

Title: Cessation of Employment Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.19 Original Effective Date: Date of Last Revision:
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Cessation of Employment

In addition to voluntary separation, retirement, layoff, discharge, or death employment ceases when an employee is unable to report to work due to illness or injury following a period of 90 days after use of all applicable family and medical leave, paid time off, unaccrued leave, and sick leave account.

Title: Classification Schedule Chapter: Personnel Approved By: Library Board of Trustees 10/25/2018	Document Type: Policy Document Number: 15.14 Original Effective Date: Date of Last Revision: 11/6/2018
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Classification Schedule

- I. Position grades are designated on the “City of Sheboygan Non-Represented Pay Schedule”
- II. The Library positions listed on the city pay schedule are as follows:

<u>Grade</u>	<u>Position</u>
V	Library Director
S	Library Business Manager Library Public Service Manager Library Technical Support Manager
K	Library Information Technology Specialist
J	Librarian Library Page Supervisor Library Public Safety Specialist
I	Library Communications Specialist
H	Library Maintenance Supervisor
C	Library Assistant Library Maintenance Technician
E	Library Administrative Assistant
F	Library Cataloger
O	Library Page Library Cleaner

Title: **Compensation - Entrance Pay Rates**
Chapter: **Personnel**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
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Compensation - Entrance Pay Rates

Starting Rate on Initial Employment: Original appointment to any position shall normally be made at the minimum rate for that position. At the Director's discretion, initial compensation may be set at a rate higher than the minimum rate for the position.

Starting Rate on Return to Duty: When an employee returns to duty in the same position after a separation from Library employment not due to discreditable circumstances, such employee may, at the Director's discretion, receive the rate of pay corresponding to the rate received at the time of separation and shall subsequently serve there at for such period normally required for merit increase eligibility.

Rate of Pay on Promotion: When an employee is promoted to a position with a higher pay range, the director shall have the discretion to set the employee's rate of pay, provided that any pay raise fits within the board approved personnel budget.

Title: Compensation - Merit Increase Plan Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.22 Original Effective Date: Date of Last Revision: 09/24/2015
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Compensation - Merit Increase Plan

- I. The Board shall adopt and the Director (or designee) shall administer a merit increase plan integrated with the system of periodic performance appraisal.
- II. The Merit Increase Plan shall apply to full-time and part-time employees.
- III. Merit pay, when applicable, shall be awarded in increments paralleling those applicable to comparable City employees.
- IV. If a merit increase would place an employee's hourly rate above the maximum hourly rate in the salary range for the position held, such employee will receive a merit bonus, which shall remain in effect for one year following its effective date.
- V. Merit increases or bonuses are effective during the first full pay period following the submission of library staff evaluation paperwork to the City Human Resources Department. Submissions that are received late will be applicable to the first payroll following the review date unless the submission of the review was held for discretionary reasons (for example, if the employee was on a performance improvement plan that delayed a merit award).
- VI. Following approval by the Director of the appropriate merit adjustment, the employee shall be notified of such approval in writing. Within 15 days of this notification, the employee may request that the Library Director and the employee's supervisor review the performance rating and resultant merit adjustment. Within 15 days of that review the employee may file an appeal via the Library Director to the Human Resources Committee by completing a Notice of Evaluation Appeal form (available online and in the Administrative Services office).

The Director will promptly submit the Notice of Evaluation Appeal form to the Human Resources Committee Chair, who will promptly schedule a Committee meeting at a time and date when the employee, the employee's supervisor, and the Director are able to attend for the purpose of the Committee's hearing the employee's appeal. After the hearing, the Committee will either confirm the recommended merit adjustment or approve a revised merit adjustment for the employee based upon the additional objective facts regarding the performance rating reviewed at the hearing. The decision will be confirmed in writing to the employee and this decision shall be final.

Title: **Compensation Plan**
 Chapter: **Personnel**
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Compensation Plan

- I. All positions shall be compensated in accordance with the Compensation Plan established by the Board as follows: The minimum, mid-point and maximum salary ranges for Library positions grade A – grade Z parallel “City of Sheboygan Non-Represented Pay Schedule” wage schedule. Salary and wage rate tables are maintained in the Library’s Administrative Office.

