

MEMO

To: State Library Commission
From: Karen Strege
Re: Policy Updates
Date: August 6, 1999

This is the last batch of policies for the Commission to review. The following are my suggestions for disposition.

1. Drug-Free Workplace. Recommendation: Keep with updated signatures. Federal law requires that agencies adopt this policy.
2. Job Share. Recommendation: Repeal. The Department of Administration is updating the state's policy and subsequently MSL's. Upon the adoption of a new state policy, we will determine if the Commission must adopt an agency policy. In the time between repeal and adoption, MSL will use the state's existing policy.
3. Exit Interview. Recommendation: Repeal. The state has replaced its policy with a guide for agencies. Exit interviews are a good management practice and MSL will require managers to do so, but the Commission does not need to adopt a policy regarding every management practice.
4. Sexual harassment. Recommendation: Keep with updated signatures. Required and current.
5. RIF Policy. Recommendation: Update. The revised policy reflects current state rules and deletes references to LCSA. We also suggest that the Commission not be required to give employees with a year or more of service special consideration.
6. Leave without Pay Policy. Recommendation: Update. State rules give agencies the authority to set the procedures for this policy. Updates delete reference to obsolete forms.

Reduction in Force Policy
To supplement
Policy 3-0155(II)(A)

This policy of the Montana State Library Commission is to supplement those established by Montana State government to provide for "reduction in force" as defined in Policy 3-0155(I)(A) ~~and to establish criteria for programs and program objectives as stated in 3-0155(II)(A).~~

It is the intent of the Montana State Library Commission that reductions in force be based on mandated programs as defined by Montana statutes and Administrative Rules and by program priorities as determined by the Commission.

The State Librarian shall prepare a reduction in force plan for presentation to the Commission whenever:

- A. Legislative or Executive Action requires a reduction in force or personnel reassignment.
- B. There is reduction or elimination of funds received from the federal government.
- C. There is reduction or elimination of funds received from state government.
- D. The Commission takes action to establish new priorities, objectives, or programs which affect levels and assignments of personnel.
- E. There is a need to eliminate or consolidate positions or a need to reorganize the State Library.
- F. And at any other time the Commission requests the State Librarian to do so.

Criteria to be used by the State Librarian in the preparation of a reduction in force plan:

- 1. Language and intent of Legislative or Executive actions requiring a reduction in force or personnel reassignment.
- 2. Statutory charge to the Montana State Library Commission as given in Montana Code Annotated ~~22-1-103, 212, and 401~~, and accompanying Administrative Rules.

3. Statements of priorities, goals and objectives, motions in force, planning documents, or other records of or actions by the Montana State Library Commission which ~~are clear and timely and~~ could reasonably be interpreted as affecting reduction in force.
4. ~~In case of a loss of Library Services and Construction Act (federal) funds, those programs established in LSCA priority areas, especially those not covered in the statutory intent of MCA 22-1-103.~~
- 5.4. Evaluation documents and statistical data on current programs.

Upon approval of the plan by the Montana State Library Commission, the State Librarian shall implement the plan as specified by the Department of Administration Policy 3-0155 ~~excepting the Commission intends the State Library to give 20 working days' advance notice of the lay-off to employees serving longer than one year.~~

