

# Memo

To: Montana State Library Commission  
From: Karen Strege  
Date: 12/19/2007  
Re: Review of Commission Policies

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At each upcoming meeting, you will review a number of Commission policies. A tentative schedule of review is attached to this memo. The following are the policies for review at the August meeting and my recommendations. As I said in the June meeting, the Commission can approve the policies at the meeting at which they are discussed or defer a decision to the next meeting, if the Commission desires more deliberations or extensive modifications.

**Incentive Award Program Policy:** This is an internal policy based on the state's policy. This policy is not required by the state. Rather than adopting an agency-specific closely based on the state's, I suggest that the Commission adopt a policy statement that expresses support of the award program and directs me to administer the program according to state policy.

**Per Diem Policy:** This policy is not required by the state and designed to help Commission members. I rewrote it for clarity. I also omitted reference to dollar amounts so that the Commission does not need to change the policy should the law that sets the per diem amount change.

**Grievances:** This is a required state policy. Agencies may expand the policy and its procedures by adopting an agency specific version. Because MSL has had two grievances filed underneath current policy and we found that managers and employers were able to follow the state's policy without any problem, I suggest that the Commission leave this policy in place without modifications.

**Alternative Work Schedule.** This is not required by the state. This policy allows managers to treat employees consistently and to allow employees to know about 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".