

MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE AGENDA - 9:00 AM - Library Board Room

Individual Library Trustees may attend the Human Resources Committee meeting below. It is possible that the resultant attendance may constitute a meeting of the Library Board pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis.2d 553, 494 N.W. 2d 408 (1993). To request a sign language interpreter for this meeting call 920-459-3414 via the Wisconsin Relay Service (800-947-3529) at least 5 weekdays in advance of the meeting and ask for Garrett Erickson (ext. 3414), or Pat Mueller (ext. 3411). Persons with disabilities who need other accommodations to attend the meeting should contact Garrett Erickson (459-3400 ext. 3414) or Pat Mueller (459-3400 ext. 3411) at least 3 weekdays in advance

1. OPENING OF MEETING

1.1 Call to order and determination of quorum

1.2 Approval of minutes

ATTACHMENT: Minutes HR Committee 5-14-15.docx

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 Discussion and possible action to update "Compensation - Entrance Pay Rates" policy

ATTACHMENT: Policy - Compensation-Entrance Pay Rates.docx

2.2 Discussion and possible action to update "Compensation - Merit Increase Plan" policy

ATTACHMENT: Policy - Compensation - Merit Increase Plan.docx

2.3 Discussion and possible action to update "Progressive employee discipline, discharge and grievance process" policy

ATTACHMENT: Policy - Progressive Employee Discipline Discharge and Grievance Process.docx

2.4 Discussion and possible action to update "Special Compensation Provisions" policy

ATTACHMENT: Policy - Special Compensation Provisions.docx

2.5 Discussion and possible action to move staff "Expense Reimbursement" language from Library Employee Handbook to separate policy

ATTACHMENT: Expense Reimbursement Policy - From MPL Staff Handbook.docx

2.6 Update on 2016 city health care plan - Information only

ATTACHMENT: 2016 Proposed Medical Insurance Changes.pdf

2.7 Discussion and possible action to update "Paid Vacation" policy

ATTACHMENT: Library Policy - Vacation (Draft).docx

ATTACHMENT: City HR 105 PTO Policy passed CC 01 19 15.pdf

ATTACHMENT: Library - Paid Vacation (current).pdf

2.8 Discussion and possible action to update Information Technology Specialist job description

ATTACHMENT: MPL_JD_10_Spec IT_2014.doc

ATTACHMENT: Information Technology Specialist - August 2015.docx

3. UPCOMING MEETINGS

3.1 Future Human Resources Committee Agenda Items

3.2 Next meeting time, date, location

4. ADJOURN

4.1 Adjourn

In compliance with Wisconsin's Open Meetings Laws, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall

Mead Public Library

Sheboygan County Administration Building

City's website