

MEMORANDUM

TO: NSLS Management Affairs Committee

FROM: Sarah Ann Long

DATE: March 9, 2006

RE: Meeting Agenda
Monday, March 13, 2006
7:00 p.m. - System Center

The following items have been placed on the agenda:

1. Welcome – Barbara Balbirer, Chair
2. Approval of draft minutes from January 16, 2006 meeting
3. Approval of Flexible Work Policy – Jan Hayes (attached)
4. Update on HVAC Service – Jan Hayes
5. Motion To Renew Line Of Credit with The Harris Bank Winnetka for the Time Period April 1, 2006 Through March 31, 2007 - Dale Lawrence (attached)
6. Other
7. Next meeting: April 10, 2006, 7:00 p.m. at NSLS
8. Adjournment

NORTH SUBURBAN LIBRARY SYSTEM
MANAGEMENT AFFAIRS MEETING
Monday, January 16, 2006
7:00 p.m. – System Center

Draft – Subject to
Approval

Minutes

PERSONS PRESENT:

Barbara Balbirer, Chair; Kathy Berman; Kathy Caudill; Jackie Hinaber; Paul Kaplan; Skip Mosshamer; Debbie Baaske; Jan Hayes; Dale Lawrence; Sarah Long; Mary Witt;

ITEMS DISCUSSED:

1. Minutes of November 7, 2005 meeting approved
2. Discussion of NetLibrary proposal
3. Discussion of revision of 457 retirement plan document restatement
4. Discussion of resolution to allow System Director to approve changes
5. Discussion of changes to existing 501(c)(3) organization
6. Report of planned visit of Inspector General

ITEMS FOR FOLLOW UP:

1. Take NetLibrary proposal to January board meeting
2. Give information on approval 457 reinstatement to board at January meeting
3. Take resolution to allow System Director to approve changes to retirement documents to January board meeting
4. Take resolution to change 501(c)(3) to board in January

NEXT MEETING:

Monday, February 13, 2006 at 7:00 p.m. at NSLS

North Suburban Library System

MEMORANDUM

TO: NSLS Management Affairs Committee
FROM: Sarah Ann Long
DATE: March 13, 2006
RE: Approval of Flexible Work Policy

Flexible Work Arrangements Draft Policy

For many years, NSLS employees have had a provision to adopt a flexible work schedule which is noted in our current personnel policies.

Flexible scheduling may be approved by the employee's manager so long as it does not impede workflow and so long as core hours (10:00 a.m. to 3:00 p.m., Monday through Friday) are covered.

The Flexible Work Arrangement Policy we are proposing is an effort to formalize and offer other options such as a compressed work week and telecommuting that would directly enhance an employee's performance and productivity. This policy would:

- Allow option of flexibility during the workweek for those staff who cover extra hours over the weekend to monitor the Web and server technologies.
- Allow employees to work on projects such as grants and reports at home that require concentration that they cannot get in the office.
- Allow employees to adjust their schedule to compensate for issues of a long or troublesome commute, or other life issues.

Attached please find the draft of this policy for your consideration. This policy has been discussed with our staff and reviewed by the NSLS attorney.

We ask that the Management Affairs Committee recommend Approval of Flexible Work Policy at the Board Meeting on March 27, 2006.

North Suburban Library System
DRAFT POLICY 3/8/06
Flexible Work Arrangements

Introduction:

North Suburban Library System (NSLS) strives to maintain a worker-friendly environment in order for our staff to achieve a work/life balance and still support the needs of our organization and our members. In that light, it may be possible for staff at NSLS to qualify for a Flexible Work Arrangement.

In general, we believe that the work of NSLS is best served when there can be direct contact among staff at meetings, informal discussions, and impromptu conversations. Interaction among staff is essential, and the staff can best support the needs of its members by maintaining certain core hours of operation and availability. As a result, the expectation is that the vast majority of the staff work time will be spent at the System office, where access to members and others during core hours can be easily accomplished.

Therefore, moving toward a Flexible Work Agreement (“FWA”) is a process of application, approval, and signed agreement. Once these steps have been implemented and approved, the employee can move into a Flexible Work Arrangement role.

Definition:

A Flexible Work Arrangement may be one of the following options. Any of these options is a work alternative that NSLS may offer to employees when it would benefit both the System and the employee. “FWA” is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, NSLS has the right to refuse to make an “FWA” available to an employee and to terminate an “FWA” at any time.

Flexible Scheduling:

Flexible scheduling permits a change in the times the employee will start and quit work but still work a 37-1/2 hour workweek. For example, an employee may propose to start work at 9:00 a.m. and work until 5:30 p.m., or propose to start work at 8:00 a.m. and work until 4:30 p.m. Refer to Personnel Policies, Section H, 6, a, 2.

Compressed Work Week:

A Compressed Work Week is any schedule permitting a full-time employee to work the equivalent of a full week in fewer days than normal. For example an employee might work four 9.5 hour days (approx.) or two 10 hour days plus two 8.75 hour days.

Telecommuting:

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to the System office.

Guidelines:

Approval of a Flexible Work Arrangement will be granted on a case-by-case basis and only for employees in good standing. "FWA" status is not transferable to another person or position. Employees are required to comply with all system policies whether they are on or off-site.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the Flexible Work Arrangement (unless otherwise agreed upon in writing).

All Flexible Work Arrangements will be reviewed in 3 months of the application approval date.

