

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 11, 2016
(approved March 10, 2016)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Charleston Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, February 11, 2016.

Present:

Board:	M. Saunders, Chair	R. Ence
	Y. Yturralde	S. Bilbray-Axelrod
	S. Moulton	M. Francis Drake
	F. Ortiz	J. Melendrez

Counsel: G. Welt

Absent: K. Crear - excused
R. Wadley-Munier - excused

Staff: Dr. Ronald R. Heezen, Executive Director
Numerous Staff

Guests:

M. Saunders, Chair, called the meeting to order at 6:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustee Melendrez attended via telephone. He left the meeting at 6:44 p.m. Trustees Crear and Wadley-Munier had excused absences. Appendix A. Trustee Francis Drake led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Ence moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, January 14, 2016. (Item IV.A.) Trustee Bilbray-Axelrod moved to approve the Minutes of the Board of Trustees Meeting held January 14, 2016. There was no opposition and the motion carried.

Chair's Report (Item V.) None.

Executive Director's Report (Item VI.A.) Executive Director Dr. Heezen announced that the next Finance and Audit Committee meeting would be held on Thursday, April 14, 2016, at 4:30 p.m. at the West Las Vegas Library. The Regular Board Meeting will be held on the same date and in the same location at 6:00 p.m.

Dr. Heezen then invited Trustees to attend the Be Engaged Business Education Summit on Monday, March 7 at the Smith Center. If Trustees would like to attend, please let Ms. Boyer know. Heezen also informed Trustees that information on upcoming library conferences was at their seats and to let Ms. Boyer know if they wanted to attend.

The most recent copy of his report to staff, *For the Record, February 11, 2016*, is at their seats as well.

Dr. Heezen then congratulated Community Engagement Director Matt McNally and his staff for reopening the Concert Hall at the Whitney Library and opening the Auditorium at the Windmill Library. Both have been closed to public use since the recession began and are now in use for public use and District programming.

Dr. Heezen reported that he and Development and Planning Director Danielle Milam met with the leadership of the United Way, including new President Bob Morgan. The purpose of the meeting was to discuss the District's V.2020 Strategic Plan and to make sure it aligned well with United Way in terms of future partnerships. Both Heezen and Milam were very impressed by Mr. Morgan's leadership skills and direction in which he plans to take the local United Way organization.

Trustees had several questions and comments on the monthly reports.

**Library Operations,
Security Reports
and Monthly
Statistics
(Item VI.A.1.a.)**

Trustee Ortiz noticed that in the December Security Report that the Las Vegas and Clark County libraries had a high level of incidents as compared to other District branches and asked if staff knew the reason. Library Operations Director Jenn Schember said there could be a number of reasons; the two branches in question tend to have a higher number of incidents overall due to their location and branch populations which contain a high number of transients. A lot of the issues have to do with use of the computer center.

**Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VI.A.2.a.)**

Trustee Ortiz said that social media statistics are lower compared to the patrons the District serves and asked if staff could determine the reason. Public Relations Manager Karen Bramwell noted that District Facebook and Twitter statistics are continually increasing. Pinterest is down, but that staff are looking into ways to increase that number. Bramwell added that there is an open position for a social media staff member, who once hired, will be tasked with increasing these statistics.

Trustee Ortiz asked if, by hiring a social media person, the District is only chasing the next popular social media vehicle in use. Does District have something, like a survey, which backs up what District patrons are using most? Ms. Bramwell said that a survey could be done and added that when the new Branding and Marketing Director comes on board, District staff will be better able to answer that question as, at this time, the District is promoting programs, and are not able to be interactive on those sites. She has heard arguments that Facebook is dying, as well as, other people say that Facebook is where they get their information.

Trustee Yturalde said she realized social media is a big part of current marketing efforts. She wanted to go on record saying that the simplicity of texting alerts about patron due dates, overdue materials, and the availability of patron holds should be looked at by staff. Trustee Bilbray-Axelrod also thought that texting could be used for event publicity as well.

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Ms. Bramwell noted that collecting cell phone numbers is not currently done, which Trustee Yturralde said was a missed opportunity as patrons could choose to participate or not and drop it if it was no longer needed. Dr. Heezen said that when the Branding and Marketing Director was hired, who would then hire the Social Media staff member, these are some of the areas that staff will be focusing on.

