

*****ATTACHMENTS*****

Mead Public Library
Human Resources Committee Minutes
December 2, 2014

The meeting of the Mead Public Library (MPL) Human Resources Committee was held on Tuesday, December 2, 2014 in the Library Board Room. Committee members present were: Henry Nelson, presiding; Maeve Quinn, Kathie Norman and Martha Wortche. Present staff members: Garrett Erickson and Debbie DeAmico. Others in attendance: Dolcye Johnson.

Nelson called the meeting to order at 3:30 p.m. Nelson determined there was a quorum present. Quinn **moved** to approve the Human Resources Committee minutes of November 18, 2014. The motion was **seconded** by Wortche. The motion **passed**.

(2.1) Discussion and Possible Action To Finalize Process for Library Director Evaluation.

After review and discussion it was decided that there should be several wording changes on the Self Evaluation form and on the Performance Evaluation Process 2014 instruction. The new employee questionnaire will also be based on the current MPL Strategic Plan.

(2.2) Discussion and Possible Acton to Update “Bylaws and Policy Statements” Document.

Review and discussion was held on Category “A” Vacancy Review Process for changes and deletions. A **motion** was made by Quinn to recommend to the full board to accept changes to the “Vacancy Review Process” section. The motion was **seconded** by Norman. All in favor the **motion passed**. The Compensation Plan #4 was review and sections (F), (H), (I), (K). After review and discussion was held on (F) Compensation Plan, (H) Definition of Employee #2 up to 58 hours, #3 delete current language and add “Temporary” paragraph in its place. (I) #1 Special Compensation Provision, delete all struck out language. (K) #3 Merit Increase Plan – Letter (b) remove strike outs and change in language, #11 Library Holidays #b delete line out language and add highlighted change in language, #12 Paid Vacation and Other Paid Time Off (PTO) with changes to the lined out or highlighted language. A **motion** was made by Quinn to recommend to the full board to accept the changes as they are related to item #4 and sections F, H, I and K. Norman **seconded** the motion. All in favor the motion **passed**.

(2.3) Discussion of a “Chronology of Topics” document containing issues to be addressed throughout the year by the library trustees. The committee reviewed and revised the document. The committee suggested that MPL Employees have their annual reviews in January (rather than by anniversary date) and the Library Director be reviewed each February.

(3) Upcoming Meetings

(3.1) Future Mead Public Library – Human Resource Committee Agenda Items.

1. Possible Terminology Change DTO to PTO
2. Continuation of By-Law & Policy reviews
3. Employee Evaluation Forms
4. Review MPL Table of Organization for position changes or position deletions
5. Pay Grade Scale to mirror the City of Sheboygan Pay Grade

(3.2) Next meeting: Tuesday, January 6, 2014 @ 3:30 p.m., Board Room

(4) Adjourn: Quinn **moved** to adjourn the meeting. **Seconded** by Norman. The motion **carried**. Nelson concluded the meeting at 5:00 pm.



