

*****ATTACHMENTS*****

23. Workers Compensation

- a. The Library participates in the City's self-insurance program for workers compensation.
- b. Library employees, who sustain a compensable injury while performing within the scope of their employment, are subject to the rules and regulations governing the City's policy.
- c. Each case shall be handled on an individual basis.
- d. Unless circumstances prevent, all work related injuries must be reported to the Director, **Manager** ~~Deputy Director~~ or supervisor within 24 hours.
- e. The compensation rate is 66 2/3% of base pay.

Mead Public Library

Position Description

Revised: 3/5/2015

Approved: xx/xx/xxxx

POSITION INFORMATION

Title: ~~Chief Maintenance Technician~~ Maintenance Supervisor

Reports to: Support Services Manager

Pay Grade: 8

FLSA Status: Exempt

PURPOSE OF POSITION

- The primary purpose of this position is to supervise the maintenance and repair of the library building, equipment and grounds; and the cleaning of the library

ESSENTIAL JOB DUTIES

- Performs duties independently with minimum supervision
- Supervises or performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
 - Wash, dust, vacuum and clean Library facility and furniture
 - Clean restrooms and maintain supplies
 - Maintain interior and exterior plants, shrubbery and holiday decorations
 - Dispose of trash and recycle applicable materials
 - Set up meeting rooms for programs and activities
 - Oversee or assist with snow removal
 - Receive and retrieve Library materials and supplies
 - Operate and maintain Library security systems and HVAC systems
 - Handle and transport cash
- Contacts vendors as needed to ensure robust library services
- Supervises maintenance of the Library facilities, equipment and grounds
- Makes purchases on behalf of the library
- Provides customer service and assistance in the use of Library services
- Acts as key resource for administration in regards to facilities management
- Provides input to Support Services Manager and Director in the development of Library policies, plans, and goals

- Offers ideas for improving operational effectiveness or efficiency to management team
- Reports Library safety and security matters to Library Management
- Handles materials and supplies according to MSDS guidelines
- 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

- Considerable knowledge of modern library maintenance services and procedures
- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to interact well with co-workers and public
- Ability to utilize technology as required

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: 75 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 may exist

EQUIPMENT USED

- Standard building maintenance tools and machines
- Standard general office machines
- Materials processing, handling and repair tools
- Personal computers, laptops, tablets and peripherals
- Library automation equipment

EDUCATION AND EXPERIENCE

- High School diploma or GED
- Five years related experience

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

Modified: 02/20/2015

Approved: xx/xx/xxxx

POSITION INFORMATION

Title: Business Specialist
Reports to: Library Director
Pay Grade: 10
FLSA Status: Exempt

PURPOSE OF POSITION

The primary purpose of the position is to assist the library director in budgetary and financial matters. The position also assists in developing strategy, updating policy, improving internal processes and efficiency, and performing basic level human resource tasks.

ESSENTIAL FUNCTIONS

- Works closely with director and management team to improve the overall management, efficiency, effectiveness and value of all library resources and services
- Assists in the preparation and monitoring of the budget; prepares budgetary and analytical studies and reports; prepares financial statements; verifies fund balances; assists in preparing for and coordinating annual and special audits
- Processes accounts payable, maintains accurate records and control reports
- Assists city officials with accounts payable vendor files
- Counts and records daily cash receipts that include cash revenues, private gifts and bequests, and their reconciliation
- May assist library staff in using the city payroll system, library and city staff handbooks and library and city policies
- Assists the Library Administration and City Finance Department in preparing for financial audits
- Assists director in the development and administration of library policies, plans, human resources, insurance systems, safety and security
- Gathers data and monitors progress and trends related to organizational strategic measures and indicators
- Measures, monitors, and improves organizational processes and work routines to improve customer satisfaction and loyalty
- Works on various committees or teams to solve problems and facilitate communication across the organization
- Makes library purchases

- Maintains positive relationships with municipal officers and various other community stakeholders
- May attend local and state-wide related conferences and workshops
- Handles materials and supplies according to MSDS guidelines
- Performs other related work as assigned by the Director