- II. Compensation is established for work for a normal schedule of 40 hours per workweek; provided, however, that the salaries of employees in exempt positions are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per pay period and shall not be adjusted with variations in work schedules unless part-time employment is specifically provided.
 During periods when the full-time position is established at less than 80 hours per pay period, the resulting ratio will apply to definitions of employees and to all calculations of compensation and benefits for eligible employees. Those which are herein calculated as or referred to in numbers of hours will be rounded up to the next 15-minute increment.

- III. The Board does not grant general salary increases annually. Instead, the salary schedule will follow the City of Sheboygan “Non-Represented Pay Schedule” grade and ranges within the grade. Schedule increases will be adopted by the Library Board of Trustees and will be adjusted when and as warranted due to the periodic revision of the salary schedules for comparable City employees. In order to be considered relevant to the compensation of library employees, salary/compensation surveys, whether conducted by the Library or by the City, shall include comparisons with public library salary schedules and other compensation in the following communities, in addition to those recommended by the City: Appleton, Eau Claire, Kenosha, Lacrosse, Oshkosh, and Racine.

- IV. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee under the minimum rate for the position, the employee's rate will be adjusted to the new minimum rate.

- V. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee above the maximum rate for the position, the employee's rate will remain fixed until such time that the maximum rate equals or exceeds the fixed rate.

Title: Continuity of Service Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.26 Original Effective Date: Date of Last Revision:
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Continuity of Service

Continuity of Service: Service requirements shall imply continuous service, which means Library employment without break or interruption. Unpaid leaves of absence of less than 31 consecutive calendar days, paid FMLA leaves, and other paid leaves shall not interrupt continuous service nor be deducted therefrom. Except for extended service with the U. S. Armed Forces, unpaid FMLA leaves in excess of 30 consecutive calendar days and unpaid leaves of absence in excess of 30 consecutive calendar days shall be deducted in computing total service but shall not serve to interrupt continuous service.

Continuity of service shall be interrupted if the employee:

- a) Is laid off or has not worked for any reason, other than those listed in the section immediately below, for a continuous period equal to the employee's term of employment or for 24 calendar months, whichever is lesser.

Continuity of service shall terminate if the employee:

- a) Quits, or
- b) Is retired, or
- c) Is laid off or has not worked for any reason, other than those listed elsewhere in this section, for a continuous period exceeding the employee's term of employment or 24 calendar months, whichever is lesser, or
- d) Is discharged.

Title: Definition of Employees Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.17 Original Effective Date: Date of Last Revision: 12/18/2014
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Definition of Employees

1. Full-time: A full-time employee is a person hired to fill a full-time position, of at least 80 hours per pay period, approved in the Library's Table of Organization on a year-round basis and who is not currently on unpaid leave for a period projected to be in excess of 30 consecutive calendar days unless such leave is FMLA leave. Full-time employees are eligible to accrue and receive all benefits as provided for in this policy.
2. Part-time: A part-time employee is a person hired to fill a part-time position, up to 58 hours per pay period, approved in the Library's Table of Organization on a year-round basis and who is not currently on unpaid leave for a period projected to be in excess of 30 consecutive calendar days unless such leave is FMLA leave. Part-time employees are eligible to accrue and receive some benefits as provided for in this policy.
3. Temporary: These positions are occasionally needed to fulfill a short-term need within the organization. However, these positions are considered "extra help" and, therefore, are not benefit eligible (other than state-required benefits).
4. Full-time Equivalent: Full-time equivalency is based on an 80-hour pay period. Part-time positions are defined as a full-time equivalent of 0.5 or greater. The full-time equivalency status of part-time employees shall not change for temporarily working additional hours.
5. Retiree or Retirement: A full-time or part-time employee, no longer working for the Library as such, who reached the retirement age as determined for annuity computation purposes under the Wisconsin Retirement System while an employee of the Library and who is eligible to receive said annuity payments.

