

BROADVIEW PUBLIC LIBRARY DISTRICT (BPLD)
PERSONNEL COMMITTEE
AGENDA
MONDAY, JUNE 29, 2015
6:30 PM

1. Call to Order / Roll Call

2. Pledge of Allegiance

3. Moment of Silence

4. Approval of Agenda

5. Public Comment

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted three (3) minutes or less at the discretion of the President. Visitors please address your items to the board.

6. Approval of Minutes

7. Presentation – Human Resource Consultant

Welcome! Ms. Jeanne Statts of TM Consulting Group

8. Executive Session

9. Adjournment

TM Consulting Group Proposal

Client: Broadview Public Library District
Address: 2226 16th Ave., Broadview, IL 60155
Phone: (773) 294-9654
Contacts: Katrina Arnold, Board of Directors - President
Project: HR Policies/Practices, Employee Handbook Creation, Basic HR Forms, Handbook Rollout to Employees and “HR Contact”
Submitted by: Jeanne Statts, Principal Consultant
Date: June 16, 2015

Scope of proposal

The Broadview Public Library District, “the Client” has had some issues with ongoing employee relations concerns. In the long term, there is a need to have ongoing “on-call” HR support for employees with issues or concerns as well as some regular dashboard reporting on people and organizational issues at regularly scheduled Board meetings. In addition, if policies exist at all, they are outdated and have not been revised in many years and the same is true of any type of handbook. It either does not exist or is highly outdated.

The approach TMCG would suggest is to focus first on the basics of getting policies set and a handbook created and rolled out to employees. This process allows us to get to know the Client, begin to understand the culture and issues while accomplishing a much-needed task having significant and immediate impact on compliance concerns. At the completion of this process (which would be defined as the day on which the handbook is rolled out), then we would discuss longer term needs such as a retainer or some other type of arrangement. When we roll out the handbook we would let people know we are the resource for any issues going forward. However, so as to not leave the Client without support during this period, we would be happy to provide our phone number as a contact if employees have any issues. For this introductory period we would charge nothing if we do not receive any calls.

Regarding the policies and handbook, the Client has an immediate need to get basic HR elements created and aligned with expectations of day to day operations, including general employee policies. As we work to set these policies and ensure that they are up to date with current regulation, the development and roll out of an employee handbook will be the delivery for each of these elements to employees. In addition, all basic associated HR forms will support the policies in the handbook. The handbook will cover all necessary state and federal regulations that pertain to a business of this size as well as policies and expectations customized to the business such as paid time off and holidays. Rules regarding hours worked, breaks, overtime, etc. will be covered in the handbook and

with employees to both be in compliance and to manage the business environment and employees equitably.

Our handbook has been created with an attorney who will have reviewed the handbook in the current year so the cost includes an attorney's fee for sign off on the content. Included in this project cost are also the following:

Process and elements included in project:

- Meeting with Client to review and discuss policies, (such as progressive discipline policy, grievance procedures, paid time off policy, etc.), handbook components and customization for specific business needs. (up to two hours)
- Final draft created and sent electronically to Client for approval and sign off.
- Hard copy of handbooks produced in loose-leaf form to make future updating as quick and cost effective as possible. (One copy per employee.)
- Handbooks rolled out to employees with brief overview of content and policies. We suggest that client attend rollout meeting. (up to two hours)
- Copies of all supporting HR forms delivered to Client. Electronic copies of handbook and forms also delivered to client.
- Up to two hours of time within 30 days after delivery of handbooks to answer any questions from employees or Client.
- Brief review of old handbook and policies to determine if there are any procedures etc. that need to be covered in the new Handbook or moved to an Operations Manual. [Note that this project does not include creation of an Operations Manual if one is needed.]

Timeframe

To begin as soon as possible in July and be completed within approximately 30 days of the start date.

Materials and Travel

- Assuming Client wants print handbooks (recommended), materials and supplies for creation of print copies of handbook will be charged to the client (typically cost is less than \$35 per handbook unless client has specific needs).
- Travel charged at the current IRS rate which is 57.5 cents/mile.

Cost

\$3,900 for the policy development, handbook and forms creation and rollout.

[\$90/hour if there are any calls from employees with issues in the short term until retainer agreement is put into place. Again, if there are no calls during this period, there will be no charge.]