KNOWLEDGE AND ABILITIES

- Ability to understand financial, information technology and space resources
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment
- Ability to partner, work within teams, build alliances and relationships
- Ability to analyze data and make decisions based on that data within an organizational framework
- Ability to listen, choose an appropriate medium for a message, present information clearly and concisely, and give and receive feedback
- Ability to analyze and evaluate information and situations, problem-solving, decision-making, and conceptualizing
- Ability to develop and maintain constructive relationships with staff and public
- Ability to demonstrate accountability, integrity, and a positive influence on others

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) without the use of a calculator
- Time Management: set priorities in order to meet assignment deadlines

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	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
Chief Maintenance Technician	8	15	19.31 40,164.80	22.79 47,392.80	26.26 54,620.80	26.63 55,390.40
Business Specialist	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	

E. Classification Schedule

1. Position grades are designated by listing the Library grade followed by the equivalent City Pay Schedule A grade if applicable.
2. The Library Grade/City Schedule A Grade and Library Positions are:

Grade	Position
15/na	Library Director
14/na	Deputy Director
12/22	Manager
10/19	Librarian II Information Technology Specialist Business Specialist (If salary scale change is approved)
9/17	Administrative Specialist II Librarian I Specialist II Page Supervisor Public Information Specialist
8/15	Chief Maintenance Technician Maintenance Supervisor (If approved) Senior Programming Specialist
7/13	Administrative Specialist I Programming Specialist Specialist I
5/10	Library Assistant III Office Assistant Administrative Assistant
4/7	Maintenance Technician II
3/4	Library Assistant II Maintenance Technician I
2/2	Library Assistant I
1/1	Maintenance Cleaner
na/na	Page I Page II Page

Residence requirement (Director only)

~~VI. The Director shall establish and maintain residence within the City within six months of the date of hire.~~

66.0502 Employee residency requirements prohibited.

(1) The legislature finds that public employee residency requirements are a matter of statewide concern.

(2) In this section, "local governmental unit" means any city, village, town, county, or school district.

(3)

(a) Except as provided in sub. (4), no local governmental unit may require, as a condition of employment, that any employee or prospective employee reside within any jurisdictional limit.

(b) If a local governmental unit has a residency requirement that is in effect on July 2, 2013, the residency requirement does not apply and may not be enforced.

(4)

(a) This section does not affect any statute that requires residency within the jurisdictional limits of any local governmental unit or any provision of state or local law that requires residency in this state.

(b) Subject to par. (c), a local governmental unit may impose a residency requirement on law enforcement, fire, or emergency personnel that requires such personnel to reside within 15 miles of the jurisdictional boundaries of the local governmental unit.

(c) If the local governmental unit is a county, the county may impose a residency requirement on law enforcement, fire, or emergency personnel that requires such personnel to reside within 15 miles of the jurisdictional boundaries of the city, village, or town to which the personnel are assigned.

(d) A residency requirement imposed by a local governmental unit under par. (b) or (c) does not apply to any volunteer law enforcement, fire, or emergency personnel who are employees of a local governmental unit.

History: [2013 a. 20](#).

Current language from MPL Staff Handbook

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.

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



CITY OF SHEBOYGAN

TRAVEL EXPENSE GUIDELINES

Adopted by Res. 64-78-79 – City Council – May 15, 1978

Revised by Subs. of Res. No. 127-80-81 – July 21, 1980

Revised by the Salaries and Grievances Committee pursuant to Res. No. 346-81-82 – May 19, 1982, July 10, 1990

Revised by Subs. of Res. No. 537-91-92 – July 15, 1991

Revised by Subs. of Res. No. 470-95-86 – April 15, 1996

Revised by Res. 150-07-08 – December 5, 2007

Revised by Res. 123-10-11 – November 1, 2010.

Revised by Res. 98-14-15 – December 1, 2014

Revised by Res. 114-14-15 – December 15, 2014

CITY OF SHEBOYGAN
TRAVEL EXPENSE GUIDELINES
(Revised 12/15/2014)

This bulletin sets forth the City of Sheboygan Policy with respect to travel expenditures.