Trustee Bilbray-Axelrod asked about the timeline for getting the Branding and Marketing Director in place as she thought it was taking a long time. Dr. Heezen and Human Resources Director Jerilyn Gregory reported that interviews have been set for March 4 and 9 as there were many applications and staff have narrowed the large group of candidates to 12 finalists.

Community Engagement Report (Item VI.A.2.b.)

No questions.

Development and Planning Report (Item VI.A.2.c.)

Trustee Moulton reported that she was able, as a member of the State Library and Literacy Committee, to hear the LSTA grant presentation by Development and Planning Director Danielle Milam. Moulton complimented Milam on an excellent job and said she thought the presentation was well received. Moulton, of course, had to abstain when the Committee considered this particular grant proposal, but was able to listen to the presentation. One of the comments on the grant proposal, entitled, "Strengthening the Frontline: Social Services @ the Library," was that it would be a wonderful thing for the District's community if it could be achieved.

Speaking to Trustee's Ortiz's comments about the social media statistics, Trustee Moulton felt that some of the activities proposed in the grant proposal would definitely help in those areas. Trustee Moulton continued to say that the District's grant proposal was ranked third, but that grants would not be awarded until the federal government has finalized the LSTA budget.

Trustee Bilbray-Axelrod congratulated Ms. Milam and her staff for their achievements and especially the large amount raised through selling discarded books on Amazon, which has more than doubled. She appreciated their innovation.

Information Technology Report (Item VI.A.2.d.)

Trustee Saunders complimented Trustee Wadley-Munier for being instrumental in putting together a program, Coding for Kids, with District staff.

Trustee Moulton asked about the disposition of District computers once they become outdated and replaced as part of the Annual Refresh Project. IT Director/CIO Al Prendergast explained that the District sells the computers through a bid process. Dr. Heezen added that some of the discarded computers would be donated to the Homeless Drop-In Center at Foremaster Lane and perhaps to Veteran's Village. The District looks to partner with different groups.

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Financial Services Report (Item VI.A.3.a.)

No questions.

General Services Report (Item VI.A.3.b.)

No questions.

Human Resources Report (Item VI.A.3.c.)

Trustee Moulton asked about the difference in pay between the District and the National Guard as Ms. Gregory had noted in her report that a staff member was being deployed to the Middle East by the National Guard. Gregory said that there is federal law that covers any deployed employee. Employees are entitled to job projection up to five years while on active duty and to continue in PERS. There will be no loss of seniority in benefits and the employee has the choice to continue their health care insurance (paying their portion). The District is obligated to pay 15 days per year whether the employee is on active duty or not. Regarding the difference between the District pay and National Guard pay, there are many protections in the law to ensure employees are kept whole.

Library Reports

Trustee Moulton moved to accept Reports VI.A.1-3. There was no opposition and the reports were accepted.

Unfinished Business (Item VII.)

None.

Discussion and possible Board action to establish a Catastrophic Leave Donation Program. (Item VIII.A.)

Human Resources (HR) Director Jerilyn Gregory explained that, during the 2013 union negotiations staff began to request, through their shop stewards, that the District provide them an opportunity to donate sick or vacation leave time to co-workers that were in need of additional leave time due to a catastrophic illness. This is a completely new program for the District

The Library District's Catastrophic Leave Donation Program (CLDP) was developed to permit salary and benefit continuation for an eligible employee who has exhausted all paid leave due to a serious illness or injury, or to care for a seriously ill family member.

During the past year, Ms. Gregory, Deputy Director/CFO Fred James, and Deputy Financial Services Director Floresto Cabias worked with a committee of employees and the District's Teamsters Business Agent to research the tax implications of putting a program like this in place at the District. In addition, the employees researched similar programs at other government agencies and universities around the nation. Ms. Gregory thanked the employees who participated as she said they spent an enormous amount of time looking at different programs.

