

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resources Committee
Thursday, April 19, 2018

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, April 19, 2018 in The Public Conference Room.

STAFF/OFFICIALS PRESENT: Library Board of Trustees Vice President Kathie Norman, presiding; Board President Maeve Quinn, Board members Nancy Mannchen and Meg Albrinck. Staff: Library Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM

Norman called the meeting to order at 9:06 a.m.; she determined there was a quorum present.

1.2 APPROVAL OF MINUTES

Albrinck **moved** to approve the minutes from 12/7/17. Mannchen **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

2.1 UPDATE TO JOB DESCRIPTIONS

Erickson presented a pending change to the Support Services department. They would be eliminating the position of Library Technical Services Assistant and transferring those staff members to the position of “Cataloger” instead. DeAmico gave an analysis explaining the differences in this position. Albrinck **moved** to accept and adopt the title change and pay differential, effective next pay period, and pending full board approval. Mannchen **seconded**. The motion **passed**.

Erickson then proposed a new position to the committee. This position would be titled Public Safety Specialist, and would be in replacement of our current security guard service. This person would be responsible for the day to day patron issues, serving as a resolution liaison, and a trainer/teacher for staff. The ideal person would have either a social work background, or a criminal justice background (or both.) DeAmico explained how she had moved and pulled funds and FTE’s to be able to accommodate another staff member. Albrinck brought up the possibility of future internships with students from social work and criminal justice majors from local colleges. It was suggested that the description include wording on developing relationships with patrons, as well as a preference for a bilingual candidate. Norman **moved** to approve the Public Safety Specialist job description as presented, pending changes noted above. Albrinck **seconded**. The motion **passed**.

2.2 UPDATE TO TABLE OF ORGANIZATION

With the previous line items being approved, Erickson submitted a draft revised table of organization for approval. Mannchen **moved** to approve the new table of organization. Albrinck **seconded**. The motion **passed**.

3. UPCOMING MEETINGS

3.1 FUTURE MEAD PUBLIC LIBRARY – HUMAN RESOURCES AGENDA ITEMS

3.2 NEXT MEETING DATE – AS NEEDED

4. ADJOURN

4.1 Norman **moved** to adjourn the meeting. Albrinck **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 9:56 a.m.

Generated by Sydney Mehn on Thursday, April 19, 2018



2019 Health Insurance Changes

To: **City of Sheboygan Employees**
 Date: August 29, 2018
 From: Sandy Rohrick, Director of Human Resources and Labor Relations
 Re: **2019 Proposed Health Insurance Changes**

Consistent with most employers, the City of Sheboygan is experiencing increased medical costs by its employees. These costs are expected to increase further in 2019. In order to minimize the ongoing use of the fund balance in the Health Insurance Fund, changes are necessary for the upcoming year. On Monday, September 10, 2018, those proposed changes will be discussed with the Finance and Personnel Committee, pending approval from the Common Council on or after September 17, 2018.

The primary changes include the following:

