

EMPLOYMENT POLICY AND COMPENSATION COMMITTEE REPORT

Submitted to: Libertarian National Committee, Nov. 9, 2015

Submitted by: James W. Lark, III
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Chair, Employment Policy and Compensation Committee

The members of the Employment Policy and Compensation Committee (EPCC) are Brett Bittner, Joshua Katz, and Jim Lark. The members were appointed to the Committee by Nick Sarwark on Nov. 15, 2014.

1) On July 13, Dr. Lark distributed a survey to LP staff members to obtain information about the impact of moving the LP headquarters from Washington, D.C. to the current location (the “new office”) in Alexandria, Virginia. In particular, the survey was designed to elicit information as to whether the new office has improved staff productivity, and whether staff members have been negatively impacted by the move. (For example, are staff members bearing higher costs in terms of money and/or time in traveling to work?)

Dr. Lark has prepared a synopsis of the information provided by staff members. This synopsis is included in the appendix to this report, as is the message sent to the staff on July 13. Note: The EPCC expresses its appreciation for the prompt and thoughtful responses provided by the staff.

2) Following the conclusion of the upcoming LNC meeting, the EPCC will submit employment-related materials (e.g., the employee manual) to Oliver Hall for his review. As part of this review, we shall seek advice from Mr. Hall as to whether employment materials should be modified in some manner in recognition of the fact that some people referred to as “LNC staff” are contractors rather than employees.

If Mr. Hall does not consider himself competent in the area of employment law in the Commonwealth of Virginia, the EPCC will continue to seek a review of LNC employment policies and materials from someone who has competence in this area.

3) The EPCC will seek to determine whether the required credit and criminal background checks have been conducted for all employees. As part of the review mentioned in item 2 above, the EPCC will seek to learn to what extent background check policies apply to contractors.

4) The EPCC has formally adopted the following policy, which was previously an informal policy: Following the conclusion of each LNC meeting, the EPCC will review Audit Committee reports submitted during that meeting to determine whether those reports have implications regarding employment policy and compensation.

5) Mr. Katz has suggested that based upon his preliminary inquiries regarding employment policies for other organizations, LNC policies regarding vacations for LPHQ staff should be reviewed. The EPCC will provide additional information about this matter to the LNC upon completion of Mr. Katz’s inquiries.

APPENDIX

SYNOPSIS OF STAFF RESPONSES TO OFFICE SURVEY

Responses to the survey were provided by Mr. Benedict, Mr. Hansen, Ms. Howell, and Mr. Kraus. The following represent a summary of the comments provided: Please note that while staff members were able to request that their responses be considered confidential, none of the respondents requested such confidentiality.

- There is consensus that all things considered, the office provides a pleasant work environment, although certain areas may experience increased heat at certain times of the day due to a skylight. No major problems were identified.
- There is consensus that some decorating (e.g., painting the office, hanging plaques and pictures, etc.) would improve the appearance of the office. There is also consensus that this is not a major item of concern.
- Only one staff member experienced a substantial negative impact concerning travel to and from the office due to the move from the Watergate to Alexandria. Evidently Mr. Benedict received permission to provide additional compensation to the employee in response to this negative impact.

Message sent to LNC staff members on July 13, 2015:

Dear Mr. Benedict, Mr. Dunbar, Mr. Hansen, Ms. Howell, Mr. Johnston, and Mr. Kraus:

I hope all is well with you. As you are probably aware, I have the honor of serving as the chair of the Employment Policy and Compensation Committee (EPCC) of the Libertarian National Committee. I am writing on behalf of my EPCC colleagues (Brett Bittner and Joshua Katz) to request some information from you.

In May 2014 the LNC moved its headquarters from the Watergate in Washington, D.C. to its current location at 1444 Duke Street in Alexandria, Virginia (henceforth referred to as the “new office.”) I believe it would be useful for the LNC to know in what ways the move to the new office has affected you.

Thus, please send me information about your experiences regarding the new office, along with any requests you have concerning the confidentiality of your comments. Also, please provide your suggestions for improving the office. I am aware that some of you do not work in the office on a day-to-day basis. However, I suspect that all of you can offer useful information about the office.

To assist you in preparing your comments, I have enclosed below a list of questions to illustrate the type of information the EPCC would like to obtain. Please note that we welcome all comments you wish to share; you may offer those comments in whatever format you prefer.

If it would be easier and/or faster for you to offer your comments and suggestions via a telephone conversation, I shall be happy to call you at your convenience. Please let me know when you would like to discuss these matters, and I shall endeavor to accommodate you.

We request this information to help the LNC determine the benefits and costs realized by moving to the new office. In addition, we want to ascertain whether the office can be improved in order to provide greater benefit to the Libertarian Party.

Allow me to emphasize that the EPCC will regard your comments and suggestions with the degree of discretion you desire. In particular, your comments and suggestions will be regarded as confidential if you so desire. (Comments and suggestions will not be regarded as confidential unless confidentiality is requested.)

On behalf of the LNC, allow me to express our appreciation for your service to the Libertarian Party. Please do not hesitate to contact me (JWLark@virginia.edu), Mr. Bittner (brett@brettbittner.com), or Mr. Katz (planning4liberty@gmail.com) if we can be of assistance to you.

Sincerely,
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List of Questions:

The following questions are offered to indicate the type of information the EPCC seeks. You are at liberty to provide whatever comments you deem appropriate.

Office Environment

How much time do you usually spend in the office (in terms of an average weekly number of hours)? Does this amount of time vary substantially from week to week?

Do you find the office a comfortable place to work? Do you find the office a productive place to work? (For example, does your work space provide an environment conducive to your work?)

In answering these questions, you may wish to consider the following aspects:

- General cleanliness (Is the office properly cleaned? Are trash receptacles emptied sufficiently often?)
- Office temperature (Is it frequently too hot? Too cold? Are there any drafty areas?)
- Bathroom facilities (Are there enough bathroom facilities? Are the facilities kept clean?)
- Air quality (Are there problems with unpleasant odors, either generated within the office or from without? Are there problems with dust?)
- Pests (Are there any problems with insects? Rodents?)
- Noise (Is there too much noise generated by colleagues? Too much noise from outside the building?)
- Privacy (Does your work space lack the privacy you need to concentrate upon your tasks?)
- Safety (Are there concerns about injuries due to slick floors, loose carpeting, etc.? Are the outside stairs kept clean and ice-free? Are too many electrical devices plugged into outlets?)

What suggestions do you have for making the office a more comfortable and productive place to work?

Travel to/from the Office

Typically how do you travel from your home to the office? From the office to your home?

How much time does it take you to travel from your home to the office (in terms of the average travel time)? From the office to your home (in terms of the average travel time)?

How much do you spend in traveling to and from the office (in terms of an average weekly cost)?

Did the move to the new office have a major impact upon your travel schedule and/or travel expenses? If so, has the move caused any major problems for you? If so, please provide information about the nature of these problems.

Visitors to the Office

In your opinion, how does the number of visitors to the new office (in terms of average number of visitors per week) compare to the number of visitors to the previous office? How does the number of LP members visiting the office (in terms of average number of visitors per week) compare to the number of LP members who visited the previous office?

As far as you can tell, do the visitors have a positive impression of the office? Do the LP members who visit the office have a positive impression of the office?

What suggestions do you have for improving the office so that visitors are more likely to have a positive impression of the office?

Suggestions for Improving the Office

Please offer any suggestions concerning the office that you deem appropriate.