



Mesa County Libraries  
**BOARD**  
 OF **TRUSTEES**  
 • C O M M I T T E E M E E T I N G •

## Personnel Committee

# MINUTES

Date and Time: Thursday, October 17, 2019 – 4 p.m.

Location: Central Library, 443 N. 6<sup>th</sup> St., Grand Junction, CO – Administration Conference Room

#	Agenda Item
1	<p>Opening:</p> <ul style="list-style-type: none"> <li>• Call to Order and Roll Call               <ul style="list-style-type: none"> <li>○ Committee Chair Barnett called the meeting to order at 4 p.m.</li> <li>○ BOARD PRESENT: Elaine Barnett, Barry Blanchard</li> <li>○ COMMITTEE MEMBER EXCUSED: Laurie Tashiro</li> <li>○ STAFF PRESENT: Michelle Boisvenue-Fox, Brandee O’Brien, Stacey Smith</li> </ul> </li> <li>• Review of Agenda: The agenda was accepted as presented.</li> </ul>
2	<p>Sick Leave Payout Options and Domestic Partner Definitions</p> <ul style="list-style-type: none"> <li>• In advance of the meeting, committee members received information on employee handbook use/removal of “domestic partner” terminology, sick leave accrual and payout, and figures for hypothetical current sick leave payout for every MCL employee with sick leave benefits. Barnett counseled consideration of the impact to individuals that may result from policy changes.</li> <li>• <i>Domestic Partner Definition:</i> O’Brien and Boisvenue-Fox recommended removing the term “domestic partner” from the MCL 2020 Employee Handbook considering current Colorado law and the existence of more flexible language in the handbook covering familial relationships. Committee members agreed to recommend removal of the term “domestic partner” because removal would improve clarity and update terminology.</li> <li>• <i>Sick Leave Payout:</i> O’Brien outlined the staff recommendation to leave sick leave accrual and payout as it is. Committee members deliberated sick leave considerations including paid time off (PTO) banks, sick leave donation to new hires, short-term disability options, FMLA factors, sick leave conversion to wellness days, sick leave abuse, and sick leave payout.               <ul style="list-style-type: none"> <li>○ Boisvenue-Fox advised against incorporating PTO, as it is more difficult for staff to manage with illnesses that are hard to predict.</li> <li>○ Sick leave is currently paid out to separated employees at a rate of one-quarter of accrued hours. There was general discussion regarding the current policy and its potential drawbacks.</li> <li>○ Committee members agreed on recommendations to retain sick leave separately from vacation leave and to retain the current sick leave payout policy. The rationales for these recommendations were that they are currently operationally feasible, staff are valued, and trustees seek to retain staff trust. In addition, any further revisions will require additional in-depth study and analysis, which will take significant time to evaluate.</li> <li>○ Barnett will gauge the board’s interest in future evaluation of revised policies for paid time off and the required resources to manage such a system. It is estimated that such an evaluation would require approximately six months for research and analysis.</li> </ul> </li> </ul>

3	<p>MCL 2020 Employee Handbook Draft Final Review</p> <ul style="list-style-type: none"> <li>• The committee determined that its comprehensive recommendation on the 2020 MCL Employee Handbook to the board on October 31 will include no changes to sick leave payout, the removal of the term “domestic partner,” and other edits as previously presented to the board in August.</li> <li>• Committee members detailed supporting documentation to include in the board packet.</li> </ul>
4	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Blanchard moved to adjourn the meeting at 4:51 p.m.; Barnett seconded. <b>Motion carried.</b></li> </ul>

Minutes submitted by Stacey Smith, MCL Executive Assistant.