Yearly Performance Evaluation

Name: _____

Job Title/Grade: _____ Team _____

Change Rate from _____ of _____ Eff. Date _____

	UNACCEPTABLE Not Competent in Position	BELOW Working toward Competency in Position	SUCCESSFULLY ACHIEVED Competent in Position	EXCEEDS OVERWHELMINGLY EXCEEDED EXPECTATIONS	COMMENTS:
Quality of Work Measures the ability of the employee to meet quality standards.	<input type="checkbox"/> <u>Many mistakes.</u> Repeated occurrences of careless work and excessive rework/redoing of assignments.	<input type="checkbox"/> <u>Needs improvement.</u> Higher than normal amount of rework.	<input type="checkbox"/> <u>Successfully Achieved</u> Solid performance. Work seldom requires rework.	<input type="checkbox"/> <u>High quality.</u> Consistently produces top-notch quality in all assignments. Able to master difficult jobs.	
Quantity of Work Measures the ability of the employee to meet production standards.	<input type="checkbox"/> <u>Fails to meet standards.</u> Very slow on most job assignments. Fails to meet standards of the position.	<input type="checkbox"/> <u>Below standard.</u> Generally below standard; requires more time to complete assignments than expected.	<input type="checkbox"/> <u>Achieved standards.</u> Successfully Achieved standards and requirements of the position.	<input type="checkbox"/> <u>Production high.</u> Employee consistently exceeds production standards or goals.	
Job Knowledge Measures the employee's knowledge of the job and standard work practices.	<input type="checkbox"/> <u>Unwilling/unable</u> Has not learned and/or makes little attempt to improve.	<input type="checkbox"/> <u>Is still learning job</u> Does not fully understand all job requirements or standard work procedures .	<input type="checkbox"/> <u>Knows job requirements</u> Follows standard work methods and procedures.	<input type="checkbox"/> <u>Good job knowledge</u> Knowledge of standard work. Keeps up with new developments.	
Work Area/Safety Measures employee's commitment to safety and continuous improvement.	<input type="checkbox"/> <u>Does not support safety</u> Departmental objectives are ignored and/or has minimal regard for safety.	<input type="checkbox"/> <u>Shows some support</u> of continuous improvement objectives and safety; areas for improvement needed.	<input type="checkbox"/> <u>Supports Safety objectives</u> Successfully follows safety rules and procedures.	<input type="checkbox"/> <u>Leads safety</u> Keeps work area in excellent condition and follows safety rules. Goes above and beyond.	
Adaptability Measures employee's ability to adapt to changing work environment and support team initiatives.	<input type="checkbox"/> <u>Resists change.</u> Slow to adapt to new situations or support cross-functional needs of the department	<input type="checkbox"/> <u>Slow to adapt.</u> Some resistance to change. Slow to adapt to cross-functioning initiatives.	<input type="checkbox"/> <u>Adaptable.</u> Learns job requirements in a normal amount of time. Supports improvement	<input type="checkbox"/> <u>Adjusts readily</u> Very adaptable to change. Takes ownership of initiatives.	
Cooperation Measures employee's ability to respond positively to assigned tasks and to work with others.	<input type="checkbox"/> <u>Does not follow</u> instructions. Continual friction with others and is hard to work with.	<input type="checkbox"/> <u>Reluctant to follow</u> directions or instructions. Periodic friction with others.	<input type="checkbox"/> <u>Follows instructions</u> Cooperates with supervisor and co-workers.	<input type="checkbox"/> <u>Responds readily</u> to unusual or difficult assignments. Excellent team work.	
Attitude/Work and Co. Measures employee's ability to work toward City objectives of higher productivity without sacrificing quality	<input type="checkbox"/> <u>Constantly critical</u> of employer, job assignment, and/or other employees. Has caused dissention among others	<input type="checkbox"/> <u>Needs improvement</u> in overall attitude toward the City and/or fellow employees.	<input type="checkbox"/> <u>Positive Attitude</u> Has positive attitude toward his/her work and the City. Sets a good example for others.	<input type="checkbox"/> <u>Very positive attitude.</u> Promotes good will. Held in high esteem by co-workers and supervisors and members of the community	
Dependability Measures the employee's ability to follow job instructions and complete his/her assignment.	<input type="checkbox"/> <u>Unable or unwilling</u> to follow job instructions and has repeated trouble completing work assignments.	<input type="checkbox"/> <u>Needs guidance</u> to insure job instructions are followed and work assignments completed.	<input type="checkbox"/> <u>Generally dependable</u> Can be depended upon to do the job correctly and within standards.	<input type="checkbox"/> <u>Completes jobs</u> under any conditions to the best of his/her ability.	
Attendance/Punctuality Measures employee's overall attendance and punctuality.	<input type="checkbox"/> <u>Unreliable attendance.</u> High absence and tardiness rate. Leaves early. Doesn't respond to emergencies.	<input type="checkbox"/> <u>Often tardy or absent</u> Employee is working towards improvement.	<input type="checkbox"/> <u>Acceptable attendance.</u> Tardy very seldom. Responds to emergency calls. Willing to stay late when needed.	<input type="checkbox"/> <u>Very good attendance.</u> At work on time. Willing to help out for emergencies calls.	
OVERALL Performance Based on ratings above, indicate the employee's overall performance rating.	<input type="checkbox"/> <u>UNACCEPTABLE.</u> Employee's performance is unacceptable to position. (Not Competent)	<input type="checkbox"/> <u>BELOW MINIMUM.</u> Employee's performance at times fails to meet minimum job requirements. (Working toward Competency)	<input type="checkbox"/> <u>ACHIEVED.</u> Employee's performance meets all position requirements. (Employee is competent in his/her job)	<input type="checkbox"/> <u>EXCEEDS.</u> Employee's performance exceeds position requirements. (Employee is very competent in job)	

