

Presque Isle Community Library	
Title:	Personnel Policy
Original Adoption Date:	November 11, 2015
Review Cycle:	Every 1 year(s)
Revision Approval Date:	December 12, 2017

- 1) **Purpose:** The purpose of this policy is to delineate the personnel policy under which all paid library employees for the Town of Presque Isle (Town) are expected to operate.
  - a) The Board values as vital, its staff of paid and unpaid personnel and their contributions to the library operation.
  - b) The Board will use both the Wisconsin Public Library Standards and the Wisconsin Public Library Director Certification regulations as guidelines.
  
- 2) **Management Policy:** The Board, duly appointed by the Town, shall have all management rights, authorities, and responsibilities as stated in Wisconsin Statutes, Chapter 43.
  - a) The Board shall select, appoint, and dismiss the Director of the library.
  - b) With the ultimate approval of the Town, the Board shall establish all paid positions and all starting wages and benefit levels for all library staff.
  - c) The Board shall provide an effective orientation for new Directors to assure that the Director understands all job description requirements.
  - d) The Board shall conduct annual reviews of the Director's performance, at which time personal and management goals will be discussed and evaluated.
  
- 3) **Administrative Policy:** The person appointed as Director shall be charged with the sole administration of the library.
  - a) The Director shall be responsible to the Board in matters pertaining to and concerning the library, shall be present at all monthly Board meetings and shall prepare and present such reports and meeting documents as requested.
  - b) The Director shall assist the Board Treasurer with the maintenance of financial records in an efficient manner; present periodic reports to the Board and to the municipal governing body; assist with the preparation of a draft of the annual budget to be presented to the Board, and assist trustees with presenting the adopted appropriation request to the municipal governing body.
  - c) The Director shall hold regular meetings with staff and/or volunteers for training and interpreting Board policy.
  - d) The Director will be responsible for preparing job descriptions and annual performance reviews for library staff.
  - e) The Director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
  - f) The Director shall recommend changes in or additions to library policies as needed.
  - g) The Director shall perform preparatory work to assist the Board with regular library planning.
  
- 4) **Probationary Period:**
  - a) All persons employed by the Board to fill a paid position, shall serve a probationary period. In this case, the Town grievance policy will not apply.
  - b) The probationary period shall be for six months from date of hire, providing the employee's performance is satisfactory. The probationary period may be extended, not to exceed six additional months if, in the opinion of the Board, an extended period is necessary to fully evaluate the employee.

- c) During the probationary period, the probationary employee must demonstrate the ability to successfully perform the duties of the position for which he/she was hired. The Board shall schedule monthly reviews during the probationary period and provide feedback.

**5) Salaries and Evaluation:**

- a) Job descriptions and salary guidelines are approved by the Board. They are subject to regular revision so that they will remain equitable for both the library and the staff.
- b) The library employees' wages and benefits are established by both the Town and the Board.
- c) The library employees' annual wage will be approved by the Board in conjunction with the Town and awarded in January, after a suitable evaluation.
- d) The Director position is a full time salaried exempt professional position. Under the update to the FLSA, effective December 1, 2016, the Director will be required to turn in time sheets.
- e) As necessary, part-time library employees shall turn in time sheets to the town clerk at the end of each pay period.
- f) The Board will evaluate the performance of the Director, in writing, after the initial six months probationary period, thereafter annually in Q3, prior to the budget preparation period.
- g) The Director will evaluate in writing, the performance of the other library staff annually in Q3.

**6) Wisconsin Retirement System (WRS) - State Retirement Fund:**

- a) Library employees are eligible for the WRS, as outlined and administered by the Wisconsin Department of Employee Trust Funds.
- b) The Town will remit the required employer portion of the payment to the WRS, consistent with those of other full-time Town employees.

**7) Rate of Pay and Pay Period:**

- a) The Town and the Board, as part of the annual budgeting process, will consider any pay increases and changes in benefits. Any changes in wages or benefits will be effective at the beginning of the next calendar year.
- b) Pay periods will run bi-weekly from Monday through Sunday, 26 per year.
- c) Payday will be the Wednesday after the pay period ends.

