

NLLS Policy Meeting – July 23, 2018

In Attendance: Vicky Lefebvre, Debra McQuinn, Bernie Marko, Warren Griffin, Julie Walker, Terri Hampson

Absent – Craig Lukinuk

1. Ken Allen has stepped back from the committee as we are well on the way to where we need to be.

**2. Policies pending for Board Approval: (revisions from feedback)**

- a. Sec 1, 1S NLLS Cell phone Policy
- b. Sec 1, 3Q Grievances
- c. Sec 1, 3R Executive Director Grievance
- d. Sec 1, 3T Personal Cell phone Policy
- e. Sec 1, 3U Communication Protocol Staff
- f. Sec 1, 3V Communication Protocol Library Mgr
- g. Sec 2, 1D Role of Board Chair
- h. Sec 2, 1E Role of Executive Committee
- i. Sec 2, 1F Board Code of Ethics
- j. Sec 2, 1H Committees of the Board
- k. Sec 2, 1N Policy Making
- l. Sec 2, 1O Election
- m. Sec 2, 1P Communication Protocol – Board

**3. Policies Yearly Review:**

Revision to existing policy

- a. Sec 1, 1B Compensation
- b. Sec 1, 1D Continuing Education
- c. Sec 1, 1E Probationary Period
- d. Sec 1, 1J Vacation
- e. Sec 1, 1N Pay Days
- f. Sec 1, 1Q Retirement
- g. Sec 1, 1R NLLS Company Vehicles & Equipment - Pending
- h. Sec 1, 2B Working Alone
- i. Sec 1, 3A Code of Ethics
- j. Sec 1, 3B General Obligations – DELETE
- k. Sec 1, 3C - Whistleblower Policy
- l. Sec 1, 3E Conflict of Interest
- m. Sec 1, 3H Penalty for Non-Compliance - DELETE

Word change only from FINANCE to ADMINISTRATION (proper dept names)

- n. Sec 1, 1C Staff Expenses and Reimbursement

Word change only from STAFF to be EMPLOYEE

- o. Sec 1, 1A Staff Orientation
- p. Sec 1, 1F Staff Reduction and Termination
- q. Sec 1, 1G Hours of Work
- r. Sec 1, 1H Overtime
- s. Sec 1, 1I Statutory and General Holidays

- t. Sec 1, 1K Benefits
- u. Sec 1, 1L Leaves
- v. Sec 1, 1M Sick Days and Short Term Disability
- w. Sec 1, 1O Staff Long Service
- x. Sec 1, 1P Performance Management
- y. Sec 1, 1T Inclement Weather
- z. Sec 1, 2A Workplace Impairment
- aa. Sec 1, 2C Gym Usage
- bb. Sec 1, 3D Financial Matters
- cc. Sec 1, 3F Library Property

Next Policy Meeting: Thurs Aug 2, 2018