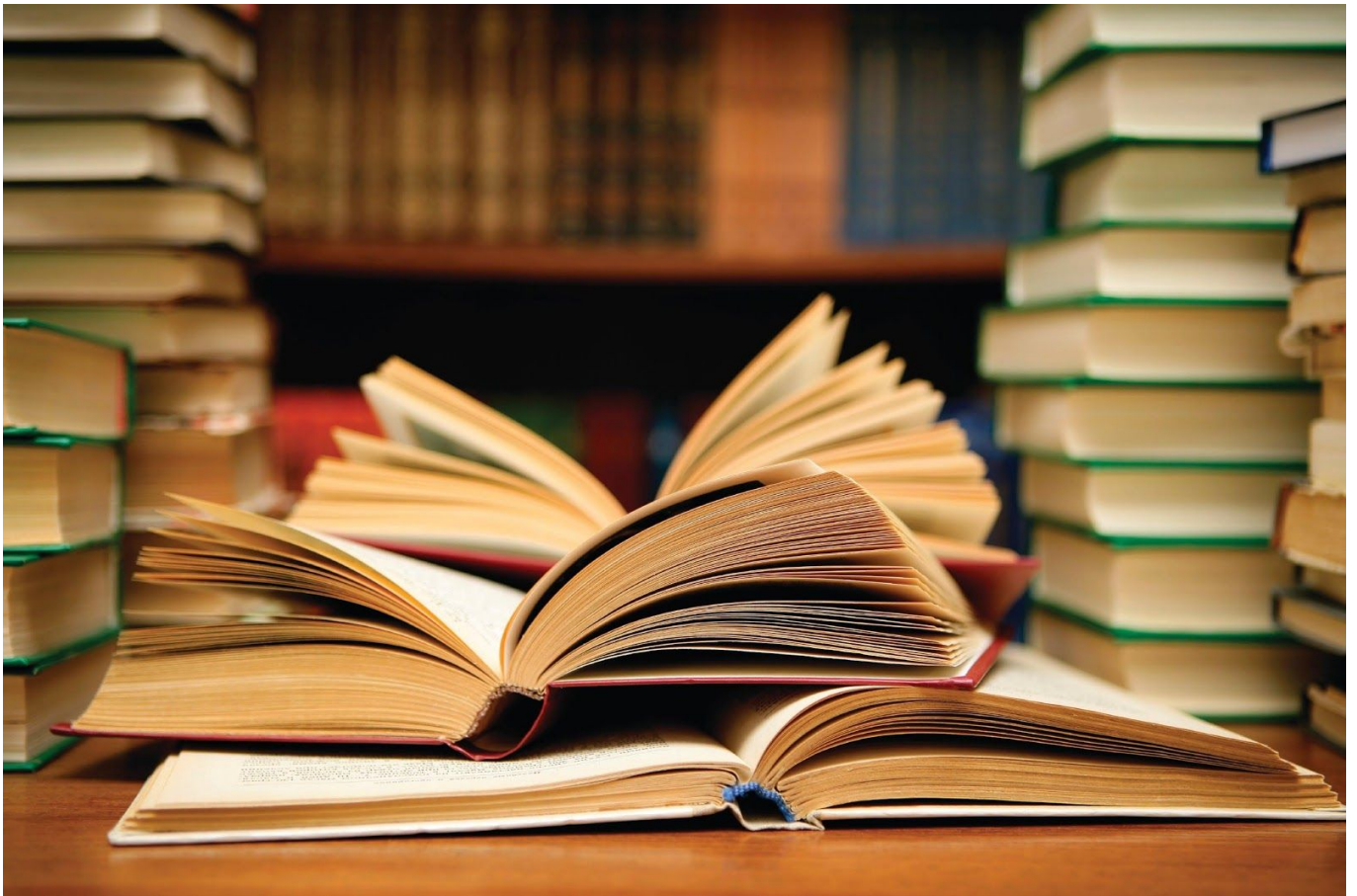
1. An increase in premiums of 10% (to be shared by the city and employees)
2. Reduced city contributions to employee Health Savings Accounts (“HSA”) to \$400 (single coverage) and \$800 (family/limited family)
3. Reduction of co-insurance coverage after the deductible (from 100% after deductible to 90%)
4. Increase the Out-Of-Pocket maximum (“OOP”):
 - From \$2,000 to \$3,000
 - \$1,500 deductible and medical copays apply to the total OOP maximum of \$3,000
 - From \$4,000 to \$6,000
 - \$3,000 deductible and medical copays apply to the total OOP maximum of \$6,000

Listed below are the recommended health insurance premium rates for 2019 (as compared to the current year), as well as the 2018/2019 monthly employee contributions for an employee who achieves 1100 wellness points:

<u>Monthly Health Insurance Rates</u>			<u>Employee Rates w/1100 Points</u>		
	<u>2018</u>	<u>2019</u>		<u>2018</u>	<u>2019</u>
Employee only:	\$741.80	\$815.98	Employee only:	\$60.30	\$66.34
Employee plus spouse:	\$1,406.64	\$1,547.30	Employee plus spouse:	\$114.36	\$125.80
Employee plus child/ren:	\$1,272.68	\$1,399.95	Employee plus child/ren:	\$103.48	\$113.82
Family:	\$1,953.60	\$2,148.96	Family:	\$158.84	\$174.72

Premium increases will be shared between the city and the employees, with the city funding the majority of the additional costs:

	<u>2019 Monthly Rates Increase</u>	=	<u>2019 Additional Monthly Costs For The City</u>	+	<u>2019 Additional Monthly Costs For The Employee</u>
Employee only:	\$74.18	=	\$68.14	+	\$6.04
Employee plus spouse:	\$140.66	=	\$129.22	+	\$11.44
Employee plus child/ren:	\$127.27	=	\$116.93	+	\$10.34
Family:	\$195.36	=	\$179.48	+	\$15.88



*Addendum to the
City of Sheboygan Employee Handbook*

1

(Revised 2/16/2016)

(Approved by Mead Public Library Board of Trustees 2/25/2016)



Table of Contents

Powers of the Library Board of Trustees	Page 3
“Holidays” Policy (15.28)	Page 3
“Vacation” Policy (15.30)	Page 4
“Sick Leave Account” Policy (15.32)	Page 6
“Employee Performance Reviews” Policy (15.21)	Page 6
“Expense Reimbursement” Policy (13.06)	Page 7
“Progressive Employee Discipline, Discharge and Grievance Process” Policy (15.24)	Page 7
Acknowledgement of Receipt	Page 10

Mead Public Library

(Addendum to City of Sheboygan Employee Handbook)

Powers of the Library Board of Trustees

The Mead Public Library is governed by an autonomous board of trustees whose members are appointed by the Mayor of Sheboygan, the Sheboygan County Board Supervisors and the Sheboygan Area School District Superintendent (WI. Statute 43.54(1)(a)). It is the responsibility of the library board of trustees to approve personnel policy for the library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. (WI. Statute 43.58(4)). While the Mead Public Library Board of Trustees strives to align library personnel policy with the City of Sheboygan personnel policy, there are sometimes variances. Several Mead Public Library personnel policies are listed below that vary from the City of Sheboygan personnel policies listed in the City of Sheboygan Employee Handbook. If you have questions about any of these policies, please contact staff in the library administration office.

