

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

## **MEAD PUBLIC LIBRARY HUMAN RESOURCES COMMITTEE MINUTES - 3:30 PM - Library Board Room (Tuesday, March 10, 2015)**

Generated by Pat Mueller on Wednesday, March 11, 2015

*A meeting of the Mead Public Library (MPL) Human Resources Committee (HR) was held on Tuesday, March 10 in the Public Conference room. Members present were: Henry Nelson, presiding; Nancy Mannchen, Kathie Norman, and Maeve Quinn. Present staff members: Garrett Erickson, Debbie DeAmico, and Pat Mueller.*

### **1. OPENING OF MEETING**

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#### 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

The February 10 minutes were amended to state that the closed session was done on a roll-call vote with all voting yes. Quinn **moved** to approve the minutes; Norman **seconded** the motion. The motion **passed**.

### **2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

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#### 2.1 DISCUSSION AND POSSIBLE ACTION TO UPDATE LANGUAGE IN "WORKERS COMPENSATION" SECTION OF BYLAWS AND POLICY STATEMENTS

Erickson said the title deputy director should be deleted and the title of manager added. Quinn **moved** to accept the Bylaws policy change; Norman **seconded** the motion. The motion **passed**.

#### Action: 2.2 DISCUSSION AND POSSIBLE ACTION TO CHANGE JOB DESCRIPTION OF CHIEF MAINTENANCE TECHNICIAN

Erickson read correspondence from Sandy Rohrick, City Human Resources, recommending that Pete Eisch's title be changed from technician to maintenance supervisor and to change his status from non-exempt to exempt staff. Norman **moved** to accept the title and status change to exempt. Mannchen **seconded** the motion. The motion **passed**.

#### Action: 2.3 DISCUSSION AND POSSIBLE ACTION TO CHANGE JOB DESCRIPTION OF BUSINESS SPECIALIST

DeAmico left the room before this discussion. Erickson reviewed

additions of responsibilities to business specialist position due to the retirement of Sherry Smith, and the group discussed changing DeAmico's title. The title of business manager was recommended. Norman **moved** to change the business specialist title to business manager with a pay grade of 10. Mannchen **seconded** the motion. The motion **passed**.

#### Action: 2.4 DISCUSSION AND POSSIBLE ACTION TO UPDATE LANGUAGE IN "CLASSIFICATION SCHEDULE" SECTION OF BYLAWS AND POLICY STATEMENTS

Erickson reviewed a handout of MPL salary scales, and he noted the salary scales needs to be updated to match the Table of Organization. Nelson **moved** to recommend to the Board of Trustees updating classifications, including business manager, on the Table of Organization. Quinn **seconded** the motion. The motion **passed**.

#### 2.5 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE RESIDENCE REQUIREMENT LANGUAGE FROM BYLAWS AND POLICY STATEMENTS DOCUMENT

Because state statute 66.0502 no longer allows the requirement that the library director is required to live in the city of Sheboygan, Erickson recommended deleting policy VI "Residency Requirement" from our Bylaws and Policy Statements. Norman **moved** to delete the "Residency Requirement" from our Bylaws. Mannchen **seconded** the motion. The motion **carried**.

#### Action: 2.6 DISCUSSION AND POSSIBLE ACTION TO ADOPT UPDATED CITY TRAVEL EXPENSE POLICY

Erickson reviewed our current MPL Staff Handbook 3.7 Expense Reimbursement, and the City's policy was reviewed. Erickson said MPL staff are required to receive preapproval for all travel expenses. Each request is reviewed on a case-by-case basis. Erickson was asked to update the library policy including incorporating IRS guidelines for mileage reimbursement to be reviewed at the next HR Committee meeting.

