

MEMO

To: State Library Commission
From: Karen Strege
Re: Policy Updates
Date: October 5, 1999

The following are my suggestions for action on the six policies under consideration.

1. Drug-Free Workplace. Recommendation: Update with current signatures. Federal law requires that agencies adopt this policy.
2. Exit Interview. Recommendation: Repeal. The state has replaced its policy with a guide for agencies. Exit interviews are a good management practice and MSL will require managers to do so, but the Commission does not need to adopt a policy regarding every management practice.
3. Leave without Pay Policy. Recommendation: Update. State rules give agencies the authority to set the procedures for this policy. Updates delete reference to obsolete forms
4. Sexual Harassment. Recommendation: Update with current signatures. Federal law requires that agencies adopt this policy.
5. Job Share. Recommendation: Repeal. The Department of Administration is updating the state's policy. Upon the adoption of this policy, we will determine if the Commission must adopt an policy specific to MSL. In the interim, MSL will use the state's existing policy.
6. RIF Policy. Recommendation: Update. The revised policy reflects current state rules and deletes references to LCSA. We also suggest that the commission not be required to give employees with a year or more of service special consideration.
7. Grievances Policy. Recommendation: Adopt the state's most current policy as the commission policy.