “work”

P. 43 Delete second sentence of first paragraph

- Business Use of Automobile

P. 44 Delete “will” from first line of first paragraph: Insert “may”

P. 44 Coordinate section with Sec. 707 Staff Development

P. 44 Incorporate reimbursement language to reflect policy on P. 28

- Use of Cellular Phones

P. 45 Combine section with Business Use of Automobiles

- Conflicts of Interest

P. 46 Incorporate Policy on Outside Employment (P. 49) with Conflicts of Interest

P. 46 Coordinate all with Sec. 302 Business Ethics

- Pay Deductions

P. 47 Relocate to Sec. 500 Compensation

- Work and Lunchroom Areas

P. 48 Delete “but” from second line of first paragraph: Insert “and”

P. 48 Delete “each” from second line of first paragraph

P. 48 Insert “s” after “member” in second line of first paragraph

P. 48 Insert “s” after “area” in third line of first paragraph

P. 48 Combine first two sentences using “and to”

P. 48 Delete “your” from second line of second paragraph

P. 48 Insert “general kitchen duties on a regular rotating basis” into last line of second paragraph

- Workplace Security and Inspections

P. 50 Move section into Compliance Statements beginning at Section 200 p. 7 and following

P. 50 Replace “Library” with “Executive Director”

- Dependent School Visits

P. 53 End first sentence of second paragraph after “school year”

- Social Media Policy

P. 54 Insert “principles” in first line of the paragraph

P. 54 Insert “cola” in the phrase “Coca Policy on Social Media...”

- Victims’ Economic Security and Safety Act

P. 57 Create acronym for the Act and insert in document as appropriate

P. 57 Delete “you” and “yours” throughout

P. 57 Change formatting to be consistent with other pages

P. 59 End sentence of first line following “...this Act”

P. 59 Following “Reasonable accommodation...” in the first line of first paragraph insert “under this policy”

P. 59 Following “...and may include” in the second line of the first paragraph insert bullets for list of included elements

- Voting Time

P. 60 Move section to Sec. 700 Benefits

- Workplace Violence

P. 62 Delete first sentence and replace with “When acts or threats are brought to the Library, the Library will:”

P. 62 Delete second paragraph

P. 62 Following the third bullet point insert "Furthermore, the Library will:"

- Expense Reimbursement

P. 65 Move section to Sec. 707 Staff Development

- Employment Classifications

P. 66 Insert "...or otherwise affect the right of the employee or the Library to terminate at will" following "These classifications do not guarantee employment for any specified period of time..."

- Whistleblower

P. 67 Delete "...as defined by this policy" in first line of first paragraph

P. 67 Delete "against" in second line of third paragraph

Staff was directed to incorporate noted changes into the document and send it to Committee Chair Johanna Delaney for review.

There being no further business before the committee, the meeting was adjourned at 7:50pm