Once the staff committee completed the research, they began to determine the parameters for a program within the District. Specifically, staff determined criteria for:

- Donating time – who is eligible, how much can they donate (minimum and maximum), what can they donate (vacation, sick, other

leave time?), how often could they donate, and could they donate to a specific individual or to a "leave bank"

- Receiving donated time – how does the District define catastrophic leave and what, if any, restrictions or considerations were going to be placed on employees receiving time
- Administration of the program – how many hours are required to begin the program, process to request time, who approves, and what to do if program ends due to not enough hours or usage

The committee determined the cost to the District for this program would be nominal. There will be a one-time match of 500 leave hours provided to the leave bank – as long as employees first donate at least 500 hours of their own time. In addition, there will be two members of the HR team who will sit on the Committee reviewing each request.

Trustees Ortiz, Yturralde, Ence, Moulton and Francis Drake all expressed their support for the program in their remarks, thanking staff for thinking of their fellow workers.

Trustee Bilbray-Axelrod asked how many people would sit on the review committee. Ms. Gregory explained that there would be three employee members and two members from the Human Resources staff. The three employee members will rotate off every couple of years and will receive HIPA training. The Benefits Manager and Human Resources Director will be the HR members on the committee.

Trustee Yturralde asked how long it would take for the staff to donate the 500 hours required to establish the program. Ms. Gregory said she did not know and the figure was arrived at by the committee who is proposing the program. With the 500 hours donated by employees and the 500 hours which will be donated by the District once the employees have donated their hours, they felt that would be a good starting point. Yturralde wanted to know if the donated hours would expire, for example, in two months, and Gregory said that there were no plans at this point for that and she would just have to see what happened once the program was opened to staff.

Trustee Ence asked if there had been any talk about having a union representative on the reviewing committee. Ms. Gregory said there had been discussion, but this is a program for all employees, whether covered by the union or not. She said that shop stewards formed the bulk of the initial committee set up to discuss this and the union was involved in those initial discussions. She is looking to have those who helped to formulate the program be the initial employee members. Nothing is in place to require that a union member be a part of the reviewing committee, but Gregory hopes that there will be some on the initial reviewing committee.

Trustee Ence also wanted to know whether, in staff's research, they had found similar examples of this type of program in the local area. Ms. Gregory said that the Clark County School District, State of Nevada, Regional Transportation Commission, and the Convention Authority all have similar types of programs and she received information from them during the research phase.

Trustee Ence asked whether the other local entities had a record of success with the program. Ms. Gregory said that did not play a role in the initial research and she is still not sure how to measure success for the District. Ence suggested she get feedback on how other local area programs are measured.

Trustee Moulton asked if legal counsel had reviewed the program and Ms. Gregory said that was a part of the process. Moulton also suggested that Gregory look at other established programs and find out what their challenges were and use that for evaluating the success of the program.

Trustee Bilbray-Axelrod moved to approve the establishment of a Catastrophic Leave Donation Program. There was no opposition and the motion carried. The Catastrophic Leave Donation Program information is attached as Exhibit B.

**Public Hearing
regarding the
Proposed Interlocal
Agreement for the
transfer of District-
owned vacant real
property to the
Southern Nevada
Regional Housing
Authority.
(Item VIII.B.)**

General Services Director Steve Rice advised Trustees that public notice was given in the *Las Vegas Review-Journal* on January 31st and February 1st that the Board of Trustees of the Las Vegas-Clark County Library District (the "Board") has adopted a Resolution to transfer certain vacant real property, located (on Assessor's Parcel Number 139-36-302-005) at 2601 Sunrise Avenue, Las Vegas, Clark County, Nevada 89101, to the Southern Nevada Regional Housing Authority (the "SNRHA") in exchange for SNRHA-owned vacant real property (Assessor's Parcel Numbers 139-36-110-031 and APN 139-36-110-032), located at 2851 E. Bonanza Road, Las Vegas, Clark County, Nevada 89101 for construction of the new East Las Vegas Library by the Las Vegas-Clark County Library District.

The terms of the proposed exchange are set forth in an Interlocal Agreement for the Transfer of Land between the City of Las Vegas, the Las Vegas-Clark County Library District, and the SNRHA ("Proposed Interlocal Agreement"). Pursuant to NRS 277.050, a governing body of a political subdivision may exchange real property to another governmental entity without advertising for public bids on such terms as authorized by the Board after holding a public hearing at which objections by the public may be heard. The Board set the public hearing for any objections to the Proposed Interlocal Agreement for Thursday, February 11, 2016, at 6:00 p.m. at the West Charleston Library, 6301 West Charleston Blvd., Las Vegas, Nevada 89146, during the Regular Board meeting.

