



SOUTH DAKOTA HISTORICAL SOCIETY FOUNDATION

POLICY AND PERSONNEL COMMITTEE Conference Call Meeting 4:00 p.m. Central Time, November 21, 2013

Members Present: Jacquelyn Fuller , John Teupel
Members Absent: Brian Hagg, Jason Gant
Staff Present: Michael Lewis

The meeting was called and convened to review the Personnel policy on payment for sick days following the end of employment. The current personnel policy which was adopted on 1/1/2012, states:

- a. For every forty hours worked, every regular full-time or regular part-time permanent employee shall earn two (2) sick and personal emergency leave hours. Regular full-time or regular part-time permanent employees who work less than 40 hours per week will earn sick leave prorated on the above scale (.05 hours earned per hour worked). No employee may accumulate more than three hundred twenty (320) hours of sick and personal emergency leave. No advanced sick and personal emergency leave may be granted at any time.
- b. Any regular full-time or regular part-time permanent employee whose employment ends is not entitled payment for the unused sick and personal emergency leave.

Darcy McGuigan left the employment of the Foundation in October 2013 and requested considered for payment of 25% of the accumulated sick time where she had the maximum of 320 hours. She was requested this because in late 2012, a member of the staff on the Press who was paid through the Foundation was granted an exception to the policy by the Press Director, Nancy Koupal, and the Foundation Acting President Bill Peterson.

Following discussion, it was recommended to make the payment considering her length of employment and her contributions over those seven years. Following the committee approval, it was also recommended that the current policy be reviewed by the committee and compared to current state policy for any adjustments and changes to the Foundation policy. Any changes would then be reviewed with all employees for future requests. Recommendation for approval of the payment to Darcy McGuigan forwarded to the Foundation Executive Committee for final approval.

The meeting adjourned at 4:20 p.m.