The policies set forth are unique to library employees and supersede those set forth by the City of Sheboygan.

The following language replaces the **City Employee Handbook “Paid Time Off (PTO) Holidays”** (pg. 8 & 17). Language can also be found in the **Library “Library Holidays” Policy (15.28)**

- a) The Board approves the following paid holidays as part of Paid Time Off (PTO):
 - New Year’s Day
 - Friday before Easter
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve Day
 - Christmas Day
 - New Year’s Eve Day

For those on a Monday – Friday work schedule, when a scheduled holiday that falls on Saturday it will generally be observed on the previous Friday, if the department is closed on the holiday. A holiday that falls on Sunday will generally be observed the following Monday. The City retains the right to schedule holiday observance which best suits its operations schedule.

- b) Eligibility: Full-time and some part-time employees are eligible for paid holiday time. Part-time employees whose full-time equivalency is at least 0.5 are eligible for holiday pay. Temporary employees are not eligible for paid holiday time.
- c) Full-time Employees: Full day holidays shall be considered as 8 hours' time.
- d) Part-time Employees: Full day holidays shall be considered as 8 hours' time multiplied by the employee's full time equivalent.
- e) New Hires: New full-time and part-time employees are eligible for paid holidays as prescribed above occurring after their hire date.
- f) Employees shall receive their regular compensation on holidays. Employees eligible for overtime who are required to work on holidays shall receive overtime compensation at 2.0 times the hourly rate of pay.
- g) Employees of non-Christian faiths shall be granted time off to observe their holy days. Such time may be charged to Paid Time Off (PTO) or made up as mutually agreed by the employee and the supervisor.
- h) Employees forfeit holiday pay if they incur unexcused absences on their regular workday either preceding or following such holiday.

The following language replaces the **City Employee Handbook “Paid Time Off (PTO) Vacation”** (pg. 8). Language can also be found in the **Library “Vacation” Policy (15.30)**

- A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for vacation.
- B. New full-time employees are eligible for the following pro-rated vacation time as of January 1st (of the following year):

<u>Hired the previous</u>	<u>Eligible on the following January 1st</u>
January 1 – March 31	40 Vacation Hours
April 1 – June 30	28 Vacation Hours
July 1 – Sept 30	16 Vacation Hours
October 1 – December 31	0 Vacation Hours

C. Employees earn vacation hours based on years of services as follows:

0 – 1 year of service	0
1 – 4 years	80
5 – 12 years	120
13 – 20 years	160
21+ years	200

D. The library director may authorize vacation up to 200 hours in any calendar year.

E. Vacation is prorated for part-time employees at a rate based on their full-time equivalency.

F. Vacation time for any given year is earned during the previous calendar year. Vacation time shall be taken in the calendar year after it is earned unless the workload does not permit. In the rare chance an employee is not able to use all of his/her vacation, the employee's supervisor may request a carryover of a maximum of forty (40) hours. The library director must approve the carryover hours no later than December 15th. Payment in lieu of vacation is not permissible.

G. Vacation is earned in one year for use in the next. As a result, it is vested on the first day of each year. For example, if you were hired in June, you would be eligible for the one year benefit as of the following January 1 since you would celebrate your 1 year anniversary that year.

H. Payment in lieu of vacation shall not be made except at termination of employment.

I. If illness resulting in the physical incapacitation of employees takes place during a scheduled vacation, employees who have PTO or sick leave account_hours may charge such time to either if approved by the Director, with PTO to be exhausted prior to use of the sick leave account.

J. Supervisors shall determine and approve vacation schedules in a manner that will provide continuity of Library service. In unusual situations, supervisors may assign vacation hours to best suit the needs of the Library.

K. Vacation must be used in half or full day increments I.E. 4 or 8 hour blocks for a full time employee. In the event the vacation balance is less than 4 hours, the remaining amount should be taken in one lump sum to deplete the account balance to zero hours.

L. Vacation payout upon separation of employment:

- Voluntary Separation, Retirement or Layoff – An employee who leaves employment in good faith (provides proper notice) shall receive payment for all unused accrued

vacation.

- Termination for Cause – Employees who are terminated for cause are not entitled to payment of their unused accrued vacation.
- Death – In the event of death of a current employee, survivors shall receive payment for all unused accrued vacation.
- Employees with less than one year of experience – If a new employee was offered additional (unearned) vacation upon hire and that employee ceases to be an employed during their first calendar year (for any reason other than death), any unused or unapproved vacation will not be paid out upon employment termination.

M. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

The following language replaces the **City Employee Handbook “Sick Day Account Balance”** (pg. 10). Language can also be found in the **Library “Sick Leave Account” Policy (15.32)**

1. Effective December 31, 2011 the paid sick leave benefit is eliminated and a sick leave account created for each eligible employee.
2. The value of each employee’s accrued sick leave hours will be calculated as of December 31, 2011, based on their base hourly wage rate. Once they have exhausted all PTO days in a given year, employees may use their sick leave account, or calculated value, for the purpose of receiving pay at times they are not able to report for work due to illness or injury.
3. Unaccrued Leave

An employee who exhausts their PTO may be eligible to use PTO hours donated from other employees providing the employee meets the following eligibility requirements.