Title: Definition of Orientation Period, Trial Period and Pay Period Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.16 Original Effective Date: Date of Last Revision:
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Definition of Orientation Period, Trial Period and Pay Period

1. Orientation Period: The orientation period is for all new hires and shall be one year, during which time the Director (or designee) may terminate the services of the employee. The employee shall have no recourse over such termination.
2. Trial Period: The trial period is for promoted employees and shall be one year. Employees who do not satisfactorily complete this period, or request in writing to be removed from said position, are eligible to return to their former position or any vacant position they are capable of performing, provided the position is included in the Table of Organization, is funded and is open. Rate of pay will be adjusted accordingly.
3. Pay Period and Work Week: Library pay periods begin on a Sunday and end fourteen days later on a Saturday. Library pay dates coincide with those for other City employees. The work week begins on Sunday at 12:00 AM and ends on the following Saturday at 11:59 PM.
4. Pay Method: The Library issues pay to all employees via the direct deposit program administered by the City of Sheboygan.

Title: **Employee Performance Reviews**
Chapter: **Personnel**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **15.21**
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Employee Performance Reviews

- I. The Board shall adopt and the Director (or designee) shall administer a system of periodic employee performance reviews which will normally be completed at the beginning of each New Year.
- II. The Board shall review the Director's work performance periodically in such a manner as adopted by the Board.
- III. Orientation Period: New full-time and part-time employees shall be reviewed periodically during the orientation period.
- IV. Trial Period: Promoted full-time and part-time employees shall be reviewed periodically during the trial period.
- V. Full-time and part-time employees: All such employees shall be reviewed periodically throughout the duration of their employment.
- VI. Continuation of employment is predicated on consistent achievement of satisfactory performance as evidenced via employee review(s). The Director is authorized to terminate the employment of employees whose performance is below the level expected and who are not able to improve their performance in the time period specified.

Title: Employee Promotion and Demotion Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.23 Original Effective Date: Date of Last Revision:
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Employee Promotion and Demotion

The Director shall approve all promotions and demotions and determine the applicable hourly rate within the provisions of this Plan.

Promotions may be granted within the limitations of the Library's budget and Table of Organization to employees demonstrating exemplary work and who fulfill the requirements of the new position.

Title: Establishment and Maintenance of the Classification and Compensation Plans	Document Type: Policy
Chapter: Personnel	Document Number: 15.13
Approved By: Library Board of Trustees	Original Effective Date:
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Establishment and Maintenance of the Classification and Compensation Plans

The Board is responsible for establishing and maintaining the Classification Schedule and Compensation Plan, including but not limited to allocating new or changed positions, determining proper compensation rates, maintaining current position classifications and specifications, and revising them on the basis of changes in duties of positions, availability of funds and in prevailing rates of pay for comparable occupations outside the Library. The Board may delegate administrative and clerical work involved in the foregoing to any appropriate Library official or employee.

Employees may request consideration of a change in the classification or compensation of their positions. Such requests shall initially be made to the Director who shall promptly seek to arrive at a solution consistent with the Classification Schedule or Compensation Plan and acceptable to the employee. Where the Director is unable to resolve such a request, the Director shall submit the matter to the Board for consideration and action.

Title: Hiring, Disciplining and Discharge of Library Staff Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.04 Original Effective Date: Date of Last Revision: 12/18/2014
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Hiring, Disciplining and Discharge of Library Staff

The Director (or designee) shall hire, discipline and discharge all other personnel. Such actions shall be final upon the Director's signing of all related documents in regular use for such purposes.

A) Recruitment

- 1) As stated in Section 10000 VIII., it is the policy of the Library Board to comply with the Equal Employment Opportunity Act in order to recruit and select the most qualified persons for approved vacancies.
- 2) In accordance with State law and the guidelines for the Equal Employment Opportunity Commission, recruitment and selection shall be conducted in an affirmative manner to ensure open competition and to provide equal employment opportunity to qualified individuals regardless of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, political affiliation, arrest record, conviction record (except as permitted by Statute), membership in the National Guard, State defense force, or any other reserve component of the military force of the United States or this State, or use or non-use of lawful products off the employer's premises during non-working hours, except as otherwise provided.