Communications Review / Feedback Opportunity

(This section must be completed and signed by the employee)

1. What were your goals during the past year and did you achieve them? Why or why not (please elaborate):

2. What are your upcoming goals during the next 12 months?

I have received an explanation of this evaluation and would like to make the following comments:

Employee's Signature

Date

Supervisor's Signature

Date

Library Director's Signature

Date



Performance Evaluation Process 2015

On-going organizational success depends on the intellectual capital within the organization. This program is a critical strategic tool for attracting and retaining qualified employees to sustain our organization and ensure that our employees are achieving their own personal development goals.

Step 1: Library managers and staff should create operational goals based on the framework of the most current library strategic plan. Once the pertinent strategic library goals and objectives have been identified, specific personal and team goals should be developed for the following year. Employees should document these personal and team goals on the second page of the Performance Evaluation Form 2015.

Step 2: Approximately 3 weeks prior to the evaluation, the manager should provide the employee with an Employee Questionnaire Form. The employee needs to complete the questionnaire and return to the supervisor prior to the performance evaluation.

Step 3: Performance Evaluation. On a yearly basis, the supervisor needs to evaluate the performance of the employee. There are 4 general categories to describe the employee's performance:

PERFORMANCE EXCEEDS EXPECTATIONS - A level of accomplishments that overwhelmingly go beyond reasonable but demanding standards of performance, particularly in the key areas of responsibility. This employee consistently demonstrates an exceptional level of achievement and can demonstrate how this was accomplished.

PERFORMANCE SUCCESSFULLY ACHIEVED EXPECTATIONS - A level of performance that clearly achieved all major requirements of the position. It reflects good, solid performance expected of those who possess the necessary education, training, and experience for the job. This rating applies to those employees who consistently perform in an effective and professional manner.

PERFORMANCE NEEDS DEVELOPMENT / IMPROVEMENT – Often a rating reflective of a new employee to the organization or the position, this rating reflects the need for development as not all performance fully meets the requirements of the position. The need for further development and improvement is clearly evident.

UNACCEPTABLE PERFORMANCE - A level of performance which is clearly below minimum job requirements, even when close supervision has been provided. Performance must significantly improve within a designated period of time if the employee is to remain in the position.

Step 4: See the Merit Adjustment Schedules to determine what, if any, eligibility the employee has for a pay increase or lump sum payout based on their overall performance for both a merit increase and an incentive bonus. Complete the Merit Adjustment Form, attain appropriate signatures and forward all completed forms to Library Administration.

Throughout the year, implement the formal and informal development opportunities through a combination of mentoring, coaching, job rotation, traditional educational programs, seminars and on-line learning solutions.



Performance Evaluation Process *Employee Self Evaluation Questionnaire*

Name _____
Print

Date _____

Position _____

Evaluation Period _____

As a part of the evaluation process, use this form to review, describe, and evaluate your job performance over the past evaluation period. Share this form with your supervisor prior to your evaluation meeting for submittal with your annual performance evaluation for your file.

1. What were your most significant work-related accomplishments? (Include projects, assignments, new skills or knowledge gained).
2. How do these accomplishments relate to your key goals? How do these accomplishments relate to the goals of the library as an organization?
3. What goals did you set for last year, but were unable to accomplish? Why were you unable to accomplish these goals?
4. What are your goals for the next evaluation period?
5. How will you accomplish these goals? When do you anticipate completing them?
6. What do you need to accomplish these goals?
7. How can your immediate supervisor and/or management do to help you to accomplish your goals or work more effectively and support your position?
8. What additional training or development would help you improve and/or enhance your work performance?
9. What feedback or suggestions do you have to improve library operations?

b. 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

11. Library Holidays

a. The Board approves the following paid holidays as part of Paid Time Off (PTO):