Trustee Moulton moved to convene the Public Hearing regarding the Proposed Interlocal Agreement for the transfer of District-owned vacant real property to the Southern Nevada Regional Housing Authority. There was no opposition and the motion carried.

There was no public testimony.

Trustee Yturralde moved to close the Public Hearing on the Proposed Interlocal Agreement. There was no opposition and the motion carried.

At the suggestion of Counsel, the Board reiterated their support for the Interlocal agreement. Trustee Ortiz moved to move forward with the Interlocal Agreement as previously identified, delineated and stated

with the public hearing having been held. There were no objections and the motion carried.

Dr. Heezen acknowledged that many people were unaware of the extensive work done by Trustee Ortiz to move this project forward for the District and thanked Ortiz for his efforts. The result is that the District's new East Las Vegas Library will be located on an ideal property for this critical area, not just on an available piece of property in the area.

Discussion and possible Board action regarding contract awards for the purchase of furniture for various District branches. (Item VIII.C.)

Mr. Rice explained that funds were allocated in the Capital Projects Fund to purchase new furniture for 13 District branches. The current furniture no longer meets functional requirements or has deteriorated to the point of needing replacement. The furniture includes a combination of chairs, tables, and shelving. According to Rice, Library Operations staff spent a great deal of time in the branches reviewing furniture to prioritize replacement. This resulted in a list of items for 13 rural and urban branches. There are multiple bid groups as staff broke down the requested items by manufacturer.

An Invitation to Bid was advertised in the *Las Vegas Review-Journal* and community based minority newspapers. Additionally, the Invitation to Bid Notice was faxed to minority Chambers of Commerce and to contractors listed in the Clark County and City of Las Vegas MBE, WBE, SBE, and PBE business directories. The bid opening was held on January 22, 2016. The bid results follow:

Bid No. 16-08 – Library Furniture:

Bid Group 1 – Library Tables and Chairs:

<u>Bidder</u>	<u>Total Bid Amount</u>
Dalvey Business Environments	\$49,000.95
Machabee Office Environments	\$45,570.51
Henriksen Butler Nevada	\$44,340.50

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 2 – Shelving:

<u>Bidder</u>	<u>Total Bid Amount</u>
Henriksen Butler Nevada	\$7,577.64

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 3 – Task Chairs:

<u>Bidder</u>	<u>Total Bid Amount</u>
Machabee Office Environments	\$10,731.95

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 4 – Browser Bins:

<u>Bidder</u>	<u>Total Bid Amount</u>
Henriksen Butler Nevada	\$2,266.80

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 5 – Activity Tables:

<u>Bidder</u>	<u>Total Bid Amount</u>
Henriksen Butler Nevada	\$2,036.68

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 6 – Stacking Chairs:

<u>Bidder</u>	<u>Total Bid Amount</u>
Henriksen Butler Nevada	\$1,361.08
Machabee Office Environments	\$1,279.12
Elontec	\$1,138.00

The lowest responsive and responsible bidder is Elontec.

Bid Group 7 – Play Table:

<u>Bidder</u>	<u>Total Bid Amount</u>
Henriksen Butler Nevada	\$490.21

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 8 – Nesting Tables and Display Shelving:

<u>Bidder</u>	<u>Total Bid Amount</u>
Machabee Office Environments	\$3,006.08
Henriksen Butler Nevada	\$2,380.31

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 9 - Chairs:

<u>Bidder</u>	<u>Total Bid Amount</u>
Elontec	\$6,016.00
Henriksen Butler Nevada	\$5,437.69
Machabee Office Environments	\$5,354.22
Dalvey Business Environments	\$4,891.63

The lowest responsive and responsible bidder is Dalvey Business Environments.