B) Vacancy Review Process

- 1) When a vacancy or promotion is anticipated the Library Manager or Supervisor responsible for the service group in which the vacancy exists, after an internal service/staffing review, completes a Vacant Position Review form before the position can be filled on other than a temporary basis and submits it to the Director for further review and action.
- 2) The Vacant Position Review Form shall be in a format developed by Administrative Services and shall include:
 - (a) The likely costs associated with filling the position including the extent to which such costs are included in the current year's expenditure budget.
 - (b) The anticipated effect on services to the public and other library service groups of keeping the position vacant.
 - (c) The anticipated effect on services to the public and other library service groups of filling the vacant position, including options for filling by transfer or promotion.
 - (d) A recommendation for the method of posting the vacant position, if approved for recruitment, e.g. internal posting, general posting, transfer, or promotion.

C) The Director reviews the Vacant Position Review Form and:

- (a) Proceeds to fill the position with or without modification via internal posting, general posting, transfer, promotion, or other current method if there is concurrence with the Library Manager or Supervisor recommendation.
- (b) Declines to fill the position per the Vacant Position Review Form
- (c) Arranges for the posting of approved position vacancies for recruitment.

D) Vacant Position Action

- (a) No person shall be hired to fill, be promoted to, or be transferred until approval is granted by the Director or, if applicable, by the Board.
- (b) As a matter of information, the Director may report decisions regarding vacant positions to the Board and/or its Human Resources Committee. In addition, the Director may consult with the Board and/or its Human Resources Committee prior to determining the final disposition of any given vacant position(s).

Title: Immediate Discharge Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.25 Original Effective Date: Date of Last Revision:
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Immediate Discharge

Immediate Discharge: Reasons which may result in the immediate discharge of an employee include, but are not limited to, instances in which an employee:

- I. Is absent from work for three consecutive days without advising the Director (or designee) of an acceptable reason for such absence unless it was impossible to do so, or
- II. Overstays a leave of absence without advising the Director (or designee) of an acceptable reason unless it was impossible to do so, or
- III. Gives a false reason in requesting a leave of absence, or
- IV. Engages in other full-time employment without the Director's authorization during a leave of absence, or
- V. Reaches a settlement for total disability, or
- VI. Falsifies information required for or during employment, or
- VII. Commits theft on Library premises, or
- VIII. Possesses, uses or sells illegal drugs on Library premises, or
- IX. Possesses a firearm or a concealed weapon on Library premises, or
- X. Engages in the intentional destruction or sabotage of Library property or services, or
- XI. Demonstrates violent, disruptive or disorderly conduct directed to customers or employees, or
- XII. Is insubordinate without advising the Director (or designee) of an acceptable reason for such action prior to the event (unless it was impossible to do so) or subsequent to its occurrence.

Title: Interpretation of Position Specifications Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.12 Original Effective Date: Date of Last Revision:
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Interpretation of Position Specifications

Purpose and Effect of Position Specifications: Position specifications shall outline the main characteristics and qualification requirements and give examples of specific duties which employees holding such positions may be properly required to perform. Specifications are descriptive and explanatory but not restrictive. The listing of specific examples of duties does not preclude the assignment of other tasks by the Director (or designee).

Statements of Qualifications: The statement of qualifications in a position specification is intended to be used as a guide in selecting persons for examinations and employment, for preparing examinations, and for use in rating the position.

Title: Personnel Records Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15-09 Original Effective Date: Date of Last Revision:
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Personnel Records

The Director (or designee) shall keep all required personnel records as required by law and the “Record Retention Schedule for Wisconsin’s Public Libraries and Public Library Systems” as adopted by the Library Board.

Title: **Position Classification and Specification**
Chapter: **Personnel**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **15.11**
Original Effective Date:
Date of Last Revision:

Position Classification and Specification

Position Classification: Positions shall be similarly classified in respect to their duties and responsibilities so that similar job requirements and same rates of pay are applicable thereto.

Position Specification: The Board shall approve and the Director (or designee) shall maintain position specifications which define the duties of all positions and establish the desirable qualifications required for successful performance in such positions.

