

ILLINOIS HEARTLAND LIBRARY SYSTEM

PERSONNEL COMMITTEE

CONFERENCE CALL MEETING – May 4, 2011 6:30 P.M.

Conference call in Number 1-800-444-2801 Pin number 8568955

[URL:http://wjl3.acrobat.com/r13898509/](http://wjl3.acrobat.com/r13898509/)

AGENDA

- I. Attendance noted as each calls in
- II. Notes from 4/27/11 meeting
- III. Review revisions from last meeting (Juliette creating)
 - A. Disclaimer
 - B. Equal Employment & Discrimination -
 1. Form for any complaints (to be in Appendix I)
 2. Inclusion of wording for an appointed position to receive and review complaints
 - C. Salary Policy (pay period, reference to schedules)- Sec. V. of original doc.
 - D. Employment Definitions - Sec. IV, Part A of original doc.
(part B was accepted as is).
- IV. New sections to review this meeting
 - A. Employment Definitions – Sec. IV of original doc., Part C
 - B. Working Conditions and Employment Benefits (Vacations, sick leave, personal days, funeral leave, breaks, etc.) – Sec. X of original doc.Depending on time:
 - C. Application and Appointment – VI “ “ “
 - D. Staff Development- VII “ “ “
 - E. Promotions, Transfers, and Demotions – VIII “ “ “
 - F. Separations – IX “ “ “
- V. Questions/Concerns
- VI. Meeting next week