

Ella Johnson Memorial Public Library District  
Special Meeting of the Board of Trustees  
November 14, 2011 – 7:00 PM-9:00 PM – Agenda

- I. Call to Order
- II. Changes/Corrections to the Agenda
- III. Questions/Comments from public or media
- IV. Approval of Personnel Manual Policies – tabled items or new items
  - a. IMRF
  - b. Insurance
  - c. Personal Leave
  - d. Pre-Employment Background Check
  - e. Receipt of Policy Manual
  - f. Sick Leave
  - g. Vacations
  - h. Workplace Harassment
  - i. Military Leave
  - j. Ethics
  - k. Salary Administration
- V. Approval of Personnel Manual Policies – items approved 8/15/11 with modifications. Modifications have not been discussed.
  - a. Overtime Pay
  - b. Payroll
  - c. Progressive Discipline
  - d. Staff Development
  - e. Staff Library Cards
  - f. Sunday Rate of Pay
- VI. Approval of Personnel Manual Policies – items approved 10/13 or 11/8 many on second reading.
  - a. Acceptable Use of Library Resources
  - b. Appointments
  - c. At-Will Employment
  - d. Attendance
  - e. Bodily Fluids and Blood Bourne Pathogens
  - f. Breaks
  - g. Chain of Command
  - h. Children in the Workplace
  - i. Dress Code
  - j. Emergency Closings
  - k. Emergency Contact and Medical Information
  - l. Exit Interviews
  - m. Flex Time
  - n. Grievances
  - o. Holidays
  - p. Incidents
  - q. Insurance Information

- r. Introduction to Policy Manual
- s. Jury Duty
- t. Probation
- u. Retirement
- v. Review of Policies and Procedures
- w. Separation from Employment – Involuntary
- x. Separation from Employment – Voluntary
- y. Solicitation
- z. Time Sheets
- aa. Work Week and Scheduling
- bb. Accidents
- cc. Cell Phones and Texting
- dd. COBRA
- ee. Media and Press Inquiries
- ff. Personnel Records
- gg. Petty Cash
- hh. Verification of Employment
- ii. Application for Employment
- jj. Benefits
- kk. Credit Card
- ll. Drug Free Workplace
- mm. FMLA
- nn. Maternity/Family Leave
- VII. Adjournment