

**\*\*\*ATTACHMENTS\*\*\***

**Minutes**  
**Mead Public Library**  
**Human Resources Committee**  
**September 3, 2015**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, September 3 in the Board Room. Members present were: Henry Nelson, presiding; Kathie Norman, and Maeve Quinn. Unable: Nancy Mannchen. Also present: Dolcye Johnson. Present staff members: Garrett Erickson, Debbie DeAmico, and Pat Mueller.

**1. Opening of Meeting**

**1.1 Call to Order and Determination of Quorum**

Nelson called the meeting to order at 9:09 a.m.; he determined there was a quorum present.

**1.2 Approval of Minutes**

Quinn moved; Norman seconded to approve the minutes of May 14, 2015. The motion passed.

**2. Items for Discussion and Possible Action**

**2.1 Update Compensation – Entrance Pay Rates policy**

Erickson recommended the specific wording of a possible five percent increase during the hiring process being eliminated. The policy maintains the director's discretion to set a new employee's rate of pay, provided that any pay raise fits within the board approved personnel budget.

Quinn moved to recommend to the Board of Trustees that the changes be accepted as presented. Norman seconded the motion. The motion passed.

**2.2 Update Compensation – Merit Increase Plan policy**

Number V. Erickson recommended deleting reference to anniversary dates for possible merit increases in pay. Board of Trustees previously voted to accomplish all staff evaluations at the beginning of the year.

Erickson was tasked with clarifying in the policy that pay increases are given after all staff evaluations are turned into the Human Resources Department at City Hall. The policy update should also include that any pay raises are retroactive with back pay to January 1.

Norman moved, with the impending additions to present at the September Board meeting, to accept the draft policy; Quinn seconded the motion. The motion passed.

**2.3 Update Progressive Employee Discipline, Discharge and Grievance Process policy**

Erickson noted two minor changes to the policy 1. c. Change five-day unpaid to simply unpaid suspension. Three a. delete title deputy director substituting Administration.

Quinn **moved** and Norman **seconded** a motion to recommend to the Board of Trustees that this policy update be approved. The motion **carried**.

**2.4 Update Special Compensation Provisions policy**

Erickson recommended in 2. Deleting occupying classified positions because that terminology no longer applies at MPL. 3. As it relates to mileage reimbursement to staff delete the word current and adding: The rates shall be updated on the first working day of each year.

**2.5 Move staff Expense Reimbursement from MPL Employee Handbook to MPL Policy Statements manual**

Norman **moved** to recommend to the Board of Trustees to remove this policy from the Employee Handbook, and switch it to MPL's Policy Statements. Quinn **seconded** the motion. The motion **passed**.

**2.6 Update on 2016 City health care plan**

Erickson reviewed correspondence from Sandy Rohrick, City Human Resources director regarding the City health care insurance. He noted that the biggest change is only the High Deductible Health Plan will be available during 2016. The same as during 2015 funding of \$750 for single and \$1,500 for family plan will be deposited into employees' health savings accounts.

**2.7 Update Paid Vacation policy**

HR Committee members reviewed the City's Paid Time Off (PTO) policy, the current MPL Paid Vacation policy, and the draft of recommended changes to MPL's Vacation policy.

**Erickson gave an overview:**

- Vacation must be used in either 4 or 8 hour increments.
- Vacation is earned during 2015 for use during 2016; policy needs clarification for new employees including prorated table of hours earned.
- MPL employees, with supervisor and director's approval, would be allowed to carry over a maximum of 40 hours to the following year.
- For new hires the director is allowed to make special allowances to grant additional vacation. Vacation policy needs addition of a new employee forfeits vacation payout if quits before the end of the year.
- Recommend to the Board of Trustees that earned vacation benefit should be paid out when an employee quits or retires.

**Draft Vacation Policy for Board of Trustees consideration:**

Recommend changing the title of this policy from Paid Vacation to Vacation.

- B. Clarify how many hours a new employee accrues for vacation for the next year based on prorating by hire date.  
Quinn **moved** to recommend to the Board of Trustees approval. Norman **seconded** the motion. The motion **passed.**
- F. Add the following to the Vacation policy: 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 15<sup>th</sup>. Payment in lieu of vacation is not permissible.  
Norman **moved** to recommend to the Board approval. Norman **seconded** the motion. The motion **passed.**
- K. Add to policy to mirror City policy: 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.  
Norman **moved** to recommend to the Board approval. Quinn **seconded** the motion. The motion **passed.**
- L. Add to Vacation policy:
- 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 of all unused, accrued vacation.
- Employee's With Less Than One year – If a new employee was offered vacation upon hire rather than earning vacation by working, and that employee ceases to be employed (for any reason other than death) for greater than one year, any unused or unapproved vacation will not be paid out upon employment termination.  
Quinn **moved** to recommend to the Board of Trustees approval of this addition to the Vacation policy. Norman **seconded.** The motion **passed.**

## **2.8 Update Information Technology (IT) Specialist job description**

The current IT job description and proposed job description dated August 2015 were reviewed. Erickson explained the main difference is the added responsibility to develop and enhance internet presence including website and social media.

Norman **moved** to recommend to the Board the updated IT Specialist job description as presented. Quinn **seconded** the motion. Motion **passed.**

After discussing Quinn recommended changing under Knowledge and Abilities the second to last point from various software packages to various technologies.

Norman **moved** to accept the amended IT Specialist job description. Quinn **seconded** the motion. The motion **passed.**

## **3. Upcoming Meetings**

- 3.1 Future HR Committee agenda item will include changes to the Staff Handbook.
- 3.2 The next HR Committee meeting will be scheduled as needed.

## **4. Adjourn**

Quinn **moved**; Nelson **seconded** to adjourn the meeting. The motion **passed.** Nelson concluded the meeting at 10:47 a.m.

**Language from updated City Handbook  
(Rev. 1/1/16) pp. 17**

**SECTION III: HOLIDAYS, AND LEAVE OF ABSENCE**

**21. Holidays**

The City recognizes the following paid holidays for its employees:

New Year's Day	Thanksgiving Day
Good Friday (Friday before Easter)	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Years 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.

**Title: Library Holidays**  
**Chapter: Personnel**  
**Approved By: Library Board of Trustees**

**Document Type: Policy**  
**Document Number: 15.28**  
**Original Effective Date:**  
**Date of Last Revision: 12/18/2014**

## **Library Holidays**

- 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
- 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) **When any holiday falls on Sunday, the following Monday will usually be observed as the holiday.** However the Library Board retains the right to schedule holiday observance at a time which best suits public service considerations.
- h) **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.

- i) Employees forfeit holiday pay if they incur unexcused absences on their regular workday either preceding or following such holiday.