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

b. Eligibility: Full-time and some Part-time employees are eligible for paid holiday time. Part-time employees whose full-time equivalency is at least 0.5 are eligible for holiday pay. ~~Page Series and~~ Temporary employees are not eligible for paid holiday time.

c. Full-time Employees: Full day holidays shall be considered as 8 hours time.

d. Part-time Employees: Full day holidays shall be considered as 8 hours time multiplied by the employee's full time equivalent.

e. New Hires: New full-time and part-time employees are eligible for paid holidays as prescribed above occurring after their hire date.

f. Employees shall receive their regular compensation on holidays. Employees eligible for overtime who are required to work on holidays shall receive overtime compensation at 2.0 times the hourly rate of pay.

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

h. Employees of non-Christian faiths shall be granted time off to observe their holy days. Such time may be charged to Paid Time Off (PTO) or made up as mutually agreed by the employee and the supervisor.

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

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), i.e. vacation and discretionary time off (DTO), as prescribed below after they have completed 3 calendar months of employment. Part-time employees whose full-time equivalency is at least 0.5 are eligible for PTO. ~~Page Series and~~ Temporary employees are not eligible for PTO.

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 discretionary time off (DTO) annually per the schedule of hours below:

0 – 1 year of service	40
1+ years	80.

DTO must be used during the year received or it is forfeited, i.e. it does not carry over from year to year. Unused DTO will not be paid out upon separation for any reason. DTO 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 DTO 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 DTO 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 DTO for other purposes must be scheduled in advance.

d. Vacation and DTO 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 DTO 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 DTO hours annually, keep records of such use, and notify employees as near to January 1 as is practicable of their earned vacation and DTO 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 DTO or sick leave account hours may charge such time to either if approved by the Director, with DTO 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 DTO 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 DTO.

13. Sick Leave Account

- a. Effective December 31, 2011 the paid sick leave benefit is eliminated and a sick leave account created for each eligible employee.
- b. 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 DTO 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.

g. 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.

- (1) 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.
- (2) 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.

14. Family and Medical Leave

A leave of absence for birth, adoption, or foster care placement; employee medical/illness; or family medical/illness that is determined to be a serious health condition is available to employees as specified below or as may be provided under other sections of the *Bylaws and Policy Statements of the Mead Public Library Board*. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts, with both forms of leave to be used concurrently. Should this policy conflict in any way with the applicable Federal and State statutes or regulations, the statutes or regulations shall control. In addition, the employer-provided leaves of absence will run concurrently, and are not to be taken in addition to, the statutory leaves provided for under the Wisconsin and Federal Acts. A current copy of the entire policy is posted online and kept in the Administrative Office and in the Staff Room for review.

15. Jury Duty/Subpoenas

- a. Full-time and part-time employees whose FTE is at least 0.5 receive leave with pay when called for jury duty or as a witness, or subpoenaed as a witness in a court or legal tribunal related to their work at the Library provided the payment received for such is turned over to the Library, not to exceed sixty calendar days per year.
- b. Time for court/tribunal action instituted by or against an employee may be made up, taken as unpaid leave, or taken as paid leave as decided by the Director.

16. Military Duty

- a. Career-series employees who provide the Library with advance written or verbal notice of their military service shall be reinstated according to the applicable laws governing such reinstatement, notably the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). The Director shall grant a leave of absence to members of reserve units which require annual training periods according to the applicable laws governing such leaves. All military leaves shall be without pay and without employer-paid benefits except as provided by law.
- b. The Library posts the current version of the United States Department of Labor poster setting forth employee rights under USERRA in fulfillment of the requirement that it provide employees with specific notice of their rights, including election of continuation in the Library health plan for themselves and their dependents.

17. Special Leave

- a. The Director may authorize special paid or unpaid leaves of absence for any period or periods not to exceed three calendar months in any calendar year.
- b. An employee's immediate supervisor may grant unpaid leaves for personal reasons for a period or periods not to exceed ten working days in any calendar year.
- c. The Director may authorize special paid or unpaid leaves for the purpose of attending extended training courses at a recognized university or college and for other purposes deemed beneficial to the Library. If such leave is paid, the employee is required to work six months for each month of leave, with any fraction