

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

**Minutes**  
**Mead Public Library**  
**Human Resources Committee**  
**May 14, 2015**

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Thursday, May 14 in the Board Room. Members present were: Henry Nelson, presiding; Nancy Mannchen, Kathie Norman, Maeve Quinn, and Martha Wortche. 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 3:33 p.m.; he determined there was a quorum present.

**1.2 Approval of Minutes**

Mannchen **moved**; Norman **seconded** to approve the minutes of April 14, 2015. The motion **passed**.

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

**2.1 Update library staff expense reimbursement policy**

This policy change was held over from the Board of Trustees April meeting for review to incorporate a change as suggested by Dirk Zylman. The following was added: 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.

Norman **moved** to recommend to the Board of Trustees accepting the changes to the Expense Reimbursement policy as presented. Mannchen **seconded** the motion. The motion **passed**.

**2.2 Update overtime work and compensation policy**

Erickson reviewed the new proposed format for MPL Policy Statements document. The change to the policy includes deleting the list of exempt position titles. It was recommended that the clarification of **Non-exempt staff** overtime is paid after 40 hours worked in a regular work week at 1.5 times the hourly rate of pay.

Norman **moved** to recommend to the Board of Trustees approval of the Overtime Work and Compensation policy as amended by the Human Resources Committee. Quinn **seconded** the motion. The motion **passed**.

### **2.3 Aligning library salary scale with City salary scale**

Erickson reviewed three documents of library/City pay scales. He said sixteen MPL employees do not meet the City's minimum pay which would represent approximately \$72,000 annually to the library's budget. DeAmico was charged with working on financial possibilities for the 2016 budget. This topic is also being referred to the MPL Finance Committee.

By consensus, Erickson was asked to evaluate and develop a plan to align the library pay scales with the City of Sheboygan pay scales contingent on 2016 budget allowances and beyond.

### **2.4 Severance pay obligations**

Erickson reviewed current policies and documents including:

- Sick leave account policy
- Retiree health insurance credit policy
- Severance pay – retirement or death policy
- Severance pay – voluntary termination or layoff/reduction in work force policy

By consensus, the group agreed that the employees qualified for the Good Attendance program should be paid out in full at the end of 2015, contingent on year end money being available.

In regards to making a decision on accumulated sick leave payout, Erickson was charged with surveying the staff eligible for the payout as to their feelings on certain options available to the library board.

### **2.5 Continuing education for MPL staff**

Erickson asked for permission to enroll in LTC courses to obtain a "Six Sigma" certificate. By consensus opinion, the HR Committee approved Erickson's attendance.

## **3. Upcoming Meetings**

### **3.1 Future MPL Human Resources agenda Items**

- Aligning library salary scale with City salary scale
- Severance pay obligations

### **3.2 Next meeting date, time, location**

To be determined

## **4. Adjourn**

4.1 Quinn moved; Mannchen seconded to adjourn the meeting. Nelson concluded the meeting at 5:22 p.m.

Title: Compensation - <b>Entrance Pay Rates</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.20</b> Original Effective Date: Date of Last Revision:
---	---

## **Compensation - Entrance Pay Rates**

Starting Rate on Initial Employment: Original appointment to any position shall normally be made at the minimum rate for that position. At the Director's discretion, initial compensation may be set at a rate higher than the minimum rate for the position.

Starting Rate on Return to Duty: When an employee returns to duty in the same position after a separation from Library employment not due to discreditable circumstances, such employee may, at the Director's discretion, receive the rate of pay corresponding to the rate received at the time of separation and shall subsequently serve there at for such period normally required for merit increase eligibility.

Rate of Pay on Promotion: When an employee is promoted to a position with a higher pay range, ~~the entrance rate shall be the minimum salary of the new position or a five per cent increase over the employee's previous salary, whichever is greater~~ the director shall have the discretion to set the employee's rate of pay, provided that any pay raise fits within the board approved personnel budget.

