

**MONTANA STATE LIBRARY COMMISSION POLICIES
Review Schedule**

August 2003

Incentive Award Program Policy - **10/19/94**
Per Diem Policy - **12/8/93**
Waste Reduction and Recycling Plan - **3/92**
Grievances - **10/13/99**
Alternative Work Schedule Policy - **2/10/99**

October 2003

Position Classification Procedures - **8/12/98**
Overtime/Compensatory Time Policy - **8/12/98**
Equal Employment Opportunity Policy Statement - **6/9/99**
Conference Call Policy - **2/10/99**

December 2003

Leave of Absence Without Pay Policy - **10/13/99**
Reduction in Force Policy - **10/13/99**
Sexual Harassment Policy, including procedure for Reporting and Resolving Sexual Harassment Complaints - **10/13/99**

February 2004

Employee Record Keeping Policy - **4/14/99**
Drug-Free Workplace - **10/13/99**
Family and Medical Leave Act Policy - **2/10/99**
Employee Safety Program Policy Statement - **6/9/99**

April 2004

Internet Services Policy - **12/12/01**
Internet Use Policy - **6/17/98**
Montana Interlibrary Sharing Protocol - **8/12/98**
Policy Concerning Library Federations - **12/9/98**
Policy Statement Distribution of State Documents to Depository Libraries - **10/13/99**

June 2004

Montana Talking Book Library Loan Policy - **2/10/99**
Montana State Library Trust - **6/9/99**
Information Services Policy - **8/18/99**
Collection Development Policy - **8/18/99**

Not scheduled for review

Telework Policy - **4/23/03**
Bylaws of the Montana State Library Commission - **4/10/02**