

ILLINOIS HEARTLAND LIBRARY SYSTEM
Personnel Committee Meeting Minutes
August 26, 2011

Present; Linda McDonnell
Joan Rhoades
George Trammell
Susan Tulis
Juliette Douglas (staff support)

Absent: Anthony Schuering

The meeting was called to order by Chairperson Linda McDonnell at 5:08 p.m. The goal was to review the Personnel Code to ensure that it is consistent with prior Board action, ISL, and to consider recommendations and comments made by IHLS staff.

Meeting adjourned at 6:25 p.m.

Committee Recommended Changes Based on Comments Expressed by the ISL.

II. TRAVEL (page 21)

Full and part-time ~~E~~employees traveling on IHLS business will have reasonable authorized expenses paid. The travel must be pre-approved by the employee's supervisor and the Executive Director. Expenditures for travel cannot exceed budget limitations and will only be approved if it is required for the efficient operation of IHLS.

Employees are required to conduct their travel in the most cost-effective manner.

Whenever possible and cost effective, business travel arrangements will use governmental entity discount rates. Actual travel time to get to and from meetings and conferences may be recorded as work time.

There is no objection to a spouse and/or family member accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty and all expenses attributable to the family member is paid by the employee.

A. Transportation

Travel by airplane, train, bus, or car between your home and your business destination will be reimbursed if it is not travel from home to or from your regular work location.

When an IHLS vehicle is not available, private vehicles may be used providing that verification of personal vehicle liability insurance has been previously provided to the Human Resources Office. Mileage reimbursement will be based on the prevailing current IRS rate.

An employee who finds it more convenient to drive his or her personal vehicle to conduct IHLS business instead of an available IHLS vehicle will be reimbursed for the cost of fuel only (based on the miles driven and the average cost of fuel). Based on information provided by the United States Department of Transportation, the average miles per gallon used will be 22.4 for automobiles and 18 for SUVs and light trucks. The cost of fuel will be based on the information supplied for the metropolitan area nearest the destination and/or IHLS office where the employee works and the date of the travel. Fuel prices can be obtained at: <http://fuelgaugereport.aaa.com/?redirectto=http://fuelgaugereport.opisnet.com/ILmetro.asp> or by using the local fuel price.

When traveling outside the IHLS service area, all travel shall be by the most economical mode of transportation available, considering travel time, cost and work requirements. IHLS vehicles should be used when possible, unless family members are accompanying the IHLS employee. When traveling to major metropolitan areas, public transportation should be considered as a less expensive mode.

When air travel is required, only coach fare will be paid by IHLS. Taxicab fares, tips, parking fees, bridge, road, and toll fees are also allowable expenses.

B. Food

~~A per diem for m~~ Costs of meals will be provided to for employees for each day of travel for IHLS business will be reimbursed. Expenses are to be authorized and approved by the Executive Director. Costs for meal cannot exceed the maximum daily per diem rate established by the United States Internal Revenue Service. Adjustments for inflation will be reviewed annually and require submission to the Board for approval before implementation. Per diem guidelines for food can be found at <http://www.gsa.gov/portal/category/100120>, and then selecting the year, the state, and the destination city. ~~will be recommended by the Executive Director and approved by the Board of Directors. The per diem rates will be periodically posted by the Executive Director.~~

Under normal circumstances, reimbursement will not be made for meals consumed in IHLS service areas during a regular working day. The following will be exceptions to this rule:

1. When a staff member attends an evening meeting in addition to a full working day.
2. When circumstances require that IHLS staff acts as host to a visitor.
3. Other meal reimbursement as deemed necessary will be evaluated by the Executive Director on a case-by-case basis and be administered in a manner consistent with established limits.

C. Hotel

Actual costs for hotel and motel accommodations, including taxes and reasonable tips, are limited to the minimum number of nights required to conduct IHLS business at the average single room rate of adequate hotel or motel accommodations nearest the destination. Rates cannot exceed the maximum per diem rates determined by the United States Internal Revenue Service. These rates can be obtained at <http://www.gsa.gov/portal/category/100120>, and then selecting the year, the state, and the destination city. If an employee's spouse or other family members share lodging, the employee must pay any differences.

D. Special Expenses

IHLS will reimburse employees for the actual cost of other reasonable and prudent travel expenses, such as:

1. Fares for taxis or other types of transportation between the airport, train or bus station and the hotel, the hotel and the work location, or from one place of business to another;
2. Tips paid for services related to any allowable expense; (no consensus – to be discussed)
3. Dry cleaning and laundry for emergency situations; (no consensus -to be determined by Board members)
4. Business calls while on a business trip to include business communications by fax machine or other communication devices;
5. Other similar ordinary and necessary expenses related to business travel such as transportation to a meal when out of town and conducting IHLS business, printing materials for distribution at a meeting, or the purchase of incidental materials needed to make a presentation;
6. Conference and workshop registration fees.
- 4-7. Conference meal costs above the per diem meal limit, when it is clear that the excess meal cost was required.

