

Memo

To: Montana State Library Commission
From: Karen Strege
Date: 12/19/2007
Re: Review of Commission Policies

The following are the policies for your review at the December meeting:

Drug-Free Workplace Policy: Required for state agencies that receive federal funds. Congress has not changed the Federal act adopted in 1988; therefore, I suggest no substantial changes.

Employee Record Keeping Policy: Required agency policy. Other than deleting references to the old human resources system (P/P/P), no changes are needed.

Reduction in Work Force Policy. The current policy reflects with the state's general policy and current law. I suggest a few minor changes.

Leave of Absence without Pay Policy. The current policy matches the state's general policy and current law. The addition of the phrase " considered by the state librarian on a case-by-case basis" reflects current practice.

MSL Trust Policy: I attempted to capture the discussions at the last Commission meeting. I sent a draft of this policy to the Commission for comments before the mailing and heard no suggestions.