Title: <b>Compensation - Merit Increase Plan</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.22</b> Original Effective Date: Date of Last Revision:
--	---

## **Compensation - Merit Increase Plan**

- I. The Board shall adopt and the Director (or designee) shall administer a merit increase plan integrated with the system of periodic performance appraisal.
- II. The Merit Increase Plan shall apply to full-time and part-time employees.
- III. Merit pay, when applicable, shall be awarded in increments paralleling those applicable to comparable City employees.
- IV. If a merit increase would place an employee's hourly rate above the maximum hourly rate in the salary range for the position held, such employee will receive a merit bonus, which shall remain in effect for one year following its effective date.
- V. Merit increases or bonuses are effective during the first full pay period following the anniversary date of hire except that an increase to the Director's salary is effective with the first pay period in January of the year in which the increase is granted submission of all library staff evaluation paperwork to the City Human Resources Department. The one exception is any increase to the Director's salary becomes effective when determined by the library board.
- VI. Following approval by the Director of the appropriate merit adjustment, the employee shall be notified of such approval in writing. Within 15 days of this notification, the employee may request that the Library Director and the employee's supervisor review the performance rating and resultant merit adjustment. Within 15 days of that review the employee may file an appeal via the Library Director to the Human Resources Committee by completing a Notice of Evaluation Appeal form (available online and in the Administrative Services office).

The Director will promptly submit the Notice of Evaluation Appeal form to the Human Resources Committee Chair, who will promptly schedule a Committee meeting at a time and date when the employee, the employee's supervisor, and the Director are able to attend for the purpose of the Committee's hearing the employee's appeal. After the hearing, the Committee will either confirm the recommended merit adjustment or approve a revised merit adjustment for the employee based upon the additional objective facts regarding the performance rating reviewed at the hearing. The decision will be confirmed in writing to the employee and this decision shall be final.

<p>Title: <b>Progressive Employee Discipline, Discharge and Grievance Process</b>  Chapter: <b>Personnel</b>  Approved By: <b>Library Board of Trustees</b></p>	<p>Document Type: <b>Policy</b>  Document Number: <b>15.24</b>  Original Effective Date:  Date of Last Revision:</p>
---	--

## **Progressive Employee Discipline, Discharge and Grievance Process**

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. **Five day u** 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. **The Deputy Director 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.

Title: <b>Special Compensation Provisions</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.18</b> Original Effective Date: Date of Last Revision:
---	---

### **Special Compensation Provisions**

1. Computation of Part-time Employee Salaries: Part-time employees are paid for the number of hours worked times the applicable hourly rate.
  
2. Compensation of Temporary Employees: Temporary employees ~~occupying classified positions~~ shall be employed initially at the equivalent to the entrance salary rate in the range for the position in which employed.
  
3. Allowances for the Use of Privately-Owned Automobiles on Library Business: The Library pays employees authorized by the Director (or designee) the ~~current~~ 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.**
  
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.

**3.7 EXPENSE REIMBURSEMENT** – You can 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 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 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.



**2016 Medical Insurance  
Recommendations to City Council  
Monday, August 17, 2015**



TO: City of Sheboygan Non-represented Benefits Eligible Employees  
FROM: Sandy Rohrick, Human Resources Director

**DATE: August 14, 2015**

During the 2015 open enrollment period, non-represented employees, along with members of the police and fire departments, had a choice in medical insurance plan designs. Option 1 was a \$750/\$1500 First-Dollar-Deductible Plan, and Option 2 was a High Deductible Health Plan. Earlier this year, the costs relating to these plan options were the foundation for generating the 2016 budget currently being reviewed by the City Council. However, now that more time has elapsed in the year, there is enough experience to recognize that the costs for each option are drastically different. Option 1 currently indicates the need to increase premiums by approximately 25%, while Option 2, the High Deductible Health Plan, is much more favorable and does not reflect a need to increase premiums. Since the cost increases in Option 1 are too great, **a recommendation was made by the Salaries & Grievance Committee to discontinue Option 1 for 2016.** At the same time, the committee has approved the same funding amounts for the High Deductible Health Plan, both in terms of the premium rates and employee contribution amounts, as well as funding of employee’s Health Savings Accounts (HSA).