Bid Group 10 - Tables:

<u>Bidder</u>	<u>Total Bid Amount</u>
Machabee Office Environments	\$5,824.39

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 11 – End Tables:

<u>Bidder</u>	<u>Total Bid Amount</u>
Machabee Office Environments	\$1,366.12
Henriksen Butler Nevada	\$1,303.44

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Bid Group 12 – Table and Display:

<u>Bidder</u>	<u>Total Bid Amount</u>
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No bid for this bid group

Bid Group 13 – Tables and Chairs:

<u>Bidder</u>	<u>Total Bid Amount</u>
Henriksen Butler Nevada	\$7,681.27
Dalvey Business Environments	\$7,362.21
Machabee Office Environments	\$7,325.99

The lowest responsive and responsible bidder is Machabee Office Environments.

Bid Group 14 – Meeting Room Tables:

<u>Bidder</u>	<u>Total Bid Amount</u>
Elontec	\$15,300.00
Machabee Office Environments	\$14,837.40
Dalvey Business Environments	\$14,832.36
Henriksen Butler Nevada	\$14,480.28

The lowest responsive and responsible bidder is Henriksen Butler Nevada.

Trustee Moulton observed that four different companies are the lowest bidders which she appreciated as the opportunities are dispersed among different vendors. Mr. Rice said that is why the bid groups were structured as they were.

Trustee Ortiz said that clearly the need exists for the furniture and he supports this item. He believes the numbers are fairly low.

Trustee Bilbray-Axelrod asked about Bid Group 12 – Table and Display. She wanted to know if staff will be sending out another bid request for the item. Mr. Rice said that staff will identify another table to use or go directly to the manufacturer.

Trustee Bilbray-Axelrod moved to authorize staff to award contracts for the purchase of furniture for various District branches to the lowest responsive and responsible bidder by Bid Group in accordance with Bid No. 16-08. There was no opposition and the motion carried.

Discussion and possible Board action regarding approval to purchase vehicles from Ford Country at previously bid

Mr. Rice explained that funds were allocated in the Vehicle Replacement Fund to purchase new vehicles. The vehicles will replace older or higher mileage vehicles in the fleet. Nevada statute and Board policy require that a request for bids be advertised for contracts exceeding \$50,000. In lieu of advertising a request for bids, the District may, in accordance with NRS 332.195, use a previously bid contract of the state of Nevada with the authorization of the contracting vendor.

contract rates of the State of Nevada (Bid No. 8255). (Item VIII.D.) The state of Nevada currently has a contract (Bid No. 8255) with Ford Country for various vehicles. The contract is valid from November 1, 2014, through October 31, 2016. Ford Country has authorized use of the state contract. The vehicle models and prices are as follows:

Three 2016 Ford Explorers (\$28,038 average each) for a total of \$84,114.

Trustee Bilbray-Axelrod asked if staff had looked into alternative fuel vehicles as she believes Explorers come in a hybrid version. Mr. Rice said that, while the vehicles run on regular gas, they have eco-boost engines which are cleaner running than regular engines.

Trustee Melendrez left the meeting at this time.

Trustee Yturralde moved to approve the purchase of three vehicles from Ford Country at the previously bid contract rates of the state of Nevada (Bid No. 8255) in an amount not to exceed \$84,114. There was no opposition and the motion carried.

Announcements (Item IX.) The next Board Meeting will be held Thursday, March 10, 2016, in the Whitney Library at 6:00 p.m.

The next Finance and Audit Committee Meeting will be held Thursday, April 14, 2016, in the West Las Vegas Library at 4:30 p.m.

Public Comment (Item X.) None.

Executive Session (Item XI.) Removed from Agenda.

Adjournment (Item XII.) Chair Saunders adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Ydoleena Yturralde, Secretary

2016 ATTENDANCE

Appendix A

February 11, 2016 Regular Board Meeting

2016		January 14 Regular Board Mtg	February 11 Regular Board Mtg										
Bilbray-Axelrod	Shannon	A-E	P										
Crear	Keiba	A-E	A-E										
Drake	Marilyn	P	P										
Ence	Randy	P	P										
Melendrez	Jose	P	P										
Moulton	Sheila	P	P										
Ortiz	Felipe	P	P										
Saunders	Michael	A-E	P										
Wadley-Munier	Robin	P	A-E										
Yturralde	Ydoleena	P	P										

attended Committee meeting but not a member

- A-E Excused Absence
- A-U Unexcused Absence

as of February 11, 2016

CATASTROPHIC LEAVE DONATION PROGRAM

POLICY

The Library District's Catastrophic Leave Donation Program (CLDP) was developed to permit salary and benefit continuation for an eligible employee who has exhausted all paid leave due to a serious illness or injury, or to care for a seriously ill family member.