I. HOTEL OR MOTEL EXPENSES

- A. Personnel traveling at city expense are expected to live in clean comfortable accommodations at a good commercial hotel or motel at a reasonable rate for that community. Employees should ask when checking into the hotel for the government rate. Nearly all hotels have a special rate for government employees and require some type of government identification.
- B. Employees should observe hotel check-out hours to avoid an extra charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at weekly and/or monthly rates.
- C. In some cases it may be necessary to guarantee hotel reservations. However, if an employee's plans change, notifications should be given to the hotel in time to prevent the charge if possible.
- D. Hotel reservations are to be made through designated employees who will secure the room with a City credit card. Police, Fire and Library will assign the responsible individual. All other City employees will utilize the Purchasing Secretary.
- E. All lodging expense must be supported by the original receipts furnished by the hotel/motel. Expenses for lodging at homes of friends or relatives are not reimbursable.
- F. There is no objection to an employee inviting his/her spouse to travel with them on official City business. All motel/hotel reimbursements will be equal to the single room rate. No expense for travel by the spouse will be reimbursable.

II. MEALS

- A. The allowance for meals should represent actual and reasonable cost expended for your own meals. In no case will employees be reimbursed for meals when they are within 15 minutes of their home base of operations.
- B. Meal reimbursements are as follows except in the case of specific meals provided at a conference:

<u>IN STATE</u>		<u>OUT OF STATE</u>	
Breakfast	\$10	Breakfast	\$10
Lunch	\$10	Lunch	\$15
Dinner	\$20	Dinner	\$25

- C. Reimbursement for meals will be allowed on trips which do not necessitate an overnight stay only on the following conditions and if a reasonable travel time is required:
 - 1. Breakfast, provided the employee leaves his home before 7 AM
 - 2. Lunch, provided the employee leaves his headquarters before 10:30 AM and returns after 2 PM
 - 3. Dinner, provided the employee arrives back at home or home base of operations after 6 PM
- D. Reimbursement for meals will also be allowed for elected officials attending official City business functions, and employees as determined by the Department Head, within the Sheboygan area.
- E. Reimbursement for room service is permissible under meal allowance within the guidelines.
- F. Federal Internal Revenue Service regulations require employees to report, as income, certain meal expenses reimbursed by the employer for trips not involving overnight stay.
- G. Itemized receipts are required for all authorized meal allowances up to a maximum amount as stated in II-B of the Travel Expense Guidelines. No reimbursement will be made for the cost of alcoholic beverages.

III **TRANSPORTATION**

Transportation expense on necessary trips away from the City is reimbursable regardless of the type of transportation used. However, in general, employees should travel by public transportation (railroad, bus or commercial airline) if it is convenient and not too time consuming.

- A. Air Travel
 - 1. The amount permitted for air travel shall be limited to the lowest fare available. In most cases reservations can be made well in advance to assure that the lowest air fare available is obtained. Air fare reservations are to be made through designated employees who will secure the flight with a City credit card. Police, Fire and Library will assign a responsible individual. All other City employees are to go through the Purchasing Secretary.
 - 2. Flight insurance coverage for employees is not allowable as reimbursable expense.
- B. Use of Privately Owned Automobiles
 - 1. The use of personal automobiles for out-of-town travel is to be limited to trips for distances and situations where other modes of travel involve excessive loss of time or where a common carrier is not practical.
 - 2. The only exception to the above should be in cases where an employee combines a personal vacation with a business trip. If a private vehicle is used in lieu of air transportation for personal convenience or preference, reimbursement is limited to the lowest air fare. There will be no reimbursement for such enroute expenditures as meals and lodging which would not have occurred if the lowest air transportation has been used. If reimbursement mileage results in transportation costs less than the air fare, reimbursement shall be at the lesser figure.

