

## PERSONNEL COMMITTEE REPORT

The Committee met virtually on December 23, 2021. In attendance: Tom Walk, Frank Hayes, Sally Conway, Gavriel Lygend, Tina Stelling. dLCV staff in attendance were Colleen Miller, Randy Reus and Steve Traubert. A quorum was present.

The committee reviewed proposed changes and clarifications to the Policy Manual. Highlights included

- If a requested job accommodation can be made at no cost, a supervisor can approve, subject to review by the ED
- Office closings due to weather – requirement for remote work added if feasible
- Compensatory Leave section updated by clarifying overtime language
- Bereavement leave – limiting it to close relationships and adding the requirement of corroboration at discretion of ED
- The agency will remain “drug free” in order to meet the security clearance requirements of certain grants (recent changes to state law notwithstanding)
- Outside employment by staff must now be reported to the HR director
- Grievance Procedure updated to add DFO as possible reportee
- Only a supervisor is allowed to include performance related comments in any job reference being given for staff (past or current) seeking other employment, and only after a release from the staff.

The committee accepted all changes to the manual as presented. The committee will discuss additional changes in the future, including whether an employee must notify of a criminal charge or conviction or of anything that might jeopardize their national security clearance.