

*****ATTACHMENTS*****

Minutes
Mead Public Library
Human Resources Committee
April 14, 2015

A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, April 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 3:30 p.m.; he determined there was a quorum present.

1.2 Approval of Minutes

Mannchen **moved**; Norman **seconded** to approve the minutes of March 10, 2015. The motion **passed**.

2. Items for Discussion and Possible Action

2.1 Update library staff expense reimbursement policy

Erickson indicated two changes to MPL's Expense Reimbursement policy. Added "Employees will be compensated at the current IRS mileage reimbursement rate." And, the lead time for continuing education requests was changed from five to a two-week timeframe for the approval process.

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

2.2 Update and clarify PTO and vacation policies

Erickson reviewed MPL's current policy on vacation and Paid Time Off (PTO), an updated City policy pertinent to PTO, and a draft document of suggested changes to separate vacation and PTO in our Policy Statements document. Erickson was asked to amend the draft to include authorizing the director to adjust number of weeks of paid vacation as negotiated by new or existing staff.

Mannchen **moved** to recommend to the Board of Trustees to approve the draft policy to clarify vacation and PTO for eligible staff. Norman **seconded** the motion. The motion **passed**.

2.3 Rescind January 2010 City/Library agreement for library employee payouts

Erickson reviewed the 2010 contract regarding retiree employee accrued sick leave and vacation payments in exchange for the City's assumption of the Board of Trustees obligation for employees' separation expenses.

After a lengthy conversation to possibly rescind the contract no resolution was concluded. The subject was tabled to the next Human Resources Committee and recommended referral to the Finance Committee.

3. Upcoming Meetings

3.1 Future MPL Human Resources agenda Items

- Discussion to rescind City/Library agreement for MPL employee payouts
- Discussion of retirement payout policy
- Discussion of vacation accrual and carryover
- Discussion of adopting City salary scale

3.2 Next meeting date, time, location

Thursday, May 14, 3:30 p.m. Board Room

4. Adjourn

- 4.1 Quinn moved; Nelson seconded to adjourn the meeting. Nelson concluded the meeting at 5:08 p.m.

Approved draft language at last HR meeting (Approved 4/14/15)

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.

Fill out a travel expense form which is available in the Administrative Office. Advance funding is available and should be requested at least two five 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.

Additional draft language based on from Dirk Zylman's comments at April Board meeting (4/23/15).

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 five 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.

Title: Overtime Work and Compensation Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.27 Original Effective Date: Date of Last Revision:
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Overtime Work and Compensation

The Director (or designee) may prescribe periods of overtime work within the limitations of the Library's budget. Overtime is paid after 40 hours worked in a regular work week at 1.5 times the hourly rate of pay.

Employees shall be compensated for overtime work in accordance with provisions of the Fair Labor Standards Act and related Wisconsin requirements. ~~The following positions are designated as exempt positions:~~

- ~~Library Director~~
- ~~Deputy Director~~
- ~~Manager~~
- ~~Librarian II~~
- ~~Information Technology Specialist~~
- ~~Librarian I~~
- ~~Specialist II~~
- ~~Public Information Specialist~~
- ~~Administrative Specialist II~~
- ~~Administrative Specialist I~~

MEAD LIBRARY - SALARY SCALES - 2015 (March)

Congruent with City Schedule A of Dec. 11, 2009

Position Title	Library Grade	City A Grade	Min Hrly Min Annl	Mid Hrly Mid Annl	Max Hrly Max Annl	Max Hrly 20 yrs
Director	15	N/A	38.18 79,414.40	44.86 93,308.80	51.54 107,203.20	52.31 108,804.80
Manager	12	22	25.31 52,644.80	30.09 62,587.20	34.87 72,529.60	35.36 73,548.80
Librarian II Information Technology Specialist Business Manager	10	19	22.46 46,716.80	26.68 55,484.00	30.89 64,251.20	31.32 65,145.60
Librarian I Public Information Specialist Page Supervisor	9	17	20.80 43,264.00	24.63 51,230.40	28.46 59,196.80	28.85 60,008.00
Maintenance Supervisor	8	15	19.31 40,164.80	22.79 47,392.80	26.26 54,620.80	26.63 55,390.40
	7	13	17.99 37,419.20	21.19 44,064.80	24.38 50,710.40	24.72 51,417.60
Library Assistant III Administrative Assistant	5	10	16.16 33,612.80	19.05 39,613.60	21.93 45,614.40	22.24 46,259.20
Maintenance Technician II	4	7	14.64 30,451.20	17.14 35,651.20	19.64 40,851.20	19.91 41,412.80
Library Assistant II Maintenance Technician I	3	4	13.27 27,601.60	15.40 32,021.60	17.52 36,441.60	17.77 36,961.60
Library Assistant I	2	2	12.45 25,896.00	14.44 30,024.80	16.42 34,153.60	16.64 34,611.20
Page			8.13	8.27	9.00	