### **3. UPCOMING MEETINGS**

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3.1 FUTURE MEAD PUBLIC LIBRARY - HUMAN RESOURCES AGENDA ITEMS • DISCUSSION OF RETIREMENT PAYOUT POLICY • DISCUSSION OF VACATION ACCRUAL AND CARRYOVER • DISCUSSION OF ADOPTING

## CITY SALARY SCALE \* MPL TRAVEL EXPENSE POLICY

Erickson started a conversation about our retirement payout policy. The HR Committee members agreed that this subject should be referred to the Finance Committee.

Information: 3.2 Next Meeting: April 14, 3:30 p.m., Board Room

### **4. ADJOURN**

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4.1 Quinn **made a motion** to adjourn the meeting. Mannchen **seconded** the motion. The motion **passed**. Nelson concluded the meeting at 4:35 p.m.

## Draft language for the MPL Staff Handbook (Rev. 4/6/15)

**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.

## Current Library Policy on Vacation and PTO

### 12. Paid Vacation and other Paid Time Off (PTO)

a. Eligibility: Full-time and some part-time employees are eligible for paid time off (PTO) as prescribed below after they have completed 3 calendar months of employment.

b. Employees hired prior to December 31, 2011 receive the annual paid vacation for which they were qualified at the time of hire or per the schedule of hours below, whichever is greater:

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

c. Employees receive paid time off (PTO) annually per the schedule of hours below:

0 – 1 year of service	40
1+ years	80

PTO must be used during the year received or it is forfeited, i.e. it does not carry over from year to year. Unused PTO will not be paid out upon separation for any reason. PTO replaces the eliminated sick leave, personal days, and floating holidays. It is intended for immediate, unscheduled use when an employee is unable to report for work due to illness or injury and for scheduled use for other purposes, including medical and dental appointments and the conduct of personal business .

i. In order to use PTO or the sick leave account for absence due to illness or injury, employees must inform the Library of the reason for use as soon as possible, but no later than 15 minutes after the employee's scheduled starting time, unless circumstances prevent them from doing so.

Employees working evenings are required to notify the Library of their inability to report to work as soon as possible. Failure to give proper notification may be cause for denial of PTO or the sick leave account.

(1) A phone call to Administrative Office personnel giving the required information fulfills the notification requirement.

(2) Employees shall keep their immediate supervisor informed of their condition at reasonable times during the paid time off period.

(3) For use beyond three calendar days, the Director may require that the employee complete and submit all applicable forms as set forth in the Family and Medical Leave section incorporated herein.

(4)The Director may at any time require that the employee provide a health care provider's certificate stating the nature of the illness or injury whether of the employee or applicable family member.

- ii. Use of PTO for other purposes must be scheduled in advance.
- d. Vacation and PTO 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 and PTO 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. The Director (or designee) shall determine earned vacation and PTO hours annually, keep records of such use, and notify employees as near to January 1 as is practicable of their earned vacation and PTO hours.
- h. Payment in lieu of vacation shall not be made except at termination of employment; or when employees change their status from full-time to part-time, in which case payment will be made as soon as practicable to establish the prorated full-time equivalency number of vacation hours.
- 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 and PTO is allowable in increments of not less than one (1) hour. Use of the sick leave account is allowable in increments of not less than eight (8) hours.
- l. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

## Updated City Policy (Passed by Common Council on 1/19/15)

### Discretionary / Personal PTO

Discretionary Paid Time Off (DPTO) is provided for employees to take care of personal business or tend to the unplanned issues that happen in life, including sicknesses, bereavement, etc. Existing full-time employees are eligible for up to 80 hours of discretionary time per year (prorated for part-time). New employees are eligible for this benefit after 3 months of employment.

DPTO is not a vested benefit. It is issued in January but is "earned" through time worked in the current year. Every month an employee works, the employee earns 1/10th of their eligible DPTO. (Vacation taken during the month does count towards the completion of that month for calculating eligible DPTO.) If a fulltime employee works from January - October, without a leave, that employee will earn all 80 hours of DPTO. However, if a person uses more DPTO than they have earned, they would need to refund the amount of the overage, or the amount will be deducted from their final paycheck or the last payroll of the year.