- a) The employee must have satisfactorily completed the orientation period, be a regular full-time or part-time employee of the Library, and have a satisfactory attendance record exclusive of valid sick leave or other authorized absences.
- b) Employees in need of such assistance may request that the Human Resources Committee grant permission for other employees to donate PTO to them. Eligible employees may only request assistance after exhausting all PTO available to them and

must demonstrate the nature and extent of the financial hardship created by their continued inability to report to work.

The following language replaces the **City Employee Handbook “Performance Reviews”** (pg. 10). Language can also be found in the **Library “Employee Performance Reviews” Policy (15.21)**

- I. The Board shall adopt and the Director (or designee) shall administer a system of periodic employee performance reviews *which will normally be completed at the beginning of each New Year.*
- II. The Board shall review the Director's work performance periodically in such a manner as adopted by the Board.
- III. Orientation Period: New full-time and part-time employees shall be reviewed periodically during the orientation period.
- IV. Trial Period: Promoted full-time and part-time employees shall be reviewed periodically during the trial period.
- V. Full-time and part-time employees: All such employees shall be reviewed periodically throughout the duration of their employment.
- VI. Continuation of employment is predicated on consistent achievement of satisfactory performance as evidenced via employee review(s). The Director is authorized to terminate the employment of employees whose performance is below the level expected and who are not able to improve their performance in the time period specified.

The following language replaces the **City Employee Handbook “Mileage Reimbursement”** (pg. 11). Language can also be found in the **Library “Expense Reimbursement” Policy (13.06)**

Employees may receive reimbursement as well as advance funding for some Library-related expenses. These include attending meetings or workshops or use of your own vehicle for Library purposes. All funding and reimbursements must be approved by your supervisor, the Business Manager, or the Director. Mileage reimbursement is available only to those staff members who have submitted documentation of current personal automobile insurance coverage and driver's license to the Administrative Office prior to using their vehicle for the purpose for which they are requesting mileage reimbursement. Employees will be compensated at the IRS mileage reimbursement rate. The employee mileage reimbursement rate will be adjusted annually on the first day of January to reflect the current year's IRS standard mileage reimbursement rate.

Fill out a travel expense form which is available in the Administrative Office. Advance funding is available and should be requested at least two weeks prior to your need. Reimbursement is made on the next bill paying date following receipt of the form. Submit all advance and reimbursement request forms to the Business Manager, who administers the Library's continuing education/staff training programs.

The following language replaces the **City Employee Handbook "Grievance and Appeals Procedure"** (pg. 18). Language can also be found in the **Library "Progressive Employee Discipline, Discharge and Grievance Process" Policy (15.24)**

1. The Director is authorized to discipline, suspend or discharge employees. The normal sequence of disciplinary action for offenses other than those subject to immediate discharge or specified elsewhere is:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Unpaid suspension
 - d. Termination
2. Notice of such discharge or suspension shall be in writing and shall include the reason(s) for the discharge or suspension.
3. Employees may submit a grievance and appeal discipline, discharge, and workplace safety decisions as follows:
 - a. A grievance is defined as any difference or misunderstanding which may arise between the Library and one of its employees regarding discipline, discharge or workplace safety. Administration shall be responsible for developing and making available to all employees the Grievance Form which must be completed stating the issue involved, the date when the situation arose, and the relief that is sought to resolve the situation.
 - b. In the event that an employee does not agree with disciplinary action taken against him/her; disagrees with his/her termination; or has an issue with workplace safety which affects him/her, the following grievance procedure shall be used.

Step 1

Except for employees subject to immediate discharge, who shall proceed directly to Step 3, the employee shall submit the completed grievance form to his/her supervisor for discussion. The grievance must be submitted within five (5) days of the occurrence. The supervisor shall provide the employee with a written response to the grievance within ten (10) days.

Step 2

In the event that no satisfactory resolution occurs in Step 1, the employee shall present the grievance to his/her Manager within five (5) days of the supervisor's response. The Manager will provide the employee with a written response to the grievance within fifteen (15) days.

Step 3

Should the matter still not be resolved, or if the matter is an immediate employee discharge, the employee will file the grievance with the Library Director for hearing before the Human Resources Committee of the Library Board. This appeal must be made within five (5) days of the receipt of the Manager's response under Step 2, or within five (5) days of the date of termination. The Human Resources Committee shall schedule a hearing on the appeal within thirty (30) days of receiving the appeal and will request the Library Director to furnish it with all pertinent information and documents on the matter. The Human Resources Committee shall conduct a hearing and the employee appearing shall have the full opportunity to be heard. Notice of the time and place of such hearing shall be delivered personally to the employee or sent to the employee appealing by certified mail to his last known address, and also given to the appointing authority who administered the discipline or in whose department the workplace safety issue is alleged.

