



UPPER HUDSON LIBRARY SYSTEM

Together. For Better Libraries.

Administration Committee

October 10, 2018

PRESENT: Antonio Booth, Chair; Matt Graff; Herb Hennings

UHLS Staff: Jona Favreau

Excused: Michael Poost; Yvette Terplak

Meeting called to order at 4:04PM by A. Booth.

I. REVIEW OF ADDITIONS TO UHLS STAFF MANUAL

Bereavement

Committee members reviewed the current bereavement policy and the recommended change. J. Favreau noted the only recommended addition is to include domestic partners under the definition of immediate family members, to reflect wording found in the Paid Family Leave Act policy. All committee members agreed that this change was necessary, and probably a few years behind other organizations' policies.

457b NYS Deferred Compensation Plan

Committee members reviewed the current tax deferred annuities policy and the suggested changes. A. Booth noted the new title, retirement planning, as there is now more than one benefit made available to employees to help start saving for retirement. J. Favreau wanted the policy to include the newly adopted 457(b) plan and update the point of contact information. M. Graff asked why this benefit was added. J. Favreau shared that an employee had found the benefit and was curious if the System was eligible to participate – and we were! A number of member libraries, including East Greenbush, offer this benefit to their employees at no cost to the organization. All Committee members were in agreement with the recommended changes.

Cost of Living Adjustments

Committee members reviewed the current cost of living allowance (COLA) policy and the recommended change, which is to change the title to salary adjustments. J. Favreau noted that UHLS does not currently base salary adjustments on cost of living research, instead, salary increases are given after a review of current organization finances and approval from the Board of Trustees. There is currently a policy in the staff manual regarding salary increases, so the Committee would like to review both salary policies at a future meeting to discuss possibly combining the two and redefining why and how salary increases happen. The Committee agreed to not adopt the recommended changes at this time.

Tier 6 Retirement

Committee members reviewed the current retirement policy and the recommended changes, which include adding Tier 6 verbiage and updating the point of contact information. M. Graff asked how the Tier placement was determined. J. Favreau stated it's based on date of hire, so any new hires that aren't already a member of the NYS Retirement system, will be hired at Tier 6. Under the current retirement policy, there's a short note stating when benefits are not accrued. One suggested change is to include the Paid Family Leave Act, as the policy adapted earlier in the year clearly outlines that benefits are not accrued while out on PFLA. All Committee members were in agreement with the three recommended changes to this policy.

II. UPDATED NYS MANDATED SEXUAL HARASSMENT TRAINING / POLICIES

New York State has now mandated sexual harassment training and policies for all employers, regardless of size, effective October 9, 2018. J. Favreau stated that she is working on updating the organization's policy with the outlined material provided by the state and will have the new policy ready for review at the next meeting in January. She has also been researching training opportunities for UHLS. We will also be investigating possible training opportunities for the staff of member libraries as well.

Meeting adjourned at 4:31PM.

J. Favreau 10/17/18