**A resolution was approved by the Salaries & Grievances committee and will be introduced to the City Council on Monday, August 17, 2015, recommending the following Medical Plan Design for 2016:**

**[\\$1,500 Single / \\$3,000 Family Qualified High Deductible Health Plan \(HDHP\)](#)**

In 2016, this consumer-driven plan, supported through a Health Savings Account (HSA), will be the only insurance option available to employees. Under this plan, all preventive visits continue to be covered at 100% without being subject to the deductible, and some preventive medicine moves directly to a copay arrangement. However, all other coverage is subject to the deductible. And if family coverage is elected, the family deductible must be met, by one or more members of the family, before co-pays apply. Once the deductible is met, office visit copays after the deductible will or may apply.

The Committee also approved renewing the City’s contribution to employee’s HSA accounts for 2016 equal to 50% of the deductible amount in each plan (for those on the plan effective January 1, 2016). Once funded, the money belongs to the employee and may be used to help pay for qualified medical expenses in the current or future years (this is **not** a “use-it-or-lose-it” account). In accordance with IRS regulations, certain participants of the HDHP are not eligible to have a HSA account, including those on Medicare and/or TRICARE, for example.

The City also continues to recognize the importance of promoting a Wellness Program. While the Human Resource Department is working on enhancements to the program, the encouragement of individual Health Risk Assessments (HRA) continues to benefit employees on the plan by achieving a greater awareness of individual health concerns. ***While the Health Risk Assessment is not a requirement to participate in the City of Sheboygan’s Medical Benefit Plan, those that do participate will receive a reduced monthly premium cost.***

2016 Employee Monthly Premium Costs	Single	Family
<b>HDHP: \$1500/\$3000 HSA Plan</b>	<b>\$109.60 (w/out HRA)</b>	<b>\$257.48 (w/out HRA)</b>
<b>HDHP: \$1500/\$3000 HSA Plan</b>	<b>\$ 54.80 (w/HRA)</b>	<b>\$128.74 (w/HRA)</b>
<b>2016 HSA Contribution</b>	<b>Single: \$750</b>	<b>Family: \$1,500</b>

**Spousal Surcharge and Opt-Out Bonus:** At this time, the recommendation is to continue the spousal surcharge at \$100 per month and the Opt-Out Bonus at \$1,200 per year.

**Interra Health Clinic (“County Clinic”):** The Clinic will continue to be available for employees and family members covered through the City’s insurance, providing access to either a nurse practitioner or chiropractor at **no fee for preventive visits.** Visits made for treatment of an existing condition will be charged a \$25 Access Fee.

Title: <b>Paid-Vacation</b> Chapter: <b>Personnel</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>15.30</b> Original Effective Date: Date of Last Revision: <b>9/3/15</b>
---	---

### **Paid-Vacation**

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 1<sup>st</sup> (of the following year):

<u>Hired the previous</u>	<u>Eligible on the following January 1<sup>st</sup></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. ~~Such vacations shall be taken as mutually agreed by the Library and employee, but no later than the following year. The Director may make exceptions in unusual cases.~~ 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.

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. Use of vacation is allowable in increments of not less than one (1) hour. 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 only for the unused portion of the vacation they became eligible for on January 1<sup>st</sup> of the year of resignation.  
Or  
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 the unused portion of vacation the employee became eligible for on January 1st in the year of the employees death.  
Or
- Death – In the event of death of a current employee, survivors shall receive payment for 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 an 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.