At the hearing, the employee will have the right to present testimony and witnesses regarding the matter and will be subject to cross examination. Each member of the committee may subpoena witnesses, administer oaths, examine witnesses and compel the production of relevant documents, records and papers in connection with the conduct of the hearing and the Committee may examine each public record as it requires in relation to any investigation. All officers and other persons in the library service shall attend and testify when required to do so by the Committee.

The Committee may appoint an impartial third person for the sole purpose of serving as a member of an official hearing set forth under this section. The Committee will render its decision on the appeal in writing to the employee within twenty (20) days of the hearing.

Step 4 – Final Appeal

The employee or appointing authority may choose to make a final appeal to the Mead Public Library Board. This appeal must be filed with the Library Board President within five (5) days of receipt of the decision of the Human Resources Committee.

The Library Board will review all the evidence produced during the Human Resources Committee hearing and may choose to ask the employee or other persons to testify if questions arise. The Library Board will render its decision within thirty

(30) days of the review. The decision of the Library Board will be final and binding on all parties.

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Acknowledgement of Receipt for Addendum to the City of Sheboygan Handbook

I acknowledge having received a copy of the City of Sheboygan, Wisconsin’s Employee Handbook and a copy of the Mead Public Library Handbook addendum and I agree to read and become familiar with its’ contents. I understand that neither this handbook or addendum, nor any other City or Mead Public Library policy, practice or procedure, is intended to provide any contractual obligations relating to continued employment, compensation or employment in a particular position, and should in no way be construed as creating any sort of employment contract.

All Mead Public Library employees are employed “At Will.” This means that Mead Public Library is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice. Nothing in the City’s handbook or the Library’s Addendum or in any other document or statement shall limit or modify the at-will employment status of Mead Public Library’s employees.

I also understand that all of the policies, rules and regulations in this addendum may be changed at any time at the sole discretion of the Mead Public Library Board of Trustees with or without prior notice to employees. Employees are encourage to direct any questions regarding the City’s or Mead Public Library policies, practices and/or procedures to their immediate supervisor.

Employee’s Signature

Date

Employee’s Name (Printed)

Title: **Expense Reimbursement Policy**
Chapter: **Budget and Finance**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **13.06**
Original Effective Date:
Date of Last Revision: **09/24/2015**

Expense Reimbursement Policy

Employees may receive reimbursement ~~as well as advance funding~~ for ~~some~~ Library-related expenses. These include attending meetings or workshops or use of your own vehicle for Library purposes. All funding and reimbursements must be approved by your supervisor, the Business Manager, or the Director. Employees will be compensated at the ~~current~~ IRS mileage reimbursement rate. ~~The employee mileage reimbursement rate will be adjusted annually on the first day of January to reflect the current year's IRS standard mileage reimbursement rate.~~

~~Fill out a travel expense form which is available in the Administrative Office. Advance funding is available and should be requested at least two weeks prior to your need. Reimbursement is made through the employee's payroll check, and is paid on the next payroll period after receipt of the completed "Employee expense reimbursement form" is submitted.~~ ~~all advance and reimbursement request forms~~ to the Business Manager, who administers the Library's continuing education/staff training programs.

DRAFT UNTIL BOARD APPROVED

Title: Classification Schedule Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.14 Original Effective Date: Date of Last Revision: 3/19/2015
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Classification Schedule

- I. Position grades are designated on the “City of Sheboygan Non-Represented Pay Schedule”
- II. The Library positions listed on the city pay schedule are as follows:

<u>Grade</u>	<u>Position</u>
V	Library Director
S	Library Business Manager Library Public Service Manager Library Technical Support Manager
K	Library Information Technology Specialist
J	Librarian Library Page Supervisor Library Public Safety Specialist
I	Library Communications Specialist
H	Library Maintenance Supervisor
C	Library Assistant Library Maintenance Technician
E	Library Administrative Assistant
F	Library Cataloger
O	Library Page Library Cleaner

DRAFT - WORKSHEET

<p>Title: Classification Schedule Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.14 Original Effective Date: Date of Last Revision: 3/19/2015</p>
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Classification Schedule

- I. Position grades are designated by listing the Library grade followed by the equivalent City Pay Schedule A grade if applicable the “City of Sheboygan Non-Represented Pay Schedule”
- II. The Library positions listed Grade/City Schedule A Grade and Library Positions are on the City Pay Schedule are as follows:

<u>Grade</u>	<u>Position</u>
15/na V	Library Director
12/22 S	Library Business Manager
	Library Public Support Manager
	Library Technical Support Manager
	K Library Information Technology Specialist
10/19 J	Librarian H
	Page Supervisor
	Library Public Safety Specialist
	K Library Information Technology Specialist
	Business Manager
9/17	Librarian I
	I Public Information Specialist Library Communications Specialist
8/15	H Library Maintenance Supervisor
5/10	C Library Assistant III
	Library Maintenance Technician
	E Library Administrative Assistant
4/7	Maintenance Technician II
3/4	Library Assistant II
	Maintenance Technician I
2/2	Library Assistant I
	O Library Page
1/1	Maintenance Library Cleaner
	F Library Cataloger

