

Title: Smoke Free Building Chapter: Facility and Equipment Management Approved By: Library Board of Trustees	Document Type: Policy Document Number: 07.01 Original Effective Date: Date of Last Revision: 12/19/13
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Smoke Free Building

In order to provide a healthful environment for all members of the public and the Library staff there shall be no smoking by anyone at any time in any enclosed portion of the Library building. Smoking is defined as carrying a lighted cigar, e-cigar, cigarette, e-cigarette, pipe or any other lighted smoking equipment. Smoking is also prohibited at any time outside the building within 25 ft. of its main entrance.

Library employees who wish to smoke may leave the Library building during paid break periods in order to do so unless requested to remain in the Library building by their supervisor or other authorized staff member. Library employees who smoke or use other tobacco products while on Library property shall not litter and must properly dispose of trash, e.g. cigarette butts, matches, cigarette packages.

Title: Expense Reimbursement Policy Chapter: Budget and Finance Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 13.07 Original Effective Date: Date of Last Revision: 11/6/2018
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Expense Reimbursement Policy

Employees may receive reimbursement for 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. Employees will be compensated at the current IRS mileage reimbursement rate.

Reimbursement is made through the employee's payroll check, and is paid on the next payroll period after receipt of the completed "Employee expense reimbursement form" is submitted to the Business Manager, who administers the Library's continuing education/staff training programs.

Title: Paid Time Off Chapter: Personnel Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 15.30 Original Effective Date: Date of Last Revision: 7/31/24
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Paid Time Off

- A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for paid time off (PTO). Mead Public Library follows the City of Sheboygan's current PTO schedules located in the City of Sheboygan employee handbook.
- B. The library director may authorize PTO up to 200 hours in any calendar year.
- C. Payment in lieu of PTO shall not be made except at termination of employment.
- D. PTO payout upon separation of employment:
- Voluntary Separation, Retirement or Layoff – An employee who leaves employment in good faith (provides proper notice) shall receive payment for all current year unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Termination for Cause – Employees who are terminated for cause are not entitled to payment of their current unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Death – In the event of death of a current employee, survivors shall receive payment for all current unused accrued PTO, and all earned PTO accrued for the next calendar year.
 - Employees with less than one year of experience – If a new employee was offered additional (unearned) PTO upon hire and that employee ceases to be an employed during their first calendar year (for any reason other than death), any unused or unapproved PTO will not be paid out upon employment termination.
- E. The Director (or designee) shall resolve any conflicts in the use of PTO.

Title: Health, Dental, and Other Health-Related Insurance Chapter: Personnel Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 15.38 Original Effective Date: Date of Last Revision: 11/6/2018
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Health, Dental, and Other Health-Related Insurance

- a) The Library, via the City of Sheboygan, shall provide for all eligible employees the current group health, dental, and all other health related benefits. Changes to the City of Sheboygan employee health-related benefits are approved by the Mead Public Library Board of Trustees.
- b) Eligibility
 - i. Full-time employees are eligible to receive health insurance benefits following one complete calendar month of employment. Part-time employees whose full-time equivalency is at least 0.5 are eligible to participate in the health insurance benefit at 50% of the total cost.
 - ii. A full-time employee who chooses to drop or waive participation in the City of Sheboygan health insurance plan shall receive a \$1,200 per year payment, prorated on a monthly basis. The per year payment is subject to change from year-to-year as decided by the Sheboygan Common Council. The change in the amount that is paid out to Mead Public Library employees would be subject to Library Board Approval.
 - iii. Full-time and part-time employees are eligible to receive dental insurance benefits following one complete calendar month of employment.
 - ~~iv.~~ Full-time and part-time employees may opt to participate in all other health related programs/plans/benefits the City of Sheboygan has to offer at their own expense through payroll deduction, if they meet the eligibility requirements established by the providers.
- c) Employees shall pay through payroll deduction a percentage of the premiums for health and dental insurance as determined by the City of Sheboygan Common Council, and approved by the Mead Public Library Board of Trustees.
- d) Health and dental insurance plan coverage continues as long as the eligible employee continues in the employment of the Library.

The Library's obligation to provide insurance benefits to eligible employees ceases when the employee is laid off, is discharged, ~~or~~ quits, or retires except that health and dental insurance benefits shall continue pursuant to Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requirements, the Family and Medical Leave Act of 1993, and successor legislation as applicable.

Title: Code of Ethics Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.49 Original Effective Date: Date of Last Revision:
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Code of Ethics

The "Code of Ethics" as adopted and amended by the City's Common Council applies to all Library officials and employees. It is their responsibility to review the "Code of Ethics" and act in accordance with it. The Director shall answer employees' questions regarding the application of the "Code of Ethics" and may refer such questions to the Board, which may refer them to the Ethics Board for resolution.

Title: Firearms, Open or Concealed Carry Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.51 Original Effective Date: Date of Last Revision:
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Firearms, Open or Concealed Carry

1. State law (Wis. Stats. 941.235) prohibits the open carrying of weapons in public buildings such as the library by other than those authorized by the law to do so. Thus, no employee shall open carry a firearm while in the Library building.
2. Although the State of Wisconsin allows concealed carrying of weapons, including handguns, no employee is permitted to carry a handgun while on duty.