# Memo

**To:**    Montana State Library Commission

**From:**  Karen Strege

**Date:**  12/19/2007

**Re:**    Review of Commission Policies

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The following are the policies for your review at the October meeting:

Nondiscrimation Policy: This policy would replace the EEO and the Sexual Harassment policy.  The new policy prohibits all types of discrimination, including sexual and is based upon the Judicial Branch's policy and state rules.  The nondiscrimination policy specialist from the Personnel Division has reviewed this draft.  The agency is required by state rules to adopt a specific agency policy.

Alternative Work Schedule.  This draft reflects your comments at the August meeting.  This policy allows managers to treat employees consistently and to allow employees to understand options that they may have.   I rewrote the policy for clarity and eliminated the reference to "reasonable accommodations" in the first paragraph's last sentence as that idea is captured by the phrase "under state and federal laws."

Position Classification:   This policy guides the agency and its employees through the classification process.  The policy is based upon a delegation letter between the Department of Administration and MLS and state personnel rules.  No significant changes are proposed.

Conference Call Policy:   This policy is not required by state rules; however, former Commissions believed that this policy was necessary to clarify the costs for participating in telephone conference calls.  Because the means by which meetings can be held have expanded to include other technologies, I suggest that the policy be made broader.

MSL Trust Policy:   I significantly altered the Commission's policy by omitting references to the background of the trust and language specific to the Montana Talking Book Library.  I believe that the revisions allow a donor to specify the intended department to receive the benefits of his or her donation.  The new policy also includes a reference to the law that requires investment with the board of investments.