<p>Title: Compensation Plan Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.15 Original Effective Date: Date of Last Revision:</p>
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Compensation Plan

- I. All library positions shall be compensated in accordance with the compensation Plan levels established by the Library Board. ~~as follows:~~ The minimum and maximum salary ranges for Library positions ~~grade 1 through 12 parallel City Pay Schedule A other City of Sheboygan pay ranges established on the "City of Sheboygan Non-Represented Pay Schedule."~~ The Board establishes the minimum and maximum salary range for Library grades 14 and 15 and for non-graded positions. ~~Resultant salary and wage rate tables are maintained in the Library's Administrative Office.~~

- II. Compensation is established for work for a normal schedule of 40 hours per workweek; provided, however, that the salaries of employees in exempt positions are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per pay period and shall not be adjusted with variations in work schedules unless part-time employment is specifically provided.
During periods when the full-time position is established at less than 80 hours per pay period, the resulting ratio will apply to definitions of employees and to all calculations of compensation and benefits for eligible employees. Those which are herein calculated as or referred to in numbers of hours will be rounded up to the next 15-minute increment.

- III. The Board does not grant general salary increases annually. Instead, the salary schedule adopted by the Library Board is adjusted when and as warranted due to the periodic revision of salary schedules for comparable City employees. In order to be considered relevant to the compensation of library employees, salary/compensation surveys, whether conducted by the Library or by the City, shall include comparisons with public library salary schedules and other compensation in the following communities, in addition to those recommended by the City: Appleton, Eau Claire, Kenosha, LaCrosse, Oshkosh, and Racine.

- IV. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee under the minimum rate for the position, the employee's rate will be adjusted to the new minimum rate.

- V. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee above the maximum rate for the position, the employee's rate will remain fixed until such time that the maximum rate equals or exceeds the fixed rate.

Title: Special Compensation Provisions Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.18 Original Effective Date: Date of Last Revision: 09/24/2015
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Special Compensation Provisions

Not necessary

1. **Computation of Part-time Employee Salaries:** Part-time employees are paid for the number of hours worked times the applicable hourly rate.

Not necessary

2. **Compensation of Temporary Employees:** Temporary employees shall be employed initially at the equivalent to the entrance salary rate in the range for the position in which employed.

addressed in Expense Reimbursement Policy

3. **Allowances for the Use of Privately-Owned Automobiles on Library Business:** The Library pays employees authorized by the Director (or designee) the IRS rate for each mile driven to use their privately-owned automobile for Library business. The rates shall be updated on the first working day of each year.

addressed in Health, Dental & Other Health-Related Insurance Policy

4. Employees may opt to participate in deferred compensation, flexible spending, insurance premium payment, and retirement health savings plans for which they are eligible in the manner set forth in the plans.

Discard Policy

<p>Title: Vacation Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.30 Original Effective Date: Date of Last Revision: 09/24/2015</p>
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Vacation

A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for vacation. Mead Public Library follows the City of Sheboygan’s current vacation schedules located in the employee handbook.

B. ~~New full-time employees are eligible for the following pro-rated vacation time as of January 1st (of the following year):~~

<u>Hired the previous</u>	<u>Eligible on the following January 1st</u>
January 1 – March 31	40 Vacation Hours
April 1 – June 30	28 Vacation Hours
July 1 – Sept 30	16 Vacation Hours
October 1 – December 31	0 Vacation Hours

C. ~~Employees earn vacation hours based on years of services as follows:~~

0 1 year of service	0
1 4 years	80
5 12 years	120
13 20 years	160
21+ years	200

D. The library director may authorize vacation up to 200 hours in any calendar year.

E. ~~Vacation is prorated for part-time employees at a rate based on their full-time equivalency.~~

F. ~~Vacation time for any given year is earned during the previous calendar year. Vacation time shall be taken in the calendar year after it is earned unless the workload does not permit. In the rare chance an employee is not able to use all of his/her vacation, the employee’s supervisor may request a carryover of a maximum of forty (40) hours. The library director must approve the carryover hours no later than December 15th. Payment in lieu of vacation is not permissible.~~ **Note this is covered under the current city employee handbook.**

G. ~~Vacation is earned in one year for use in the next. As a result, it is vested on the first day of each year. For example, if you were hired in June, you would be eligible for the one year benefit as of the following January 1 since you would celebrate your 1 year~~