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

	<b>Title:</b> PTO (Paid Time Off) Policy		<b>Policy Number:</b> HR 105	
	<b>Author:</b> Sandy Rohrick		<b>Created:</b> 12/08/2014	<b>Revision:</b> B
	<b>Scope:</b> Non-Rep City Employees	<b>Revision Date:</b> 12/8/14 11:27 AM		<b>Page</b> 1 of 4

### 1.0 Purpose

The purpose of this procedure is to describe the conditions under which an employee will be granted paid time off (PTO) for discretionary, vacation and sick day bank and conditions under which PTO time/pay may be forfeited.

### 2.0 Scope

This policy applies to all non-represented City of Sheboygan employees.

### 3.0 Procedure

The amount of paid time off an employee is eligible for is based on length of continuous service as of January 1 of each year and is granted as of January 1 of each year. Newly hired employees or those switching from part-time to full-time will be eligible for a prorated amount of PTO. Vacation PTO is earned in one year and available to be used the next year, which makes this benefit vested. Discretionary PTO is not a vested benefit. When calculating eligibility for Discretionary PTO, an employee's length of service and hours worked in the previous year are used to calculate the eligibility as of January 1. Depending on an employee's start-date during the year, permanent, full-time employees may be eligible for a prorated amount of Discretionary PTO after they have completed 3 calendar months of employment. For employees with greater than one year of employment, PTO is available starting on the first available workday of the calendar year. The PTO Schedule on January 1 is as follows:


	Total PTO	Vacation	Holiday	Discretionary
< 1 Year	Prorated	See Schedule	80 hours	See Schedule
Years 1 – 4	240 hours	80 hours	80 hours	80 hours
Years 5 – 12	280 hours	120 hours	80 hours	80 hours
Years 13 – 20	320 hours	160 hours	80 hours	80 hours
Years 21 +	360 hours	200 hours	80 hours	80 hours

When an employment anniversary "milestone" falls during the year (an employee's 5<sup>th</sup>, 13<sup>th</sup>, and 21<sup>st</sup> year of employment), the employee is credited for the anniversary on January 1 prior to the anniversary actually occurring (with the exception of new employees or returning employees with less than one year of service on January 1).

#### 3.1 Four Different Types of PTO:

- a) Holiday Full-time employees with a traditional weekly schedule (5 – 8 hour days) must use holiday pay in 8-hour (or the amount of time the part-time employee normally works) increments on the City designated holiday. This benefit is available to all full-time employees starting on the first day of employment. Non-represented employees with non-traditional schedules and part-time employees should see their supervisor regarding the application of this PTO relating to their schedule.
- b) Vacation Vacation is a vested benefit, prorated for new employees and those transferring from part-time to full-time status. (An employee transitioning from part-time in one calendar year to fulltime the next calendar year will have their vacation pro-rated using the actual hours worked (not including vacation, holiday or sick day pay) the previous year divided by 2080, the average hours worked by a full-time employee). Employees are eligible to use their vacation beginning on the first calendar day of the year. Those with less than one year of employment may be eligible for a prorated amount of vacation (see schedule below).

Full-time employees who absence from work is due to sick leave, paid or unpaid, will receive a prorated amount of vacation PTO the next year based on their productive hours worked.

	<b>Title:</b> PTO (Paid Time Off) Policy		<b>Policy Number:</b> HR 105	
	<b>Author:</b> Sandy Rohrick		<b>Created:</b> 12/08/2014	<b>Revision:</b> B
	<b>Scope:</b> Non-Rep City Employees	<b>Revision Date:</b> 12/8/14 11:27 AM		<b>Page</b> 2 of 4

Vacation must be used in either 4 or 8 hour increments. 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.

