

Memo

To: Jennie Stapp, State Librarian **To:** Montana State Library Commission
From: Kris Schmitz
 Central Services Manager **From:** Jennie Stapp, State Librarian
Date: November 21, 2016
Re: **Policy Reviews**

The following policy updates are presented for review at the December 2016 meeting. Action to adopt these policies will be requested at the February 2017 meeting.

Montana State Library Telework Policy: Highlights of changes: changing formatting, eliminating the eligibility requirement that employees have to work for one year with the State Library to be considered as we have positions considered telework from the date of hire. Note: the addendum to this policy is provided for informational purposes and is not included for Commission action.

Drug & Alcohol Free Workplace Policy: Highlights of changes: adding alcohol and updating clarity and formatting changes. No changes in law.

Code of Conduct: A replacement to the current Disruptive Patron Policy.

Current versions of the policies are included for reference. Please let us know if you have any questions.