

Arkansas Lottery Commission
PERSONNEL COMMITTEE

9:30 a.m.

Wednesday, June 16, 2010
ALC Conference Room, Third Floor
124 W. Capitol
Little Rock, Arkansas

The meeting was called to order by Chair Dianne Lamberth, who was in attendance via teleconference. Committee members George Hammons, Susan Ward-Jones, John C. "Smokey" Campbell III and Ben Pickard were present in person. Commissioner Joe White was also in attendance. Vice President Ernestine Middleton represented the staff, along with Bishop Woosley and Patricia Vick.

Commissioner Lamberth called the meeting to order.

The first order of business was the election of a Committee Chair. Lamberth entertained nominations. Commissioner Pickard moved to nominate Dr. George Hammons and this was seconded by Commissioner Ward-Jones. The motion passed unanimously to elect Dr. George Hammons as Chair of the Personnel Committee.

At this point, Commissioner Lamberth excused herself from attendance of the committee and Commissioner Hammons assumed the chair.

The next order of business was the discussion of the amendments to the Personnel Policy Manual. Commissioner Hammons stated that the committee members should be in possession of the new Employee Manual and the cover letter from Director Passailaigue specifically addressing each change.

Each proposed change was brought forward individually and discussed, as follows:

Acknowledgment - A statement has been added which requires employees to abide by ALC policy (page 3).

Discussion: The committee proposed that the Acknowledgment Statement read in its entirety as follows: "I understand that my signature is an agreement to abide by the policies of ALC."

Arkansas Lottery Commission - Added a temporary picture of new commissioner John C. "Smokey" Campbell (page 8).

Discussion: Accepted by committee members.

Code of Ethics - Policy revised to quote the law verbatim and not attempt to summarize (page 13).

Discussion: Accepted by committee members.

Confidentiality & Non-Disclosure - a few minor edits have been made to clarify the policy (page 23).

Discussion: Accepted by committee members.

Equal Employment Opportunity - Updated the order of the protected classes to be consistent with the federal guidelines and added genetic discrimination language where appropriate (page 30).

Discussion: Accepted by committee members.

Workers Compensation - Added procedures for filing a claim to be consistent with the distributed version of the policy (page 78).

Discussion: Proposed the following sentence be reworded: "The ALC may require medical examinations including a drug and alcohol test for an injured employee at its own discretion and expense." The proposed sentence reads: "The ALC may require medical examinations including a drug and alcohol test for an injured employee at the Commission's discretion and expense."

Harassment - Deleted redundancy statement on who can be harassed and replaced *discriminate* with *retaliate* (page 85).

Discussion: Accepted by committee members.

Voting Leave - New policy, which was recently added in accordance with applicable laws (page 113).

Discussion: Remove the following sentence: "When you return from voting leave, you must present a voter's receipt to your supervisor to be credited with the voting leave."

Lactation Leave - New policy, which was recently added in accordance with applicable laws (page 114).

Discussion: Remove the following sentence: "ALC reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations."

Victim's Leave - New policy, which was recently added in accordance with applicable laws (page 115).

Discussion: Accepted by committee members.

Commissioner Hammons asked if there is an administrative protocol that an employee has to go through if there is a dispute. Discussion followed regarding the possibility of presenting the question to the Office of Personnel Management for review and recommendations.

Commission Pickard recommended that the Personnel Employee Manual be presented to the full Commission on July 7, 2010, for adoption as amended by the committee.

There being no further business, by a motion made by Commissioner Pickard and passed unanimously, the meeting was adjourned.