New full-time employees are eligible for the following pro-rated vacation time as of January 1:

<u>Hired the previous</u>	<u>Eligible on the following January 1</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) Discretionary

1. Full-time employees with greater than one year of full-time service as of January 1 are eligible for 80 hours of Discretionary PTO. Part-time employees will be eligible for a prorated amount of Discretionary time as of January 1, whether they continue their part-time position or transition to full-time. Those who transition to full-time will receive the greater amount of either their pro-rated discretionary time or the prorated schedule below. New full-time employees may be eligible for a prorated amount of Discretionary PTO during their first year of employment upon completion of 90 days of continuous employment (see schedule below).


<u>Hired</u>	<u>Eligible after 3 months</u>	<u>Eligible the following January 1</u>
January 1 – March 31:	32 Discretionary Hours	40 Discretionary Hours
April 1 – June 30:	16 Discretionary Hours	40 Discretionary Hours
July 1 – Sep 30:	8 Discretionary Hours	40 Discretionary Hours
Oct 1 – Dec 31:	See note below	0 Discretionary Hours

*40 Discretionary Hours eligible after 3 months of employment (issued on day 91 of employment, not on January 1 following date of hire)*

2. Discretionary PTO is not a vested benefit. Regardless of an employee's tenure with the City, those who leave mid-year will not be paid out their unused discretionary PTO.

- 2.1 Discretionary PTO ("DPTO") issued January 1, but it is not vested upon time-of-issue. It is vested upon completion of active, productive hours. (If an employee is issued 80 hours of DPTO on January 1, and that employee terminates employment on January 2, that employee would not receive the 80 hours of DPTO.) DPTO becomes vested as the employee actively works throughout the year. Each completed month of active employment an employee earns 1/10<sup>th</sup> of their discretionary PTO schedule, to a maximum of 80 hours or their eligible amount. (Active employment means the employee has either actively completed productive hours during the month or whose absence is covered through paid time off, other than sick leave.) For full-time, active employees with at least one year of completed service as of January 1 would earn 8 hours of DPTO for working the entire month of January. If that employee continues to work through the month of October, that employee would have earned all 80 hours.

- 2.2 Example 1: An employee is issued 80 hours of DPTO on January 1, but subsequently quits employment January 20. That employee would not be eligible for discretionary PTO. If that employee had taken DPTO between January 1–January 20, the amount taken would be removed from the employee's final pay check.

	<b>Title:</b> PTO (Paid Time Off) Policy		<b>Policy Number:</b> HR 105	
	<b>Author:</b> Sandy Rohrick		<b>Created:</b> 12/08/2014 <b>Revision:</b> B	
	<b>Scope:</b> Non-Rep City Employees		<b>Revision Date:</b> 12/8/14 11:27 AM	
			<b>Page</b> 3 of 4	

Example 2: If the employee from example 1 terminates July 1, the employee would have completed 6 full months of active employment and would be eligible for 6/10 of their 80 hours of PTO or 48 hours. If that employee only used 40 hours, the additional 8 hours is forfeited. If that employee used 80 hours, 32 hours would need to be held from that employee's final pay check. If an employee was out sick the month of February, but returns March 1<sup>st</sup> and continues to work through the remainder of the calendar year, he/she would have earned all 80 hours of discretionary time by the end of November.

3. Discretionary PTO may be used in hourly or daily increments (whole hours only).

d) Sick Bank

Prior to 2012, some employees earned sick time to use in the future. This benefit was replaced with Discretionary PTO in 2012. However, employees with a remaining benefit were given a "Sick Day Bank" account and the hours earned in previous years were converted to a dollar amount, which the employee may use as follows:

1. Employee with qualified "Disability" (doctor certified)


- a. If employee elected STD (Short Term Disability), Vacation or Discretionary PTO use is not required. Employee must use Sick Bank immediately and throughout the continued time off on disability. Sick Bank must be exhausted prior to STD insurance payments beginning.\*
- b. If an employee did not elect STD, all DISC PTO and all but 80 hours VAC PTO must be used before taking Sick Bank. If the employee's disability also qualifies for FMLA, since the first 2 weeks are considered Wisconsin FML, the employee has the right to choose their sick day banked time for the first 2 two weeks. After 2 weeks, Federal FML starts and the City then reverts to the rule listed above in that all DISC PTO and all but 80 hours of VAC PTO should be used before the employee returns to the use of their Sick Bank.