If the CLDP is used for an employee's own serious health condition, the program can only be used during an employee's disability program waiting period. If an employee is eligible to receive temporary disability benefits (e.g. short-term or long-term disability), the employee is no longer eligible for the Library District's CLDP.

Serious Health Condition Definition

A catastrophic illness or injury is defined as a "serious health condition" of the employee or the employee's family member as declared per Library District Employee Policy and Procedures Manual.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves any of the following conditions:

1. Any period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility
2. A period of incapacity requiring an absence of more than three calendar days from work that also involve continuing treatment by (or under the supervision of) a licensed health care provider
3. Any period of incapacity due to pregnancy, or for prenatal care
4. Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.)
5. A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective (e.g., chemotherapy, physical therapy, dialysis, etc.)
6. Any absence to receive multiple treatments (including any period of recovery therefrom) by, or referred by, a licensed health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.)

PROCEDURE

Eligibility

All regular, non-probationary employees who accrue and use leave time are eligible to participate the Library District's CLDP as recipients or donors.

Eligible donors may donate sick or vacation leave in hourly increments with the following minimum/maximum donations required:

- Full-time employees – minimum eight (8) hours sick leave as long as eighty (80) hours remain available to the employee for their own use. Or, four (4) hours vacation leave as long as eighty (80) hours remain available to the employee for their own use.
- Part-time employees – minimum of four (4) hours from either vacation or sick leave bank with no minimum required to remain.

Contributions to the catastrophic leave bank are voluntary. Contributions can only be made into the catastrophic leave bank, not to any specific individual. There will be absolutely no soliciting, coercion, reward, or quid pro quo regarding donated hours. Employees who are determined to have done so will be subject to disciplinary action.

Contributions will be accepted at any time throughout the year by completing a Catastrophic Leave Donation Form.

Eligible recipients must have:

- Successfully completed their probationary period
- Exhausted all their own leave before they are eligible to receive donated leave
- Met the criteria of "serious health condition" for themselves or their eligible family member
- Submitted appropriate medical certification/documentation along with their Catastrophic Leave Application Form.
- Received approval from the Catastrophic Leave Committee

An employee receiving short-term or long-term disability payments, or collecting workers compensation payments, may not withdraw from the catastrophic leave bank.

Any eligible employee must request a withdrawal by completing a Catastrophic Leave Application Form.

Administration:

1. Donated leave time will be accounted for on an hour-for-hour basis. For every one (1) hour of leave contributed by a donor, the recipient shall receive one (1) hour of leave. The pay levels of the two employees shall not affect the transaction.

2. The maximum number of hours of catastrophic leave an employee can receive is 240 hours (6 weeks) for each request, not to exceed 480 hours (12 weeks) in a 12 month period.
3. If an employee is released to return to work prior to the expected date, unused hours of donated leave will be returned to the catastrophic leave bank.
4. The Catastrophic Leave (CL) Bank shall have a minimum of 500 hours on deposit before becoming operable. The Library District shall make a one-time start-up donation of 500 hours after the CL Bank reaches the minimum of 500 hours through employee donations. If the CL Bank fails to become operable, any employee who contributed leave time shall have it returned.
5. In the event the Catastrophic Leave Donation Program is discontinued any hours remaining in the CL Bank shall be exhausted through donations to approved employees.

Approval

1. All Catastrophic Leave Application forms will be submitted to the Human Resources office for review by the Catastrophic Leave (CL) Committee.
2. The CL Committee shall be comprised of the Library District's Human Resources Director, Benefits Manager and three (3) employee representatives who will be appointed to the CL Committee by the Human Resources Director for a period not to exceed two (2) years.
3. The CL Committee will review the nature of the illness, anticipated duration as indicated by the licensed health care provider's statement, the number of hours/days requested to be withdrawn then make a determination of the number of hours to be approved. In making the decision, the CL Committee shall be guided by the facts underlying the request, the available days in the catastrophic leave bank, and other factors that the CL Committee may deem relevant to the decision.
4. The decisions of the CL Committee shall be final and binding. No provisions of this policy, or its administration, shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement.