



*Addendum to the
City of Sheboygan Employee Handbook*



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Mead Public Library

(Addendum to City of Sheboygan Employee Handbook)

Powers of the Library Board of Trustees

The Mead Public Library is governed by an autonomous board of trustees whose members are appointed by the Mayor of Sheboygan, the Sheboygan County Board Supervisors and the Sheboygan Area School District Superintendent (WI. Statute 43.54(1)(a)). It is the responsibility of the library board of trustees to approve personnel policy for the library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. (WI. Statute 43.58(4)). While the Mead Public Library Board of Trustees strives to align library personnel policy with the City of Sheboygan personnel policy, there are sometimes variances. Several Mead Public Library personnel policies are listed below that vary from the City of Sheboygan personnel policies listed in the City of Sheboygan Employee Handbook. If you have questions about any of these policies, please contact staff in the library administration office.

The policies set forth are unique to library employees and supersede those set forth by the City of Sheboygan.

The following language replaces the **City Employee Handbook “Paid Time Off (PTO) Holidays”** (pg. 8 & 17). Language can also be found in the **Library “Library Holidays” Policy (15.28)**

- a) The Board approves the following paid holidays as part of Paid Time Off (PTO):
 - New Year’s Day
 - Friday before Easter
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve Day
 - Christmas Day
 - New Year’s Eve Day

For those on a Monday – Friday work schedule, when a scheduled holiday that falls on Saturday it will generally be observed on the previous Friday, if the department is closed on the holiday. A holiday that falls on Sunday will generally be observed the following Monday. The City retains the right to schedule holiday observance which best suits its operations schedule.

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

The following language replaces the **City Employee Handbook “Paid Time Off (PTO) Vacation”** (pg. 8). Language can also be found in the **Library “Vacation” Policy (15.30)**

- A. Eligibility: Full-time and part-time employees (at least .5 FTE) are eligible for vacation.
- B. New full-time employees are eligible for the following pro-rated vacation time as of January 1st (of the following year):

<u>Hired the previous</u>	<u>Eligible on the following January 1st</u>
January 1 – March 31	40 Vacation Hours
April 1 – June 30	28 Vacation Hours
July 1 – Sept 30	16 Vacation Hours
October 1 – December 31	0 Vacation Hours

C. 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

D. The library director may authorize vacation up to 200 hours in any calendar year.

E. Vacation is prorated for part-time employees at a rate based on their full-time equivalency.

F. 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. In the rare chance an employee is not able to use all of his/her vacation, the employee's supervisor may request a carryover of a maximum of forty (40) hours. The library director must approve the carryover hours no later than December 15th. Payment in lieu of vacation is not permissible.

G. Vacation 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.

H. Payment in lieu of vacation shall not be made except at termination of employment.

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. Vacation must be used in half or full day increments I.E. 4 or 8 hour blocks for a full time employee. In the event the vacation balance is less than 4 hours, the remaining amount should be taken in one lump sum to deplete the account balance to zero hours.

L. Vacation 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 unused accrued vacation.
- Termination for Cause – Employees who are terminated for cause are not entitled to payment of their unused accrued vacation.
- Death – In the event of death of a current employee, survivors shall receive payment for all unused accrued vacation.
- Employees with less than one year of experience – If a new employee was offered additional (unearned) vacation 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 vacation will not be paid out upon employment termination.

M. The Director (or designee) shall resolve any conflicts in the use of vacation and PTO.

The following language replaces the **City Employee Handbook “Sick Day Account Balance”** (pg. 10). Language can also be found in the **Library “Sick Leave Account” Policy (15.32)**

1. Effective December 31, 2011 the paid sick leave benefit is eliminated and a sick leave account created for each eligible employee.
2. 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 PTO 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.

3. 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.

- a) 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.

- b) 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.

The following language replaces the **City Employee Handbook “Performance Reviews”** (pg. 10). Language can also be found in the **Library “Employee Performance Reviews” Policy (15.21)**

- 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.

The following language replaces the **City Employee Handbook “Mileage Reimbursement”** (pg. 11). Language can also be found in the **Library “Expense Reimbursement” Policy (13.06)**

Employees may 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 IRS mileage

reimbursement rate. The employee mileage reimbursement rate will be adjusted annually on the first day of January to reflect the current year's IRS standard 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 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.

The following language replaces the **City Employee Handbook "Grievance and Appeals Procedure"** (pg. 18). Language can also be found in the **Library "Progressive Employee Discipline, Discharge and Grievance Process" Policy (15.24)**

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.



Acknowledgement of Receipt for Addendum to the City of Sheboygan Handbook

I acknowledge having received a copy of the City of Sheboygan, Wisconsin's Employee Handbook and a copy of the Mead Public Library Handbook addendum and I agree to read and become familiar with its' contents. I understand that neither this handbook or addendum, nor any other City or Mead Public Library policy, practice or procedure, is intended to provide any contractual obligations relating to continued employment, compensation or employment in a particular position, and should in no way be construed as creating any sort of employment contract.

All Mead Public Library employees are employed "At Will." This means that Mead Public Library is free to end the employment relationship at any time, for any reason, with or without cause and with or without notice. Nothing in the City's handbook or the Library's Addendum or in any other document or statement shall limit or modify the at-will employment status of Mead Public Library's employees.

I also understand that all of the policies, rules and regulations in this addendum may be changed at any time at the sole discretion of the Mead Public Library Board of Trustees with or without prior notice to employees. Employees are encourage to direct any questions regarding the City's or Mead Public Library policies, practices and/or procedures to their immediate supervisor.

Employee's Signature

Date

Employee's Name (Printed)