

RAILS
REACHING ACROSS ILLINOIS LIBRARY SYSTEM
Policy Committee Meeting
April 24, 2017

Minutes

1. Call to Order and Roll Call
Committee Chair Kate Hall called the meeting to order at 10:03 a.m. at the Burr Ridge Service Center.
Present at Burr Ridge: Kate Hall
Via Telephone: Dane Ward
Quincy Public Library: Judy Crocker
Absent: Sue Busenbark, Mary Jo Matousek
Others Present at Burr Ridge: Dee Brennan, Barb Brooks, Emily Fister

2. Adoption of Agenda
Mr. Ward moved for the adoption of the agenda; Ms. Crocker seconded and the motion was unanimously approved.

3. Approval of Minutes:
Ms. Crocker moved for the approval of the minutes for the September 9, 2016 Policy Committee Meeting; Mr. Ward seconded and the motion was unanimously approved.

4. Policy Committee Chair Report
Ms. Hall had no report.

5. Holiday Pay Policy
Ms. Brennan explained that language in the holiday pay section of the RAILS employee handbook needs to be changed. The current language implies suspicion of employees abusing their paid leave benefits and is not the kind of message that we want to send about RAILS as an organization. Mr. Ward moved to recommend to the full RAILS board to remove the language that requires that employees must work their regular shift before and after a holiday in order to receive holiday pay. Ms. Crocker seconded and the motion was unanimously approved.

6. Employee Handbook HR title changes
Ms. Brennan explained that wording in the employee handbook incorrectly states the position of "Human Resources Manager" which should be "Director, Human Resources". The title change was made in 2014 and the handbook language needs to be updated. Ms. Crocker moved to recommend to the full RAILS board to replace the language "RAILS Human Resources Manager" with "RAILS Director, Human Resources" or "human resources

department” where applicable throughout the RAILS Employee Handbook. Mr. Ward seconded and the motion was unanimously approved.

7. FMLA Policy Changes

The Committee discussed staff recommendation of the FMLA policy. Currently, the RAILS policy requires that employees take their banked sick, vacation and personal time currently while using FMLA. Staff is recommending that we change this policy so that FMLA leave and paid leave may run consecutively if employees choose to handle their situations in this manner. The committee will meet again to discuss this matter. Staff will draft policy changes as well as examples of how the consecutive leaves would work.

8. Next Meeting and Future Agenda Items

Ms. Fister will send a doodle poll to determine the next Committee Meeting.

9. Adjourn

The meeting was adjourned at 10:28 a.m.