

Agenda of the Human Resources Committee of the
Board of Library Trustees of the
Village of Carol Stream

Date: March 8, 2012

Time: 7:00

Place: Business Center

All matters on the Agenda may be discussed, amended, and acted upon.

- I. Call to Order
- II. Roll call
- III. Approval of Minutes of the meeting of the Human Resources Committee of January 25, 2012
- IV. Review and evaluate employee policy for regular full time benefits
 - A. Vacation time.
 - B. Sick pay.
 - C. Personal time.
 - D. Comp time.
- V. Evaluate company policy when employees have abused and broken policy.
- VI. Evaluate time sheets the non accuracies found on the pass 6 months pay periods of 5 to 19.
 - A. Math errors.
 - B. Unable to read time sheets due to messiness.
 - C. Comp time and lunch time abuse.
 - D. Fulltime employees not meeting there 37.50 hours per week obligations.
 - E. Management working from home? Why?
 - F. Review of installing a biometric time clock.
- VII. Review of proposed job descriptions for the following positions:
 - A. Library Director
 - B. Assistant Library Director
 - C. Human Resources Administrator