~~anniversary that year.~~

- H. Payment in lieu of vacation shall not be made except at termination of employment.
- I. ~~If illness resulting in the physical incapacitation of employees takes place during a scheduled vacation, employees who have PTO or sick leave account hours may charge such time to either if approved by the Director, with PTO to be exhausted prior to use of the sick leave account.~~
- J. ~~Supervisors shall determine and approve vacation schedules in a manner that will provide continuity of Library service. In unusual situations, supervisors may assign vacation hours to best suit the needs of the Library.~~ Note this is covered under the current city employee handbook.
- K. ~~Vacation must be used in half or full day increments I.E. 4 or 8 hour blocks for a full time employee. In the event the vacation balance is less than 4 hours, the remaining amount should be taken in one lump sum to deplete the account balance to zero hours.~~
- L. Vacation payout upon separation of employment:
- Voluntary Separation, Retirement or Layoff – An employee who leaves employment in good faith (provides proper notice) shall receive payment for all current year unused accrued vacation, and all earned vacation accrued for the next calendar year.
 - Termination for Cause – Employees who are terminated for cause are not entitled to payment of their current unused accrued vacation, and all earned vacation accrued for the next calendar year.
 - Death – In the event of death of a current employee, survivors shall receive payment for all current unused accrued vacation, and all earned vacation accrued for the next calendar year.
 - Employees with less than one year of experience – If a new employee was offered additional (unearned) vacation upon hire and that employee ceases to be an employed during their first calendar year (for any reason other than death), any unused or unapproved vacation will not be paid out upon employment termination.
- M. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

<p>Title: Health, Dental, and Other Health-Related Insurance Chapter: Personnel Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 15.38 Original Effective Date: Date of Last Revision: 2/26/15</p>
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Health, Dental, and Other Health-Related Insurance

- a) The Library, via the City of Sheboygan, shall provide for all eligible employees the ~~present~~ current group health, and dental, and all other health related benefits. ~~insurance of comparable coverage as determined by the Director.~~ Changes to the City of Sheboygan employee health-related benefits are approved by the Mead Public Library Board of Trustees.
- b) Eligibility
- i. Full-time employees ~~and part-time employees whose full-time equivalency is at least 0.75~~ are eligible to receive health insurance benefits following one complete calendar month of employment. Part-time employees whose full-time equivalency is at least 0.5 are eligible to participate in the health insurance benefit at 50% of the total cost, ~~and who were participating in the health insurance benefits as of 12/31/11 are eligible to continue.~~
 - ii. A full-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a \$1,200 per year payment, prorated on a monthly basis. ~~The per year payment is subject to change from year-to-year as decided by the Sheboygan Common Council. The change in the amount that is paid out to Mead Public Library employees would be subject to Library Board Approval. A regular part-time employee who chooses to drop or waive participation in the City health insurance plan shall receive a payment of \$600 per year, prorated on a monthly basis.~~
 - iii. Full-time and part-time employees are eligible to receive dental insurance benefits following one complete calendar month of employment.
 - iv. Full-time and part-time employees may opt to participate in all other health related programs/plans/benefits the City of Sheboygan has to offer ~~Insurance programs~~ at their own expense through payroll deduction, if they meet the eligibility requirements established by the providers:
 - ~~Vision Insurance~~
 - ~~Short Term Disability~~
 - ~~Long Term Disability~~
- c) Employees shall pay through payroll deduction a percentage of the premiums for health and dental insurance as determined by the City of Sheboygan Common Council, and

approved by the Mead Public Library Board of Trustees.

- d) Health and dental insurance plan coverage continues as long as the eligible employee continues in the employment of the Library ~~(except as noted below for employer approved unpaid leaves).~~ Note this is in the city employee handbook and is under Cobra Act.

The Library's obligation to provide insurance benefits to eligible employees ceases when the employee is laid off, is discharged, or quits, or retirees except that health and dental insurance benefits shall continue pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

Coverage for eligible employees who initiate an employer-approved unpaid leave of absence (other than FMLA) for a period projected to be in excess of 30 consecutive calendar days may be interrupted for the period of the leave. Employees should confirm their eligibility for resumption of coverage prior to requesting and taking such leave. Employees on a leave of absence may be eligible for COBRA coverage during the leave of absence.

- e) ~~In addition to COBRA participation, surviving spouses of employees with 15 or more years of continuous service may participate, at their own expense, in the Library's health and dental plan if the following conditions are met:~~
- ~~a. Marriage to the employee was for at least five years.~~
 - ~~b. Such surviving spouse remains unmarried.~~
 - ~~c. Such surviving spouse is not eligible for other group insurance or any government sponsored insurance.~~
- f) ~~Retirees hired prior to December 31, 2011 may, at their own expense, participate in the Library's health and dental plan until eligible for Medicare. Retirees hired on or after January 1, 2012 may, at their own expense, participate in the Library's health and dental plan pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.~~