**8) Health Insurance:**

- a) The Town of Presque Isle agrees to provide a full-time Director with health insurance coverage, consistent with benefits given to other full-time Town of Presque Isle employees.
- b) In accordance with state statutes, the cost of this coverage shall be funded by the Town. The employee shall pay the balance of the premium, in accordance with state statutes.
- c) The Town reserves the right to change the insurance carrier, the policy, and the benefits at any time the Town may feel it necessary.

**9) Vacation:**

- a) Vacation must be taken within the calendar year. Carrying vacation into the next year is not allowed, unless there are extenuating circumstances and a written request has met with prior written Board approval.
- b) Annual vacation time is accumulated incrementally per pay period.
- c) As a minimum, vacation may be taken in 4-hour increments.
- d) There may be times when the Director may need "early use" of vacation more than what has been accumulated for the year. The Director must submit a written request to the Board. The Board may decide to grant such usage.
- e) A library employee terminated or wishing to resign or retire from employment, will lose any future vacation time. If the employee has initiated "early use" of vacation, this will be adjusted in the final check.

- f) Vacation Matrix
  - i) After one (1) year of continuous employment, the employee shall have earned vacation rights of 40 hrs with pay.
  - ii) After three (3) years of continuous employment, the employee shall have earned vacation rights of 80 hrs with pay.
  - iii) After four (4) years of continuous employment and each year thereafter, the employee shall receive 8 hrs of vacation for each year of continuous employment up to a maximum of 120 hrs with pay.
  - iv) After ten (10) years of continuous employment and each year thereafter, the employee shall receive 8 hrs of vacation for each year of employment up to a maximum of 160 hrs with pay.
- g) For purposes of annual planning, the Director shall submit vacation requests to the Board for approval.
- h) If circumstances merit (e.g. prior job experiences or certification levels), vacation quantities may be adjusted by the Board, in writing.
- i) Staff members working less than 20 hours per week will not receive paid vacation.

**10) Breaks / Meals:** The State of Wisconsin Department of Workforce Development provides employer guidance on breaks and meals. Employers are encouraged, but not required, to provide breaks of at least 30 minutes in duration at times reasonably close to the usual meal period.

- a) The Board recognizes that the daily management of the Library requires employees to be flexible in their schedules. Workloads constantly change and patrons can show up at any time during normal operational hours. The Director is expected to manage both their own schedule and the schedules of employees and volunteers around the ever changing patron load, to ensure service levels are consistently maintained at all times.
- b) The Board intent is to have the Library staffed during break times with at least one (1) knowledgeable paid staff person at all times.
- c) When the Library Director or staff is working shifts longer than six (6) hours, employees may take a 30 minute paid break and preferably stay on-site, using the break facilities within the building.
- d) The Library Director is expected to manage short breaks with staff, as needed.

**11) Holidays:**

- a) There are six (6) paid holidays per year on Christmas, New Year's Day, Memorial Day, Fourth of July, Labor Day, and Thanksgiving Day.
- b) If the holiday falls on a non-scheduled workday, it shall be taken on the closest scheduled workday of that week.
- c) In addition to the above holidays, the Director shall have two (2) additional personal days each year.
- d) Town holidays cannot be rescheduled or split.
- e) Personal days are 8 hr increments. Personal days cannot be split and must be taken within the calendar year.
- f) Staff members working less than 20 hours per week will not receive paid holidays.

**12) Sick Leave:**

- a) 40 hrs per calendar year. Sick leave is non-cumulative and does not carry over.
- b) Sick time may be used in 4 hr increments.
- c) Any employee who expects to be absent on sick leave shall notify the Board President at least one (1) hour prior to the start of their shift. If the sick leave is extended more than three consecutive days, the employee must inform the Board President of the situation.
- d) Employees may use their sick leave in the event of a serious illness of their employee's spouse or children, up to a maximum of 40 hours for any single illness.

- e) In the event that the Board President feels any employee is abusing the sick leave privilege, they can demand a doctor's certificate as proof of illness.
- f) Repeated use of sick time leave, that may appear to be an abuse, may subject the employee to disciplinary action.
- g) Staff members working less than 20 hours per week will not receive paid sick leave.

**13) Leave of Absence:**

- a) Leaves of absence without pay may be granted to library employees for maternity, adoption, illness, travel, or graduate or certification training. All leaves for library employees are considered on a case-by-case basis and must be approved by the Director.
- b) A leave for the Director must be approved by the Board.
- c) The library adheres to the Wisconsin Family and Medical Leave Law (section 103.10 of the WI Statutes). Family leaves of absence without pay are available to employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, companion, or parent with a serious health condition.
- d) Vacation and personal time must be used before an unpaid leave will be approved for reasons other than maternity, adoption, or military training.
- e) Requests for leave should be submitted in writing, well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave.
- f) In some instances, it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

**14) Bereavement Leave:**

- a) The Director may take up to three (3) paid days in the event of the death of immediate family, defined as, spouse, parent, step-parent, sibling, child, stepchild, adopted child, mother-in-law, father-in-law, grandparents and grandchildren.
- b) Employees must attend the funeral to receive said three days of pay.
- c) Staff members working less than 20 hours per week may take bereavement leave without pay.

**15) Military Leave:**

- a) Library employees who are duly enrolled members of the National Guard or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave.
- b) The Board will assure no loss of wages, provided the employee turns all earnings from the training period in to the Board. Benefits are not affected by a military leave as long as the leave does not exceed the fourteen day parameter.

**16) Jury Duty:**

- a) Employees shall be granted leave when required to be absent to serve jury duty during regular scheduled hours.
- b) The Board will assure no loss of wages, provided the employee turns all earnings from the period in to the Board.

**17) Work Schedule Policy:**

- a) A complete and accurate schedule of hours to be worked and actually worked must be maintained.

- b) Major changes in the Director's schedule or other circumstances may not be made without prior approval of the Board.
- c) Requests for changes shall be made in writing to the Board President.
- d) The majority of the Director's hours should be worked during normal library operating hours.
- e) The Director will ensure the library is staffed with either the Director or a paid library assistant, as well as the appropriate number of volunteers, at all times. Occasional exceptions may occur.
- f) The Library Director will post regularly scheduled office hours. It is felt that pre-posted office hours, scheduled during nonoperational library hours, will better facilitate focused work efforts and planned uninterrupted discussions with either Board members or community groups.
- g) Work time in excess of 40 hours per week is discouraged and will only be approved in exceptional circumstances and only with prior approval of the Board. Any such pre-approved work in excess of 40 hours per week will be compensated by comp time earned on the basis of time and a half, e.g. 6 hours of comp time for 4 hours of pre approved work in excess of the 40 hours of scheduled work per week

**18) Professional Certification, Meetings, Conventions, and Workshops:**

- a) The Director shall be a minimum certification Grade 3, as defined by the WI Dept. of Public Instruction (DPI).
- b) The Director shall provide the Board a written report annually, every December, detailing progress towards maintenance of the five (5) year DPI recertification requirement(s)
- c) The Director is encouraged to attend continuing education opportunities to aid the library and shall be allowed expenses at the discretion of the Board, according to the amount appropriated in the budget.

**19) Disciplinary Policy:**

- a) An employee of the library may be dismissed at any time by the Board.
- b) Any violation of this personnel policy shall be subject to disciplinary action as follows:
  - i) The first infraction of any component of these personnel policies or unsatisfactory work performance shall be an oral reprimand.
  - ii) A second violation shall be a written reprimand and subject to suspension with a loss of pay.
  - iii) A third violation of the work rules or unsatisfactory work performance shall be subject to a longer suspension with loss of pay or termination of employment.
  - iv) The employee shall have the right to request a review of any disciplinary action, using the Town Grievance Procedure.
- c) The Board wants each employee to be successful in their job and will work with employees to eliminate deficiencies. It is important that complete and clear written records be maintained by the Board, of all performance plan or disciplinary processes, for the protection of the employee and the library.

**20) Resignation and Retirement Policy:**

- a) A library employee wishing to resign or retire from employment must notify the Director or the Board as soon as practicable. Library employees should provide the Director a minimum notice of two (2) weeks.
- b) For the Director, a notice of at least ninety (90) days is requested by the Board.

**21) Equal Opportunity Employment Policy:** It is the policy of the Board to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

**22) Drug-Free Workplace Policy:**

- a) In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Town, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the Director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.
- b) Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

**23) Sexual Harassment Policy:**

- a) Harassment on the basis of sex is a violation of Title VII (federal law) and Statute 111.36(b) (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by Town.
- b) The Board accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.