3. Employees who are authorized to use their personal automobiles for city business will be reimbursed at the rate prescribed by the city auto allowance policy. Municipal Code Sec. 82-60 updated September 22, 2014 to be the IRS rate. (2014 - .56 cents per mile)
4. The foregoing expense allowance is reimbursable without regard to the number of passengers you may have with you.
5. In addition to mileage the operator of the car shall be reimbursed for parking, bridges, and road tolls with a receipt.
6. If mileage is allowed the operator of a privately owned vehicle, travel will be reimbursed based on mileage from MapQuest. In the case of road construction, reasonable additional mileage will be reimbursed. Any personal traveling without adequate justification will not be reimbursed.
7. Vicinity mileage (in lieu of taxi fares or other transportation) necessary for conducting official business is allowable and should be supported by sufficient detail to justify the mileage claimed.
8. Charges for gasoline, oil, repairs, towing and other similar expenditures will not be allowed as reimbursable expense for privately owned automobiles.
9. It is required that city employees on official business, driving personal autos, shall arrange to have their automobile adequately protected by personal liability and property damage insurance. Employees must drive carefully and courteously and observe all traffic laws and regulations. Employees must personally pay any fine or penalty for traffic or other violations. The Human Resource Department may require employees provide proof of valid driver license and personal automobile insurance.
10. Parking charges incurred in Sheboygan resulting from daily trips from the individual's residence to his/her headquarters are not reimbursable. Other parking charges incurred while on official business outside Sheboygan are reimbursable.
11. Mileage allowance may be paid for authorized business travel within the City of Sheboygan via the car allowance policy.

C. Travel in City Owned Vehicles

1. When traveling in a City owned auto the assigned number of the vehicle must be shown on the travel voucher if applicable.
2. City vehicles assigned are completely furnished with all costs of operation and maintenance. The only expense in connection with such vehicle which can be claimed on a travel voucher (receipts must be attached) as reimbursable:
 - (a) Storage, parking, gas and oil
 - (b) Emergency expenditures related to operation of the vehicle.
3. No city owned automobile is to be used for personal business unless de minimis in nature.
4. The operator of a City owned vehicle must drive carefully and courteously and observe all traffic laws and regulations. Under no circumstances will an employee operate any City owned vehicle after he/she has consumed any alcoholic beverage.

D. Taxis

Charges for taxis and air limousines, including tips at the maximum rate of 15% of the taxi charge are reimbursable when other modes of travel are not available or practical. Receipts are required for reimbursements.

IV. OTHER EXPENSES

A. Registration Fees

Receipts are required for registration fees for conferences, conventions, seminars, etc. Convention brochures or schedules with a breakdown of convention costs should be attached to the travel voucher. It should show:

1. Actual date of the conference, convention or seminar.
2. Breakdown of specific meals which were included with the registration fee.

B. Miscellaneous Expenses

1. Necessary gratuities to hotel employees are reimbursable at a maximum amount of \$5 per day at a hotel. Valet and laundry service shall be considered personal service and is not reimbursable.
2. Porterage (baggage handling). Porterage costs at airports will be paid up to \$1.50 per departure from, or return to, the terminal.
3. Employees will be reimbursed for a maximum of one piece of checked luggage with proof of payment.

C. Travel Expenses of Others

Generally the expense of only one person shall be included on a single travel voucher. When more than one person's expenses are included names of all persons must be shown and personal signatures affixed.

V. CASH ADVANCES

A travel expense estimate requesting an advance of funds for anticipated travel expense shall be submitted to the Finance Department with enough time to process the payment. No advances will be allowed if the travel expense estimate totals less than \$50

PREPARATION OF EXPENSE REPORT

All individuals should prepare their own expense reports from daily receipts.

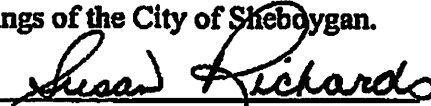
All information required on the form should be supplied.

Receipts and other required supporting documents should be attached. Verify all computations and indicate travel advances that should be deducted from the amount due you. Your expense report should be signed in the space provided before submission to your department head.

Expense reports shall be filed with the Chief Administrative Officer within fifteen working days upon return to work by the employee. Vouchers filed later than 15 working days may be subject to a \$1 per day deduction from authorized expenses.

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.


City Clerk

 Res. No. 98 - 14 - 15. By Alderperson Hammond. December 1, 2014. 3.4

A RESOLUTION revising the travel expense guidelines adopted by Res. No. 64-78-79, as revised.