\* When employee has the choice to take Sick Bank or their current year vacation and discretionary PTO, it is recommended that the employee use all available PTO time first, as neither VAC or DISC can be carried into the next calendar year if the employee has a "chance" to use their PTO. Therefore, employees are encouraged to use PTO or risk forfeiting it.

2. Employees who have minor (non-qualified) sicknesses

If an employee calls in for a single day absence (employee has the flu, for example), that employee must use any available vacation or discretionary PTO. Once a person utilized all their PTO Vacation and Discretionary, if there is remaining time in the Sick Bank, the employee may begin to use that time for single day absences for minor sicknesses such as the flu. Absences of 3 days or greater may require a physician's excuse, documenting the reason for the absence and to complete a Return To Work slip.

Time taken towards Sick Bank must be in 4 or 8 hour increments and requires supervisor notification at least 15 minutes or greater in advance or the absence is subject to not be approved. On rare occasion, prescheduled absences in 1 hour increments may be approved for appointments that are scheduled at the start or end of an employee's shift, again requiring supervisor approval.

	<b>Title:</b> PTO (Paid Time Off) Policy		<b>Policy Number:</b> HR 105	
	<b>Author:</b> Sandy Rohrick		<b>Created:</b> 12/08/2014	<b>Revision:</b> B
	<b>Scope:</b> Non-Rep City Employees	<b>Revision Date:</b> 12/8/14 11:27 AM		<b>Page</b> 4 of 4

3. Sick Bank upon retirement

If the employee retires, he/she may use the remaining qualified dollar amount (based on their qualifying calculation) and apply it to their eligible post-employment retirement medical insurance benefit, or the employee may receive a one-time payment equal to 50% of their qualifying calculation. This payment is not eligible for WRS contributions; applicable payroll taxes will apply.

4. Scheduling PTO

When requesting PTO, employees must schedule their absences in advance whenever possible to ensure the City's smooth operation. Vacation time is always expected to be scheduled in advance and must be approved by the employee's supervisor. Approval will depend upon the workload in the affected operational area.

5. Management Discretion

There are times that management may need to recruit candidates with greater experience and/or skills. If necessary, modifications to this PTO schedule may be offered for recruitment purposes. Any deviations to the schedule listed above require approval of the respective Department Head and the Human Resources Manager.

6. Forfeiture of PTO will occur in the following situations

- a) Voluntary Resignation - an employee who resigns in good faith (provides 80 hours/two weeks notice) shall receive payment only for the unused portion of the vacation they became eligible for on January 1st of the year of the resignation.
- b) Retirement – employees are asked to provide a minimum of 2 weeks notice for retirement. During that time, the employee may be asked to train a replacement employee. Accordingly, the employee may need to be actively working during the final two weeks of employment (unused vacation cannot be used to extend the employee's retirement date.) If sufficient retirement notice is provided, the employees shall receive payment for the unused portion of vacation they became eligible for on January 1st. If the retiree took greater than their earned discretionary time, the unearned discretionary time will be taken from their final paycheck.
- c) Death – In the event of death of a current employee, survivors shall receive payment for the unused portion of vacation the employee became eligible for on January 1 in the year of the employee's death.
- d) Termination for Cause – employees who are terminated for cause are not entitled to payment of their unused vacation.
- e) Reduction in Workforce - employees who are terminated due to a reduction of workforce are entitled to payment for the unused portion of the vacation they became eligible for on January 1st in the year in which the reduction in workforce occurred.
- f) Year-End Forfeitures – all vacation and discretionary days are a use-it or lose-it benefit. However, 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 head of each department and the Human Resources Manager must approve the carryover hours no later than December 15<sup>th</sup>. Payment in lieu of vacation is not permissible.
- g) Discretionary PTO not used at time of employment termination is forfeited. In addition, it cannot be used during the two week required notice time.