Absences must be coordinated with Supervisor approval where possible/practical to allow for continued departmental operations. Time may be taken in a minimum of 1 hour increments. Time not used in the calendar year is forfeited. Unused, earned DPTO is not paid out upon resignation.

#### Prorated PTO Schedule

<u>Hired</u>	<u>Eligible after 3 months</u>	<u>Eligible the following January 1</u>
January - 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:	0 Discretionary Hours	40 hours upon reaching

**Draft Library Policy**

~~Discretionary / Personal PTO~~ **Paid Time Off (PTO)**

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PTO is not a vested benefit. It is issued in January but is "earned" through time worked in the current year. Every month an employee works, the employee earns 1/10th of their eligible PTO. (Vacation taken during the month does count towards the completion of that month for calculating eligible PTO.) If a fulltime employee works from January - October, without a leave, that employee will earn all 80 hours of PTO. However, if a person uses more PTO than they have earned, they would need to refund the amount of the overage, or the amount will be deducted from their final paycheck or the last payroll of the year.

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**Paid Vacation**

- a. Eligibility: Full-time and part-time employees (a least .5 FTE) are eligible for **vacation**. ~~paid time off (PTO) as prescribed below after they have completed 3 calendar months of employment.~~
- b. ~~Employees hired prior to December 31, 2011 receive the annual paid vacation for which they were qualified at the time of hire or per the schedule of hours below, whichever is greater:~~ **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. Employees receive paid time off (PTO) annually per the schedule of hours below:~~

~~0 1 year of service 40~~

~~1+ years 80~~

~~PTO must be used during the year received or it is forfeited, i.e. it does not carry over from year to year. Unused PTO will not be paid out upon separation for any reason. PTO replaces the eliminated sick leave, personal days, and floating holidays. It is intended for immediate, unscheduled use when an employee is unable to report for work due to illness or injury and for scheduled use for other purposes, including medical and dental appointments and the conduct of personal business.~~

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~~(1) A phone call to Administrative Office personnel giving the required information fulfills the notification requirement.~~

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~~(3) For use beyond three calendar days, the Director may require that the employee complete and submit all applicable forms as set forth in the Family and Medical Leave section incorporated herein.~~

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- k. Use of vacation ~~and PTO~~ is allowable in increments of not less than one (1) hour. ~~Use of the sick leave account is allowable in increments of not less than eight (8) hours.~~
- l. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

the defense or prosecution of any claim, litigation, or the settlement of any claim or cause of action. This clause and indemnification agreement shall survive termination of this Agreement.

## 2. MEAD PUBLIC LIBRARY.

A. The Board does hereby approve and authorize the expenditure and transfer of the reserved Library funds that have been maintained by the Board for the payment of Library employee accrued sick leave and vacation payments (liabilities) to be transferred promptly to the General Fund of the City in the amount of \$443,952 in exchange for the City's assumption of the Board's liability and obligation for the payment of the herein described employee separation expenses (liabilities) as provided by this Agreement.

B. The City has advised that the City and the Board are no longer required to maintain a reserved fund for employee accrued sick leave and vacation payments (liabilities). In the event that any action of the City or the Governmental Accounting Standards Board changes this directive and requires that a reserve fund for accrued sick leave or vacation payments be maintained by the Board then this Agreement may be terminated by the Board and the City shall promptly, upon receipt of written notice from the Board, return to the Library Fund the balance of the funds transferred by the Board to the City pursuant to this Agreement less any amounts paid by the City for Library employee sick leave and vacation liabilities as required by this Agreement.