RESOLVED: That Section I, II, III and IV are hereby amended as follows:
Section I. Hotel or Motel Expenses

D. Hotel reservations are to be made through designated employees who will secure the room with a City credit card. Police, Fire and Library will assign the responsible individual. All other City employees will utilize the Purchasing secretary.

Section II. Meals

B. Meal reimbursements are as follows except in the case of specific meals provided at a conference:

<u>In State</u>		<u>Out of State</u>	
Breakfast	\$10	Breakfast	\$10
Lunch	\$10	Lunch	\$15
Dinner	\$20	Dinner	\$25

C. Reimbursement for meals will be allowed on trips which do not necessitate an overnight stay only on the following conditions and if a reasonable travel time is required:

1. Dinner, provided the employee arrives back at home or home base of operations after 6 PM

E. Reimbursement for room service is permissible under meal allowance within the guidelines

Section III. Transportation

A. Air Travel

1. The amount permitted for air travel shall be limited to the lowest fare available. In most cases reservations can be made well in advance to assure that the lowest air fare available is obtained. Air fare reservations are to be made through designated employees who will secure the flight with a City credit card. Police, Fire and Library will assign a responsible individual. All other City employees are to go through the Purchasing secretary.

3. Employees who are authorized to use their personal automobiles for city business will be reimbursed at the rate prescribed by the city auto allowance policy. Municipal Code Sec. 82-60 updated September 22, 2014 to be the IRS rate. (2014 - .56 cents per mile).

6. If mileage is allowed the operator of a privately owned vehicle, travel will be reimbursed based on mileage from Mapquest. In the

case of road construction, reasonable additional mileage will be reimbursed. Any personal traveling without adequate justification will not be reimbursed.

9. It is required that city employees on official business, driving personal autos, shall arrange to have their automobile adequately protected by personal liability and property damage insurance. Employees must drive carefully and courteously and observe all traffic laws and regulations. Employees must personally pay any fine or penalty for traffic or other violations. *The Human Resource Department may require employees provide proof of valid driver license and personal automobile insurance.*

C. Travel in City owned vehicle

1. When traveling in a City owned auto the assigned number of the vehicle must be shown on the travel voucher *if applicable.*
3. No city owned automobile is to be used for personal business *unless de minimis in nature.*

D. Taxis

Charges for taxis and air limousines, including tips at the maximum rate of 15% of the taxi charge are reimbursable when other modes of travel are not available or practical. Receipts are *required for reimbursement.*

IV. OTHER EXPENSES

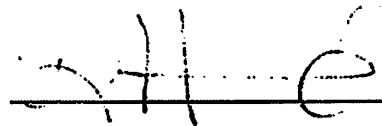
B. Miscellaneous Expenses

3. Employees will be reimbursed for a maximum of one piece of checked luggage with proof of payment.

PREPARATION OF EXPENSE REPORT

Receipts and other required supporting documents should be attached. Verify all computations and indicate travel advances that should be deducted from the amount due you. Your expense report should be signed in the space provided before submission to your department head.

BE IT FURTHER RESOLVED: The above changes will be effective as of January 1, 2015.



I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the 12 day of December, 2014.

Dated December 4 2014. Susan Richards City Clerk

Approved December 4 2014. Michael J. ... Mayor

Proceedings Published December 8, 2014.
Resolutions Published December 8, 2014.
Certified December 5, 2014 to Atty.; Fin. Dir./Treas.; Dep. Fin. Dir./Treas.; HR; Dept. Heads

III

Res. No. 114 - 14 - 15. By Alderperson Hammond. December 15, 2014

A RESOLUTION revising the travel expense guidelines adopted by Res. No. 64-78-79, as revised.

RESOLVED: That Section II is hereby amended as follows:

Section II. Meals

G. *Itemized* receipts are required for all authorized meal allowances up to a maximum amount as stated in II-B of the Travel Expense Guidelines. No reimbursement will be made for the cost of alcoholic beverages.

Consent

I HEREBY CERTIFY that the foregoing Resolution was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the _____ day of _____, 20____.

Dated _____ 20____. _____, City Clerk

Approved _____ 20____. _____, Mayor