Employee Feedback Survey			Library
59 Employees Surveyed / 28 Employees Responded			
2018 SCORECARD			Average Score
Overall Employment / Citizen Satisfaction Ratings (*Number of surveys completed)			4 - Strongly Agree
	2018(*28)	2017(*16)	3 - Agree
How satisfied are you with the city as your employer?	7.5	6.2	2 - Disagree
How do you feel citizens would rate their satisfaction?	7.5	6.8	1 - Strongly Disagree
Category 1: Leadership			
1 1a City's mission			2.8
2 1b City's vision			2.7
3 1c Department's mission/vision			3.3
4 1d Senior leaders use values to guide department			3.0
5 1e Senior department leader creates enviromnet that lets me do my job			3.2
6 1f My department leader shares organizational informaion			3.1
7 1g My department leader asks what I think			3.2
8 1h My department leader values my suggestions			3.0
Category 2: Strategic Planning			
9 2a In planning for the future, my department leader asks for my ideas			2.9
10 2b The City encourages new ideas (Innovation)			3.0
11 2c I know the parts of the city's plans that will affect me and my work			2.7
12 2d I know how to tell if my department is making progress on those plans			2.8
13 2e My department is flexible / can make changes quickly			3.1
3.7			
14 3a I regularly ask my customers what they need and want			3.2
15 3b I ask if my customers are satisfied/dissatisfied with my work			2.7
16 3c I am allowed to make decisions to solve problems for my customers			3.3
17 3d I look for ways to continuously improve my customer service			3.4
18 3e I make suggestions to my department leader(s) to improve customer serv			3.1
19 3f If I make suggestions, I feel my department leader gives them consideration			2.9
Category 4: Measurement, Analysis, and Knowledge Management			
20 4a I know how to measure the qualify of my work			3.2
21 4b I can use this information to make changes to improve my work			3.2
22 4c I know how the measures I use fit in to the City's overall measures of improvement			2.6
23 4d I get all the Improtant information I need to do my work			3.0
24 4e I know how the City as a whole is doing			2.6
25 4f I have the technical tools and resources I need to do my job well			3.3
3.5			
26 5a The people I work with cooperate and work as a team			3.2
27 5b My department leader(s) encourage development of job skills to advance my career			3.1
28 5c I am recognized for my work			2.8
29 5d I have a save workplace			3.2
30 5e My department leader(s) and the City care about me			2.8
31 5f I am committed to the City's success			3.4
Category 6: Operations Focus			
32 6a I get everything I need to do my job			3.1
33 6b We have good processes for doing our work			3.1
34 6c I have control over my work process			3.0
35 6d My department encourages staff to constantly refine and improve processes			3.2
36 6e We are prepared to handle an emergency			2.9
Category 7: Results			
37 7a My work products meet all requirements			3.2
38 7b My customers are satisfied with my work			3.3
39 7c I know how well the City is doing financially			2.4
40 7d The City has the right people and skills to do its work			2.8
41 7e The City removes thinkgs that get in the way of progress			2.6
42 7f The City obeys laws and regulations			3.0
43 7g The City practices high standards and ethics			3.0
44 7h The City helps me help my community			3.0
45 7i The City is a good place to work			3.2

Library Director Evaluation Survey

On a scale of 1 to 4 (**1-Improvement needed; 2 –Fine; 3 – Very Good; 4 – Outstanding**), please rank Garrett Erickson’s performance in the last year. If you feel unable to provide a ranking based on insufficient knowledge, please respond with NA.

Ranking:

- 1. Works with the Board and the management team to develop strategies for achieving strategic goals and financial sustainability. _____
- 2. Recruits and retains competent staff. _____
- 3. Demonstrates quality of analysis and judgment related to opportunities and the need for changes. _____
- 4. Uses knowledge of major developments and trends in the library field and in the local community. _____
- 5. Establishes ambitious but realistic goals for excellence and impact; maintains and adapts programs with initiative and impact. _____
- 6. Serves as an effective spokesperson for Mead Public Library. _____
- 7. Leads Mead Public Library in maintaining a climate of excellence, accountability and respect. _____
- 8. Develops a realistic budget and monitors it throughout the year. _____
- 9. Establishes positive relationships with stakeholders, including the Monarch Library System. _____
- 10. With the Board Chair, appropriately involves the Library Board in decisions. _____
- 11. Sees that Board is fully informed in a timely way about Mead Public Library’s condition and important factors which impact it. _____
- 12. Please comment on **any area** where you believe Garrett Erickson has done exceptional work **and/or** where you would like to see him devote more time.

Evaluation

On a scale of 1 to 4 (1-Improvement needed; 2 –Fine; 3 – Very Good; 4 – Outstanding), please rank Garrett Erickson's performance in the last year. If you feel unable to provide a ranking based on insufficient knowledge, please respond with NA.

* Required

1. Works with the Board and the management team to develop strategies for achieving strategic goals and financial sustainability. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

2. Recruits and retains competent staff. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

3. Demonstrates quality of analysis and judgment related to opportunities and the need for changes. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

4. Uses knowledge of major developments and trends in the library field and in the local community. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

5. Establishes ambitious but realistic goals for excellence and impact; maintains and adapts programs with initiative and impact. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

6. Serves as an effective spokesperson for Mead Public Library. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N?A
- Other: _____

7. Leads Mead Public Library in maintaining a climate of excellence,accountability and respect. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

8. Develops a realistic budget and monitors it throughout the year. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

9. Establishes positive relationships with stakeholders, including the Monarch Library System. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

10. With the Board Chair, appropriately involves the Library Board in decisions. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

11. Sees that Board is fully informed in a timely way about Mead Public Library's condition and important factors which impact it. *

Mark only one oval.

- 1-Improvement Needed
- 2-Fine
- 3-Very Good
- 4-Outstanding
- N/A
- Other: _____

12. Please comment on any area where you believe Garrett Erickson has done exceptional work and/or where you would like to see him devote more time. *