C. For Library employees hired on or after the effective date of this Agreement, the Board will apply at the end of each calendar year during the term of this Agreement any cost savings in salaries and benefits realized from Library staffing changes related to employees eligible for sick leave and/or vacation payments made during a calendar year to the amount of sick leave and vacation payments made by the City to eligible employees terminating or separating from Library employment. If the separation for such employees occurs within the last quarter of the calendar year, the first quarter of the following year will be included in the salary and benefit savings calculation. See "Attachment A" for calculation description and example.

## 3. TERM.

This Agreement shall be perpetual. The transfer of employee liability and the associated Reserved Fund balance provided for herein shall be permanent, final, and absolute, unless terminated pursuant to paragraph 2.B. of this Agreement. The term of this agreement shall commence upon the approval of the Board and the City which shall be evidenced by the execution of this agreement by the duly authorized representatives of the parties. The City shall have the option to terminate this agreement in the event the Board increases the vacation and sick leave accrual payments (liabilities) applicable to its employees so that they no longer parallel those of City employees represented by AFSCME Local 1564 or other employee group(s) deemed comparable by both parties to this Agreement. At such time the Agreement shall be reviewed and amended, if appropriate.

## 4. MAINTENANCE OF EFFORT.

Transfer of the funds referenced in this Agreement or any other funds which may be transferred

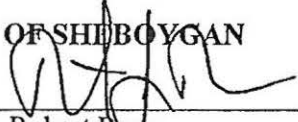
to the City's General Fund pursuant to this Agreement shall not be construed as any part of the funds payable by the City to the Library as a part of the regular and ordinary budget process, nor considered as part of the City's Maintenance of Effort expenditure.

**5. INCORPORATION OF RECITALS.**

The recitals set forth above are incorporated herein and made an enforceable part of this Reserved Fund Transfer Agreement.

**CITY OF SHEBOYGAN**

By: \_\_\_\_\_

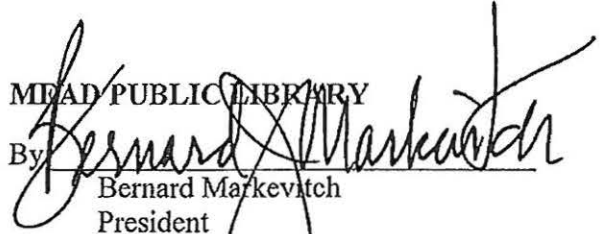
  
Robert Ryan  
Mayor

Dated: \_\_\_\_\_

1/25/10

**MEAD PUBLIC LIBRARY**

By: \_\_\_\_\_

  
Bernard Markevitch  
President

Dated: \_\_\_\_\_

28 January 2010

ATTACHMENT A

The Library will need to determine the amount of salary and benefit savings from the staff changes to determine the amount of excess liability the City will pay when an employee ends employment.

Salary and benefit savings is defined as the difference between employee A's (employee leaving) salary and benefits and employee B's (employee replacing) salary and benefits for the remaining part of the year. If the staffing change occurs in the last quarter of the year, the salary and benefit period should include the 1<sup>st</sup> quarter of the following year.

The City will pay any sick leave and vacation liability that is in excess of the salary and benefit savings as described.

The following scenarios consider the following:

Employee A: Salary = \$50,000, Family Health Insurance (\$1,500 monthly premium)

Employee B: Salary = \$42,000, Family Health Insurance (\$1,500 monthly premium)

Taxes and Other Fringes are not included in the example for simplicity.

Scenario A:

Employee A (\$50,000 salary/family coverage) is retiring from employment effective July 31, Employee B (\$42,000 salary/family coverage) is replacing Employee A and starts September 1.

Employee A has \$7,500 in vacation payout and \$3,500 in sick leave payout for a total liability of \$11,000.

- a) 1 month position vacant (\$4,166 salary savings + \$1,500 benefit savings = \$5,666)
- b) 4 months salary variance (\$667 X 4 months = \$2,668)

Total salary and benefit savings \$8,334.

Total liability (\$11,000) less salary and benefit savings \$8,334. City contribution to liability = \$2,666.