Title: Progressive Employee Discipline, Discharge and Grievance Process Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.24 Original Effective Date: Date of Last Revision: 09/24/2015
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Progressive Employee Discipline, Discharge and Grievance Process

1. The Director is authorized to discipline, suspend or discharge employees. The normal sequence of disciplinary action for offenses other than those subject to immediate discharge or specified elsewhere is:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Unpaid suspension
 - d. Termination
2. Notice of such discharge or suspension shall be in writing and shall include the reason(s) for the discharge or suspension.
3. Employees may submit a grievance and appeal discipline, discharge, and workplace safety decisions as follows:
 - a. A grievance is defined as any difference or misunderstanding which may arise between the Library and one of its employees regarding discipline, discharge or workplace safety. Administration shall be responsible for developing and making available to all employees the Grievance Form which must be completed stating the issue involved, the date when the situation arose, and the relief that is sought to resolve the situation.
 - b. In the event that an employee does not agree with disciplinary action taken against him/her; disagrees with his/her termination; or has an issue with workplace safety which affects him/her, the following grievance procedure shall be used.

Step 1

Except for employees subject to immediate discharge, who shall proceed directly to Step 3, the employee shall submit the completed grievance form to his/her supervisor for discussion. The grievance must be submitted within five (5) days of the occurrence. The supervisor shall provide the employee with a written response to the grievance within ten (10) days.

Step 2

In the event that no satisfactory resolution occurs in Step 1, the employee shall present the grievance to his/her Manager within five (5) days of the supervisor's response. The Manager will provide the employee with a written response to the grievance within fifteen (15) days.

Step 3

Should the matter still not be resolved, or if the matter is an immediate employee discharge, the employee will file the grievance with the Library Director for hearing before the Human Resources Committee of the Library Board. This appeal must be made within five (5) days of the receipt of the Manager's response under Step 2, or within five (5) days of the date of termination. The Human Resources Committee shall schedule a hearing on the appeal within thirty (30) days of receiving the appeal and will request the Library Director to furnish it with all pertinent information and documents on the matter. The Human Resources Committee shall conduct a hearing and the employee appearing shall have the full opportunity to be heard. Notice of the time and place of such hearing shall be delivered personally to the employee or sent to the employee appealing by certified mail to his last known address, and also given to the appointing authority who administered the discipline or in whose department the workplace safety issue is alleged.

At the hearing, the employee will have the right to present testimony and witnesses regarding the matter and will be subject to cross examination. Each member of the committee may subpoena witnesses, administer oaths, examine witnesses and compel the production of relevant documents, records and papers in connection with the conduct of the hearing and the Committee may examine each public record as it requires in relation to any investigation. All officers and other persons in the library service shall attend and testify when required to do so by the Committee.

The Committee may appoint an impartial third person for the sole purpose of serving as a member of an official hearing set forth under this section. The Committee will render its decision on the appeal in writing to the employee within twenty (20) days of the hearing.

Step 4 – Final Appeal

The employee or appointing authority may choose to make a final appeal to the Mead Public Library Board. This appeal must be filed with the Library Board President within five (5) days of receipt of the decision of the Human Resources Committee.

The Library Board will review all the evidence produced during the Human Resources Committee hearing and may choose to ask the employee or other persons to testify if questions arise. The Library Board will render its decision within thirty (30) days of the review. The decision of the Library Board will be final and binding on all parties.

Title: Special Leave Chapter: Personnel Approved By: Library Board of Trustees	Document Type: Policy Document Number: 15.35 Original Effective Date: Date of Last Revision:
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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 of a month of over 15 days considered a month, or to reimburse the Library for pay received during the leave. The Library Board shall approve such leaves in excess of three months.
- d) Employees who are granted leaves in excess of three months will be placed, upon their return, wherever a suitable vacancy exists even though it may not be in the same position or grade as formerly held prior to the leave.
- e) Employees who fail to ask for and secure an extension of leave or fail to return to duty at the end of a leave shall automatically be dropped from the Library's employment rolls.