Telecommuting:

An employee must devote his/her entire time, energy, and skill to his/her job when telecommuting. Telecommuting is not designed to replace appropriate care for an employee's dependents, including children, spouses, or parents. Rather, telecommuting is designed to make sure that employees remain focused on their duties without distractions from other persons. Therefore, employees must make arrangements to have someone care for dependents, if any, and employees are encouraged to discuss this issue with family members prior to participating in the program.

Furthermore, employees must not engage in other employment or personal business during regularly scheduled working hours.

When telecommuting, employee will review and respond as appropriate to all phone and email messages from NSLS. Employee will keep schedule updated on the NSLS Outlook calendar and phone voicemail. A 24-hour advance notice will be required by employee's supervisor for "occasional" and "special circumstance" scheduling. Last minute requests may be rejected subject to System needs.

Employee will need to have a phone and the basic computer equipment appropriate to do the job. Computer equipment must meet the current standards (as stated on the Application Form) and must be described by the employee in the Application Form. The System will not be liable for any loss due to damage, theft, or ordinary wear and tear of such personal equipment.

The employee agrees to maintain a safe and secure work environment. The employee understands that all equipment, records, and materials provided by NSLS will remain the property of NSLS. The employee is to ensure that all forms of information (paper, electronic, conversations) are kept secure and confidential.

During working hours, the employee's at-home work space will be considered an extension of the company's work space. A notice to employer should be made by

employee of any accidents within a 24-hour period. In the case of an injury while working at home, the employee will immediately report the injury to the supervisor to get instructions for obtaining medical treatment. NSLS assumes no responsibility for injuries occurring in the employee's at-home work space outside the agreed-upon work hours.

Process of Application and Approval:

Employees who believe a Flexible Work Arrangement of Flexible Scheduling, Telecommuting, or a Compressed Work Week would enhance their ability to get the job done should do the following:

- 1) Discuss and seek approval from their supervisor.
- 2) Submit an Application Form to Cabinet proposing how it will benefit both the System and themselves. The request should explain (where applicable) how they will be accountable and responsible, describe home office including the equipment, and explain work schedule and communication procedures with the NSLS office.
- 3) Decision to approve an "FWA" arrangement will be based on factors such as tenure, position and job duties, performance history, related work skills, and the impact on the System.
- 4) Future adjustments to the agreed-upon schedule can be made with Supervisor when needed.
- 5) Any major changes in the agreed-upon terms of the original application will need to go back to Cabinet for approval.
- 6) Application Form is available on the Intranet.

Proposed NSLS Policy: 03/08/06

North Suburban Library System
Flexible Work Arrangement ("FWA")
Application Form, Agreement & Waiver

Name: _____

Job Title: _____

Length of Employment at NSLS: _____

Type of "FWA" you are requesting:

- For Flexible Scheduling, fill out items 1 and 2, read and sign last page. Supervisor Approval.
- For Compressed Work Week, fill out items 1 and 2, read and sign last page. Full Approval process to Cabinet.
- For Telecommuting, fill out all three pages. Full approval process to Cabinet.

1) Reason for the request:

2) State the hours you are requesting to adjust to your schedule, or if telecommuting, state the specific day/times to work off-site:

	Telecommute Hours	Office Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

3) Description of work to be performed (measurable assignments and deliverables):

4) Description of equipment (if applicable) that will be used off-site (phone, computer, etc.):

(Current computer equipment standards are: Windows 2000 or XP; Internet Explorer 5.5 or higher; High-speed (Broadband) Internet Access; current and up-to-date antivirus software)

Equipment	Description
Computer	
Software	
Modem	
Internet/Systems Access	
Other	

5) Will any NSLS tech support be needed?

6) Provide telephone number where employee can be reached and/or phone forwarded during "FWA" hours:

7) Describe means and frequency of communicating with supervisor and System office:

8) If telecommuting, location within the home where work is to be conducted. Also describe how interruptions with family members and/or friends will be handled:

Employee certifies that Employee has read this Agreement and the NSLS Flexible Work Arrangements Policy and understands the terms and conditions thereof. The Employee agrees to abide by all the provisions of this Agreement and the Policy, as may be modified from time to time by System, in its sole discretion.

The System shall not be liable for injuries to third persons and/or an employee's family members, or damage to property that occurs on the employee's premises. Employees must agree to defend, indemnify, and hold harmless the System for such injuries or damage, as provided for in the Flexible Work Arrangement Agreement.

Signature of Employee

Date

Approval of Request:

Signature of Supervisor

Date

Signature of Cabinet Member (if applicable)

Date

Adopted March , 2006

North Suburban Library System

MEMORANDUM

TO: NSLS Management Affairs Committee

FROM: Sarah Ann Long

DATE: March 13, 2006

RE: MOTION TO RENEW LINE OF CREDIT WITH THE HARRIS
BANK WINNETKA FOR THE TIME PERIOD APRIL 1, 2006
THROUGH MARCH 31, 2007

Anticipating that grant payments as scheduled by the Illinois State Library may be delayed, and that the North Suburban Library System may have a need to draw upon a Line of Credit as it has in the past, we move that the North Suburban Library System Director, Sarah Ann Long, be authorized to renew with the Harris Bank Winnetka a line of credit previously established for a maximum amount of \$400,000, and that this line of credit be effective from April 1, 2006 through March 31, 2007.

We ask that the Management Affairs Committee recommend To Renew Line Of Credit With the Harris Bank Winnetka at the Board Meeting on March 27, 2006.