



The BDL Personnel Committee met at 5:15pm on Wednesday, March 4, 2020.

Members Present: Ben Jewell, Tom Lowande

Members Absent: Martha Watson (excused)

Others present: John Rucker, Kimberly Feltner, Jessica Tefft

The Personnel Committee met to discuss feedback about the draft Employment Handbook and to discuss the library's preparations for the coronavirus outbreak.

Recommended Changes

- The Committee recommends changing the PTO policy (Chapter 5, section 1.2) for those employees in the 20-29-hour-per-week category. For these employees the proposed PTO would be 80 hours awarded annually, with a maximum bank possible of 100 hours.
- The Committee has added the same language from the current Personnel Manual to the transition sick time bank (Chapter 5, section 1.5), clarifying that sick time may be used to cover "absences due to illness by the employee or those in their immediate family or household".

In addition, this section has been moved to an appendix with a sunset date so that no further action will be needed at the end of two years to remove that section from the active Handbook.

- The words "when practical" have been added to the requirement in Chapter 7 Section 13 to share simple gifts that patrons may give to staff.
- The first payment in the new longevity schedule in Chapter 3 Section 5 should be \$400 instead of \$275, so that the maximum amount is reached in 20 years.
- A section was added to Chapter 9 clarifying that employees may be sent home if they are exhibiting signs of illness at work.

All the above changes are highlighted in yellow in the latest draft.

Required Motions

- A motion to approve the draft Handbook for Implementation on 4/1/2020
- The Committee recommends that the Board adopt a motion authorizing that any employee who reached a longevity payment from January 1, 2020 to the implementation date of April 1, 2020, be paid the difference between the lower payment they received per the old Manual and the higher payment awarded in the new Handbook.

- A motion to rescind the following separate policies which are now incorporated into the Employment Handbook:
 - Credit Cards and Lines of Credit Policy
 - Drug-Free Workplace Policy
 - Emergency Closing Policy
 - Employee Performance Evaluation Policy
 - Employee and Volunteer Recognition
 - Harassment Policy
 - Policy for Compensation in Lieu of Health Care Coverage
 - Policy of Continuing Education
 - Policy on Service Club Membership
 - Public Relations Policy
 - Reporting Pay Policy
 - Social Security Policy
 - Tuition Reimbursement Policy