OFFICE OF THE CITY CLERK  
Sheboygan, Wisconsin  
CITY HALL

I hereby certify that this is a true copy of a document from the Common Council proceedings of the City of Sheboygan.

Susan Richards  
City Clerk

Res. No. 88 - 14 - 15. By Alder person Donohue. November 3, 2014.

A RESOLUTION approving certain Human Resource Department procedures.

RESOLVED: That the Common Council hereby approves Procedures HR101-2014 and HR105, copies of which are attached hereto.

*Sal & Steve  
approved*

Mylynn Novak

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the 19<sup>th</sup> day of January, 2015.

Dated January 21 2015. Susan Richards, City Clerk

Approved January 21 2015. Michael Donohue, Mayor

Proceedings Published January 26, 2015.  
Resolutions Published January 26, 2015.  
Certified January 22, 2015 to Atty.; HR Dir.

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

### **Paid Vacation**

- A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for vacation.
- B. 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
- C. The library director may authorize vacation up to 200 hours in any calendar year.
- D. Vacation is prorated for part-time employees at a rate based on their full-time equivalency.
- E. 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. Such vacations shall be taken as mutually agreed by the Library and employee, but no later than the following year. The Director may make exceptions in unusual cases.
- F. 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.
- G. Payment in lieu of vacation shall not be made except at termination of employment.
- H. 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.
- I. 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.

⚡ Use of vacation is allowable in increments of not less than one (1) hour.

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

# Mead Public Library

## Position Description

May 2014

### POSITION INFORMATION

Title: Information Technology Specialist

Reports to: Support Services Manager

Pay Grade: 10

FLSA Status: Exempt

### PURPOSE OF POSITION

- The primary purpose of this position is to act as the administrator of each library technology platform, and serve as the Library's technical advisor and liaison with industry, community groups and other governmental agencies

### ESSENTIAL JOB DUTIES

- Provides for planning, development, introduction, implementation and evaluation of information technology that supports library operations and service delivery
- Serves as the local administrator of MPL's Integrated Library System (ILS) and liaison to Eastern Shores Library System and other libraries
- Installs, configures, maintains, and troubleshoots library networking equipment, I.T. hardware and software, telephone systems and digital resources
- Keeps abreast of technology changes and keeps Library management team apprised of how new technology will impact the delivery of Library services to the public
- Develops and documents Library's technology security and oversees its maintenance and future development
- Maintains effective, ongoing relationships with information technology vendors
- Provides staff training in the use of information technology, equipment, and software
- Maintains thorough documentation of technology systems
- Partners with other staff in maintaining the Library's Internet presence
- Participates with the Library Management Team in the development of Library policies, plans and goals
- Develops and manages budget for areas of responsibility
- Attends conferences, workshops and webinars to keep abreast of technology changes, and impact of Library operations
- Performs duties independently with minimum supervision
- Offers ideas for improving operational effectiveness or efficiency to management team

- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
- Performs other related work as assigned by the Director or Manager

### **KNOWLEDGE AND ABILITIES**

- Knowledge of modern library philosophies, services and procedures
- Thorough knowledge of the role of information technology, computers, and related software/equipment in the provision of public library service
- Knowledge of data processing and communications concepts and services
- Knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software
- Ability to employ appropriate techniques to solve technology related problems and meet service needs, including systems analysis and programming when appropriate
- Demonstrated ability to understand and adapt to rapid changes in information technology and anticipate change impact on library profession and local operations
- Demonstrated ability to interact verbally and in writing at a professional level
- Demonstrated ability to plan, coordinate and expedite work projects
- Demonstrated capability to instruct staff in both group and individual settings in the use of standard computer application software, particularly word processing, spreadsheet, and desktop publishing applications
- Substantial knowledge and demonstrated ease of use of standard office software applications and hardware

