Library Management Team Meeting

Information and Action Items

Tuesday, December 7, 2021

In Attendance

Deb Ward	Jeannette Pierce	Ernest Shaw
Kathy Peters	Corrie Hutchinson	Support: Jacqueline Eiben
	Chris Pryor	

HR Job Descriptions

- Sheryl joined us to discuss job descriptions and the options for advertising flexible work arrangements as a standard practice in position postings.
- Sheryl recommended we think about our positions and evaluate which Library positions lend themselves to FWA (flexible work arrangements).
  - Some general recommendations were given:
    - We will want to remain consistent with types of jobs we list that include telework as an option.
    - It is okay to list that in certain positions flexible work arrangements are not a possibility.
    - It is okay not to address telework options in the posting.
    - It is okay to include verbiage that this position is required to work on site.
    - It is recommended to look at it from a business reason perspective.
  - Flexible work arrangements may help address morale or retention issues, but they are not stand-alone solutions.
- The Nature of Work statement in our job description is a four campus standard.
  - Sections where departments can opt to mention telework arrangements are Key Responsibilities or Preferred Qualifications.
- Chris offered this verbiage as something she has seen in job ads:
  - Remote work may be available up to 2 days a week as scheduled by the supervisor and subject to the needs of the department or branch. Staff who are overtime exempt may complete some incidental tasks remotely as part of their regular duties and as approved by their supervisor. A signed Telework Agreement Form is required.
  - This position may be converted to full-time remote work temporarily in the event of an emergency that prohibits employees from working on location for an extended period.
- Deb spoke to the potential problem of FWA affecting the future of positions related to space constraints. Sheryl noted that this doesn't necessarily block us into a situation where that

specific position always must work from home. Since change is always occurring, space needs and other factors affecting space may change in the future as well.

  o Employees who alternate days to work from home and share an on-site office, could be a potential solution to the space reduction that telework creates.

- Campus HR does not have an initiative to implement this verbiage in all job postings but does support departments who want to include these statements in job advertisements and descriptions.
- It was asked if the University has any restrictions on employing personnel who are based out of state.
  o There are no restrictions, but we should be aware of the following:
    ▪ There are some tax implications that can be worked out with payroll.
    ▪ It was suggested to avoid international hires due to complexities.
    ▪ A work from home Agreement is still required.
- Approvals for posting positions with flexible work arrangements will need to follow University Policy HR-522 Telework Arrangements.
  o University Library current arrangements are reviewed Aug., Jan. and May and it was asked if it can be assumed at some point that positions with FWA in the job description no longer need to be reviewed
    ▪ It was suggested that we continue reviewing the Agreements as previously noted because telework arrangements are considered temporary arrangements by nature. Telework Arrangements are designed to have a review process to facilitate conversations that the current arrangement is still needed and is attaining the desired outcome.

Holiday Party

- A tentative date has been set for the Administrative LMT Holiday Party.
- More details were arranged.

Action: Deb and Jacqueline will work on the details. They are open input from LMT.

Web Policies – return to revision process

- Jacqueline proposed a return to the review process of Library Policies.
- Some proposed topics include:
  o Do any of the policies serve us better as guidelines/practices?
  o Some structural questions were proposed:
    ▪ Should policies be categorized by relevance to staff or library users?
    ▪ Where do we post each type of policy?
      • Libraries Website or Staff LibGuide
  o Should we remove policies that are covered by University Policy
  o Should we renumber our policies?
  o What is the best practice for archiving old policies?

Action: Jacqueline will post policy statuses on a chart in the LMT Teams group for members to collaborate.

Action: Policy work will be a continual LMT agenda item until complete.

Draft All Staff Agenda

- Deb reviewed a Draft Agenda
- Discussion ensued as to a few additional ideas for the agenda. The agenda will continue to be refined and as changes occur and new issues emerge.

HR Updates

- Kathy will be attending an HR training on vaccine mandate compliance.
    - Details surrounding previous announcements were reiterated.
- We will continue Telework Arrangements that are reviewed each semester.
- VESSA Victims Economic Safety and Security Act promotes the University's commitment to support full-time and part-time staff who are victims of or have family who are experiencing domestic or sexual violence.
    - Victims should contact Title IX for verification and authorization.

Next Meetings

Tuesday, December 14 – 2-3:30pm LMT
Tuesday, January 11 – 2-3:30pm LMT
Thursday, January 13 – 2-3:30pm All Staff