IHLS will not reimburse employees for the cost of personal expenses, such as:

1. Transportation If the employee is provided with a ticket or is riding free as a result of a frequent traveler or similar program;
2. Alcoholic beverages;
3. Personal telephone calls;
4. Coat check;
- 3-5. Late checkout and room guarantee charges (unless special circumstances exists and approval has been obtained from the Executive Director);

4.6. Valet parking service;

5.7. Entertainment;

8. Repairs or towing of private vehicle;

9. Parking tickets or other traffic tickets;

10. Charges associated with locksmith service;

6.11. Tips exceeding 20%. (no consensus – to be determined at Board meeting)

E. Documentation

An expense report must be submitted within 30 days of returning from travel. All expenses must be supported by original supporting receipts.

Outside Employment (pages 24-25)

Employees may choose to have a second job, do consulting work, present workshops and seminars, or do voluntary work as long as that job does not interfere with their IHLS responsibilities. All employees are held to the same performance standards and scheduling expectations regardless of whether they have other jobs. Employees of IHLS shall not engage in any business or transactions or have a financial or personal interest that is a conflict of interest or is incompatible with their responsibilities and duties as employees of IHLS.

~~Any employee, who has or contemplates work in addition to the work required as part of their position with IHLS, must notify his or her supervisor. Additionally, when such work occurs during a regular workday, employees must be expected to schedule and obtain prior approval for vacation leave, personal time off, or earned compensatory time off when accepting honorariums, or fees, or other forms of compensation. for doing consulting, external presentations, or workshops.~~

The following examples may be considered incompatible or an interference with IHLS:

- ~~Causing unscheduled absences (vacation days are scheduled in advance, and are subject to the needs of the System)~~

- Resulting in the employee failing to perform effectively when on duty at IHLS.
- Using sick leave
- Working for a vendor, ~~or a member library~~
- Bringing IHLS into public dispute or legal jeopardy

Any employee, who has or contemplates working for another organization in addition to the working for IHLS, should notify his or her supervisor and complete a Secondary Employment – Determination of Conflict form. The form includes, but is not limited to, the name of the IHLS employee, the IHLS job title, the name of the prospective employer, the nature of the duties, the expected days and hours of work, and the type of employment relationship with the second employer.

Intitial review and determination as to whether a conflict exists with IHLS and the employee's secondary employment shall be made by the Executive Director. The IHLS Board of Directors must determine concurrence at its next regularly scheduled Board meeting following the determination made by the Executive Director. Such concurrence must be determined by a vote of the Board.

An employee who accepts secondary employment which is determined to be a conflict of interest or refuses to complete the Secondary Employment-Determination of Conflict form may be subject to disciplinary action up to and including discharge. If, at any time, it is determined that a conflict of interest exists, the employee may be asked to terminate the outside job.

Review of Personnel Code with respect to comments submitted from Staff

Comments and Recommendations

A. EEO and Discrimination (Page 2)

Under EEO and discrimination - it seems that the language is less inclusive than the previous LCLS code, in not defining an expanded definition of sexual orientation as in the LCLS handbook: "Sexual orientation means actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth." This seems a step backward in being inclusive (or perhaps just failing to be thorough in definition).

Recommendation: Add the comprehensive definition as identified by staff and which is the definition used by the State of Illinois.

B. Termination of Employment (Page 6):

H. (last sentence) "All employee benefits . . . will be terminated on the last day of employment."

Correction: Health, dental, and vision insurance ends on the last day of the month in which an employee is terminated.

Recommendation: Accept the recommendation based on the language contained in the current insurance policies.

C. IHLS Voluntarily Provided Time Off (pages 15-17)

1. Comment 1- I feel the requirement to take a minimum of at least 4 hours personal leave at a time is ridiculous. I can understand and support that personal leave be taken in full hour increments. However, a 4 hour requirement requires an employee to be off and non-productive in the work area, when perhaps one or two hours is only needed. It also forces the employee to use their leave faster, which should not be.

Comment 2- The limitation on using earned vacation time to 1/2 day increments seems unnecessarily strict. This will no doubt cause considerable inconvenience for staff. As vacation time is time earned, the use of that time should be limited, in my opinion, only by the needs of the System. If a staff member taking an hour off on a Friday afternoon would in no way impact System services, the need to restrict usage of that time is unclear. Limiting to hourly increments would be more reasonable. Substituting personal time with greater flexibility is not a reasonable option, as only 3 days per year of personal time are available to staff, and are essentially unearned benefits. It would seem more reasonable to limit the usage of personal time to larger increments.

Recommendation: Change the increment for which vacation can be taken to 15 minute increments. The Fiscal Officer has confirmed that this would not be a problem.

2. There's one issue that I hope the Personnel Committee and Board will reconsider, if not now, at some point in the future. I strongly believe that support staff are in as much need of time away from work as professionals and deserve an equal amount of vacation time. Professionals are already more highly compensated monetarily than support staff, so I don't believe that more vacation time needs to or should be reserved for professionals as an additional perk. I say this as a person who benefits from the two-tier system and would be willing to have somewhat less vacation time personally so that we could all have the same amount.

Recommendation: No change

- D. Under some of the benefits, "qualified spouse" is used, but is nowhere defined. Does a "qualified spouse" include domestic partners? Does "qualified spouse" include spouses in an Illinois civil union? This phrase needs definition.

Recommendation: No change. Each legally required benefit may use different definitions for who is covered. The definitions used must follow the law.

- E. Some IHLS employees have military service. IMRF allows employers to count military service as credited years of service for employees. Would IHLS consider this?

Recommendation: Do not include military service because the resulting additional credited years of service would increase the cost IHLS pays IMRF in an environment where the IMRF rates are already extremely high.