

# Memo

**To:** Jennie Stapp, State Librarian      **To:** Montana State Library Commission

**From:** Kris Schmitz  
Central Services Manager      **From:** Jennie Stapp, State Librarian

Evan Hammer  
Digital Library Director

**Date:** February 3, 2017

**Re: Policy Updates**

Staff presented the following policy updates for review at the December 2016 meeting. Staff now asks the Commission to take action to adopt the revised policies.

**Montana State Library Telework Policy:** Highlights of changes: changing formatting, eliminating the eligibility requirement that employees have to work for one year with the State Library to be considered as we have positions considered telework from the date of hire. Note: the addendum to this policy is provided for informational purposes and is not included for Commission action.

**Drug & Alcohol Free Workplace Policy:** Highlights of changes: adding alcohol and updating clarity and formatting changes. No changes in law.

**Code of Conduct:** Please know that staff is still considering revisions to this policy based on commission input. Staff will bring it to the Commission for action at a later date.

Current versions of the policies are included for reference. Please let us know if you have any questions.