

## Policy and Operations Committee – Meeting Notes

November 29, 2010 – 3:00 p.m.

The group agreed that it would be nice to have more people on this Committee. Glen will seek out additional volunteers.

### Personnel Policy Manual – Vacation policies

- The current vacation policy is a potential liability.
- Policy should be changed to lessen the amount of time that can built up. “Use it or lose it.”
- Some employers require employees to take off a week or more at a time.
- Terminology for staff should be changed to “exempt” and “non-exempt.”
- Should part-time employees earn sick and vacation leave? This has been the case for a long time since the organization relies heavily on part-time staff.

### Board Policies

- Glen will edit the Board Policies based on the suggestions below and will send out to the group for review.
- Document Retention
  - The group reviewed the current retention schedule. Discussion focused on retention of correspondence.
  - I-9 retention should be changed to “3 years after date of hire or 1 year after termination, whichever is longer.”
  - Payroll records and time sheets should be kept permanently in case they are needed by an employee years later.
  - Glen will reformat the retention schedule to make it easier to read.
- Governance
  - Change item “a” from “Items for the agenda should be submitted” to “Items for the agenda should be submitted by Board members to the Executive Director.”
  - Add an additional item: “The agenda will be reviewed for final adjustments at the beginning of the meeting.”
  - It was suggested that the first item on the agenda be a call for public participation.
- Nominating
  - This section should include the motion that was approved at the November 2007 Membership Meeting requiring “the approval of the director of the member institution when any staff member from that institution is nominated to the Executive Board.”
- Legal Council
  - No changes
- Whistleblower
  - This section should be edited so that it is written consistently in 3<sup>rd</sup> person.
  - “Retaliatory practices” should be better defined.
  - This section should link to the federal whistleblower complaint form.
- Committee members should develop suggestions for additional policies

### Excused absences from Executive Board meetings

- The group agreed that an absence should be defined as not being present for any part of the meeting.
- Instead of defining a list of excused absences, this committee suggests that the Board should vote to excuse an absence based on the circumstances.