### **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing, use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

### **MENTAL REQUIREMENTS**

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information

- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

**ENVIRONMENTAL WORKING CONDITIONS**

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations exist

**EQUIPMENT USED**

- Standard general office machines
- Equipment associated with installation and testing of computers and networks
- Materials processing, handling and repair tools
- Personal computers and peripherals
- Library automation equipment

**EDUCATION AND EXPERIENCE**

- Three + years of job related experience
- Bachelor of Science in Computer Technology, Computer Systems Management, Information Technology, or related field and/or appropriate certificates

The supervisor has discussed the job expectations listed on the job description and given a signed copy of the document to the employee.

Employee Signature	Date
Supervisor Signature	Date

# Mead Public Library

## Position Description

August 2015

### POSITION INFORMATION

Title: Information Technology Specialist  
Reports to: Support Services Manager  
Pay Grade: 10  
FLSA Status: Exempt

### PURPOSE OF POSITION

The primary purpose(s) of this position are to act as the administrator of each library technology platform; serve as the Library's technical advisor and liaison; and to develop and enhance the Library's Internet presence.

### ESSENTIAL JOB DUTIES

- Provides for planning, development, introduction, implementation and evaluation of information technology that supports library operations and service delivery
- Serves as the local administrator of Library's catalog software and liaison to regional library system staff and to other libraries
- Develops and maintains the Library's Internet presence
- Partners with other staff in crafting content for the Library's Internet presence
- Installs, configures, maintains, and troubleshoots library networking equipment, I.T. hardware and software, telephone systems and digital resources
- Develops and documents Library's technology security and oversees its maintenance and future development
- Purchases Library equipment
- Provides staff training in the use of information technology, equipment, and software
- Maintains thorough documentation of technology systems
- Keeps abreast of technology changes and keeps Library management team apprised of how new technology will impact the delivery of Library services to the public
- Maintains effective, ongoing relationships with information technology vendors
- Participates with the management team in the development of Library policies, plans and goals
- Develops and manages budget for areas of responsibility

- Attends conferences, workshops and webinars to keep abreast of technology changes, and impact of Library operations
- Performs duties independently with minimum supervision
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with the City's emergency plan
- Performs other related work as assigned by the Director or Manager

## **KNOWLEDGE AND ABILITIES**

- Knowledge of, or capacity to learn, modern library philosophies, services and procedures
- Thorough knowledge of the role of information technology, computers, and related software/equipment in the provision of public library service
- Knowledge of advanced concepts and basic operating principles of data communications and information systems hardware and software
- Ability to develop & support Library website using systems such as Drupal & CSS
- Knowledge of responsive & mobile web designs
- Knowledge of latest social media trends
- Ability to employ appropriate techniques to solve technology related problems and meet service needs, including systems analysis and programming when appropriate
- Demonstrated ability to understand and adapt to rapid changes in information technology and anticipate change impact on library profession and local operations
- Demonstrated ability to interact verbally and in writing at a professional level
- Demonstrated ability to plan, coordinate and expedite work projects
- Demonstrated capability to teach staff in both group and individual settings in the use of various software packages
- Substantial knowledge and demonstrated ease of use of MS office software applications and related hardware

## **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing, use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Mobility: travel to meetings outside the library

## MENTAL REQUIREMENTS

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems
- Time Management: independently set priorities in order to meet deadlines

## ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations exist

## EQUIPMENT USED

- Standard general office machines
- Equipment associated with installation and testing of computers and networks
- Personal computers and peripherals
- Library automation equipment

## EDUCATION AND EXPERIENCE

- Three + years of job related experience
- Bachelor of Science in Computer Science, Information Technology, Web Development or related field and/or appropriate certificates

The supervisor has discussed the job expectations listed on the job description and given a signed copy of the document to the employee.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date