Mead Public Library Pay Scales as of December 11, 2009 vs. City of S

Congruent with City Schedule Non-Represented Exempt & Non-E

MPL Position Title	Library Grade	City Grade	MPL Min Hrly MPL Annual	City Q1 Minimum	MPL Mid Hrly Mid Annual	City Q2 Below Midpt
Director	15	15	38.18 79,414.40	44.64 92,858.19	44.86 93,308.80	50.22 104,465.46
Manager	12	12	25.13 52,644.80	35.54 73,933.52	30.09 62,587.20	39.99 83,175.21
Librarian II Information Technology Specialist Business Manager	10	10	22.46 46,716.80	29.02 60,355.28	26.68 55,484.00	32.64 67,899.69
Librarian I Public Information Specialist Page Supervisor	9	9	20.80 43,264.00	26.90 55,942.35	24.63 51,230.40	30.26 62,935.14
Maintenance Supervisor	8	8	19.31 40,164.80	22.43 46,658.23	22.79 47,392.80	25.24 52,490.51
Administrative Assistant Library Assistant III	5	5	16.16 33,612.80	18.70 38,901.66	19.05 39,613.60	21.04 43,764.36
Library Assistant II Maintenance Technician I	3	3	13.27 27,601.60	15.88 33,029.07	15.40 32,021.60	17.86 37,157.70
Library Assistant I	2	2	12.45 25,896.00	13.38 27,835.39	14.44 30,024.80	15.06 31,314.82
Page City Comparson to lowest pay grade	n/a	1	8.13 8,455.20	11.69 12,157.00	8.27 8,600.80	13.15 13,676.00

Shebogan Pay Scales as of 2-2-2015

Exempt Salary Grade Ranges

City Midpoint	MPL Max Hrly Max Annual	City Q3 Above Midpt	MPL Max Hrly 20 Yrs 20 Yrs Max Annual	City Q4 Maximum
55.80 116,072.74	51.54 107,203.20	61.38 127,680.01	52.31 108,804.80	66.97 139,287.28
44.43 92,416.90	34.87 72,529.60	48.87 101,658.59	35.36 73,548.80	53.32 110,900.28
36.27 75,444.10	30.89 64,251.20	39.90 82,988.51	31.32 65,145.60	43.53 90,532.92
33.62 69,927.94	28.46 59,196.80	36.98 76,920.73	28.85 60,008.00	40.34 83,913.52
28.04 58,322.78	26.26 54,620.80	30.84 64,155.06	26.63 55,390.40	33.65 69,987.34
23.38 48,627.07	21.93 45,614.40	25.72 53,489.78	22.24 46,259.20	28.05 58,352.49
19.85 41,286.34	17.52 36,441.60	21.83 45,414.97	17.77 36,961.60	23.82 49,543.60
16.73 34,794.24	16.42 34,153.60	18.40 38,273.66	16.64 34,611.20	20.07 41,753.09
14.61 15,194.40	8.50 8,840.00	16.07 16,712.80	9.00 9,360.00	17.53 18,231.20

Title: Retiree Health Insurance Credits Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.39 Original Effective Date: Date of Last Revision:
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Retiree Health Insurance Credits

The Library participates in the City's Good Attendance Program. Effective July 1, 2007, the accumulation of unused sick leave hours for the Good Attendance program shall be eliminated. However, employees with credits earned prior to that time shall retain such credits, which will be applied at a value of \$7.50 per hour upon retirement.

Eligibility: Full-time employees who retire between the Wisconsin Retirement Service (WRS) early retirement age and WRS full retirement age and who attained 1,152 hours of unused sick leave as of June 30, 2007 are eligible.

The value of the credits will be applied to City medical insurance premium payments after the employee retires. Employees who choose not to continue on the City medical insurance plan after retirement or who are not eligible to do so will receive a cash payout of 50% of the calculated value of the applicable credits.

Title: Severance Pay - Retirement or Death Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.41 Original Effective Date: Date of Last Revision:
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Severance Pay - Retirement or Death

- a) Upon the retirement or death of employees who have completed their orientation period, employees or their heirs will receive the following severance, less any amount paid out as a result of any previous terminations:
1. **Vacation:** Payment at the employee's regular hourly rate for unused vacation hours and earned vacation hours prorated for all completed months of service from January of the current year.
 2. **Accumulated Sick Leave:** Payment for the calculated value of the employee's sick leave account as of December 31, 2011 up to a maximum of 672 hours, if that value remains available for use in the sick leave account.
- b) Upon retirement, the Library shall transfer 100% of the Accumulated Sick Leave for which the retired employee is eligible to the VantageCare Retirement Health Savings Plan or successor for investment, management, and withdrawal in the manner set forth for participation in the Plan.

Title: Sick Leave Account Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.32 Original Effective Date: Date of Last Revision:
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Sick Leave Account

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.

Title: **Severance Pay - Voluntary Termination or Layoffs**
Chapter: **Personnel**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **15.42**
Original Effective Date:
Date of Last Revision:

Severance Pay - Voluntary Termination or Layoff/Reduction in Force

Employees who have completed their orientation period may opt to receive the following severance pay, less any amount paid out as a result of any previous terminations:

1. Vacation: Payment for unused vacation hours at the employee's regular hourly rate for unused vacation hours and earned vacation hours prorated for all completed months of service from January of the current year.
2. Accumulated Sick Leave:
 - a. Employees hired prior to January 1, 1977: Payment for the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 576 hours, if that value remains available for use in the sick leave account.
 - b. Employees hired between January 1, 1977 and June 30, 1988: Payment of one-half of the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 576 hours, if that value remains available for use in the sick leave account.
 - c. Employees hired after June 30, 1988 with at least five years of continuous service: Payment of one-third of the calculated value of the employee's sick leave as of December 31, 2011 up to a maximum of 384 hours, if that value remains available for use in the sick leave account.
 - d. The Library shall transfer 100% of the calculated value for which the separated employee is eligible per the above schedule to the VantageCare Retirement Health Savings Plan for investment and management in the manner set forth in the Plan. The separated employee may begin withdrawals from the account upon attainment of the age necessary to meet the definition of "Retiree" in these policies.



Title: PTO (Paid Time Off) Policy		Policy Number: HR 105	
Author: Sandy Rohrick		Created: 12/08/2014	Revision: B
Scope: Non-Rep City Employees	Revision Date: 12/8/14 11:27 AM		Page 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 15th. 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.