

Montana State Library

Commission/Staff Handbook

Title/Final Documents

Last Modified

I. Overview

II. Montana State Library Commission Policies

A.	Bylaws of the Montana State Library Commission	June 2002
B.	Overtime/Compensatory Time	August 12, 1998
a.	Compensatory Time Agreement	August 12, 1998
C.	Alternative Work Schedule	October 8, 2003
D.	Leave of Absence Without Pay	December 10, 2003
E.	Reduction in Force	December 10, 2003
F.	Nondiscrimination	October 8, 2003
G.	Sexual Harassment	October 13, 1992
H.	Procedure for Reporting and Resolving Sexual Harassment Complaints	October 13, 1992
I.	Employee Record Keeping	December 10, 2003
J.	Drug Free Workplace	February 10, 2003
K.	Family and Medical Leave Act	December 4, 1996
L.	Incentive Award Program	August 13, 2003
M.	Employee Safety Program	June 9, 2004
N.	Equal Opportunity Employment Statement	June 9, 1999
O.	Position Classification Procedures	June 9, 2004
P.	Internet Use	August 18, 2004
Q.	Montana Interlibrary Sharing Protocol	August 12, 1998
R.	Library Federations	December 9, 1998
S.	Distribution of State Documents to Depository Libraries	December 9, 1998
T.	Montana Talking Book Library Loan	August 18, 2004
U.	Montana State Library Trust	December 10, 2003
V.	Information Services	August 18, 1999
W.	Internet Services	December 12, 2001
X.	Collection Development	October 5, 2005
Y.	Per Diem	August 13, 2003
Z.	Waste Reduction and Recycling Plan	March 1992
AA.	Telecommunication Meetings	October 8, 2003
BB.	Telework	April 23, 2002
CC.	State Policies Adopted by State Library Commission	
a.	Grievances	June 2, 1997
b.	Job Share (contacted Hal Peck to get 4/16/84 or later; he'll send hardcopy)	

III. Montana Operations Manual Policies and Handbooks

A.	Glossary (Guide)	September 30, 1983
B.	Overview of the Montana Operation Manuals	
C.	Recruitment and Selection	November 23, 2006
D.	Probation	June 2, 1997
E.	Veteran's Employment Preference	October 1, 2003
F.	Persons with Disabilities Preference	February 11, 2000
G.	Equal Employment Opportunity Guide	January 30, 2004
H.	New Employee Orientation	April 26, 1979
I.	Employee Record Keeping	May 11, 2007
J.	Performance Management and Evaluation	August 28, 1998
K.	Discipline Handling	October 27, 2006
L.	Incentive Award Program	September, 9, 1994
M.	Sexual Harassment Prevention	June 10, 1988
N.	Classification Plan Rules	March 3, 2004
O.	Memo: Pay Exception for Professional Information Technology Positions	
P.	Memo: New Pay Plan Rules,	July 26, 1999
Q.	Pay Plan 060 Rules	July 1, 2003
R.	Broadband Classification and Pay Plan Guidelines	January 31, 2004
S.	Holidays	June 2, 1997
T.	Leave of Absence Without Pay	March 18, 2005
U.	Annual Vacation Leave	June 30, 2000
V.	Verifying Prior Service to be Applied to the Annual Leave Rate Earned	
W.	Certification of Prior Employment Hours for Annual Vacation Leave Earned	October 30, 2002

X.	Sick Leave	June 9, 2004
Y.	Sick Leave Fund	October 22, 2004
Z.	Disability and Maternity	May 24, 1994
AA.	Parental Leave	April 15, 2005
BB.	Notice to Employees of Rights and Obligations Under the Family and Medical Leave Act of 1993	
CC.	Disaster and Emergency Leave	February 11, 2000
DD.	Military Leave	November 11, 1982
EE.	Jury Duty and Witness Leave	November 4, 2005
FF.	Reduction in Work Force	July 18, 2003
GG.	Exit Interview Guide	July 2000
HH.	Overtime and Nonexempt Compensatory Time	February 9, 1996
II.	Exempt Compensatory Time	October 26, 2001
JJ.	HIV Employment Policy Statement	August 8, 1997
KK.	State Employee Group Insurance Program	August 19, 1993
LL.	Deferred Compensation Program	
MM.	Ethics - Standards of Conduct for State Employees	September 2001
NN.	Standards of Conduct Within Capitol Complex Facilities	December 1, 2005
OO.	Use of Capitol by Resident Agencies and Individuals	
PP.	Public Use of the Capitol	
QQ.	Facilities Use Policies	
RR.	Montana State Employee Handbook	December 2006
SS.	Montana Public Employees' Retirement System Handbook	July 2004
TT.	Reduction in Force Guide	June 2006

IV. STATE LIBRARY PROCEDURES AND GUIDELINES

- A. Work Time and Pay
 - 1. Timesheet
 - 2. Breaks
 - 3. No Smoking Policy
 - 4. Benefits Changes
 - 5. Leave Requests
 - 6. Substituting Sick Leave for Annual Leave
 - 7. State ID's
 - 8. Training
- B. Employee Travel
 - 1. Travel Reimbursement
 - 2. Travel Advances
 - 3. Use of Personal Cars
 - 4. Travel Advance Request
 - 5. Use of Personal Vehicles in Lieu of Motor Pool Vehicles
 - 6. Vehicle Liability
 - 7. Personal Car/Airplane Mileage Rates
 - 8. Revised Travel Policy
- C. Building Grounds and Security
 - 1. Room Temperatures
 - 2. Use of Staff Room
 - 3. Use of Conference Room
 - 4. Janitorial Contract
 - 5. Firearms Possession and Storage
 - 6. Solicitation Permits
 - 7. Snow Removal
- D. Equipment and Supplies
 - 1. Supply Orders
 - 2. Staff Authorized to Procure Supplies
 - 3. Authorized Signature on Orders
 - 4. Use of Agency Equipment
 - 5. Cellular Phone
 - 6. Guidelines for Use of State Library Telephones
 - 7. Guidelines for Use of State Library Photocopy Machines
 - 8. Network Hardware and Software Usage Policy
- E. Employee Safety and Emergencies
 - 1. First Aid
 - 2. Notification of Emergencies
 - 3. Report of Incident
 - 4. Safety Checklist and Safety Alert
 - 5. Agency Cleanup Day
 - 6. Safety Program Organization
 - 7. Report of Incident

- 8. State Library Self-Inspection Checklist
- 9. Safety Concerns Report Form
- 10. Emergency Evacuation Information
- 11. Earthquake Procedures
- F. Communications and Public Relations
 - 1. Commission and Advisory Councils
 - 2. FYI
 - 3. Bimonthly Staff Meetings
 - 4. Administrative Council Meetings
 - 5. Calls from the Press
- G. Use of State Library Photocopy Machines
- H. Use of State Library Telephones

August 26, 2005

V. DEPARTMENT POLICIES

- A. Statewide Library Resources
 - 1. Library Development Department
 - i. Consulting/Library Visit Form
 - ii. State Library Depository
 - iii. Gift Guidelines
 - 2. Montana Talking Book Library Application for Free Library Service
 - 3. Natural Resource Information System (NRIS)
 - i. NRIS Fee Policy
 - ii. NRIS Fact Sheet

VI. LIBRARIES

- A. Librarians' Code of Ethics
- B. Librarian Series Benchmarks

VII. PLANNING

- C. Long Range Plan