

Rev. 2/17/2017	POL	N-9
PERSONNEL ADMINISTRATION		

PERSONNEL ADMINISTRATION

This policy is promulgated under the authority of Wisconsin Statutes sections 43.17, 43.57, 43.58 and other sub-sections of Chapter 43 as amended. Pursuant to the authority granted under Wisconsin Statutes, the Brown County Library Board retains authority for all personnel matters including, but not limited to, employee compensation, employee regulation, and the adoption of policies and procedures managing all Library personnel except as hereinafter specifically delegated.

All personnel practices within the Library shall conform to the provisions of the law. Should any of the provisions of this or any other Brown County Library policy be in violation of federal or state law, the conflicting law shall apply.

Organization

The Brown County Library Board shall advise the Library Director or his or her designee on all matters concerning the development and implementation of personnel policy, including labor negotiations. The Library Board shall review all proposed personnel policies as developed and recommended by the Library Director and adopt or modify these proposals.

The Library Director shall be responsible for implementing and administering all policies and procedures adopted or enacted by the Brown County Library Board. The Library Director shall be responsible for developing mandatory and uniform procedures for the recruitment and selection of employees, wage and salary administration, benefit administration, policy administration, investigations and disciplines, employee development, employee recordkeeping and affirmative action programs. The Library Director shall work in conjunction with the Library Board and administrative staff to insure compliance with any policies or relevant laws involving the discipline of employees.

The Library Deputy Director shall monitor and advise all supervisors and administrative employees and administer all personnel policies and labor contracts including all disciplinary and grievance matters. The Library Director shall direct and supervise the Library Deputy Director.

The Library Director may delegate authority to supervisory personnel to participate in the interview and selection of applicants for positions under their supervision subject to the approval of the Library Director and Deputy Director. Supervisors shall implement all policies and procedures created under this chapter.

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Supervisors may administer discipline and conduct first step grievance procedures where delegated by the Library Director.

Conditions of Employment

Wisconsin is considered an at-will state for purposes of employment which means that employment with the Library is voluntarily entered into, and the employee is free to terminate their own employment at-will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at-will at any time, with or without notice or cause. The Library will follow established policies regarding discipline and termination.

Regular Employees

A regular employee is assigned to a permanent full-time or part-time position that is expected to remain employed by the Brown County Library on a regular, ongoing basis as long as work is required or necessary, the employee performs satisfactorily, and the department supports the continuing existence of the position.

Limited Term Employees

Limited Term Employees (LTE) are assigned by the Library to positions that are not expected to remain employed by the Library on a regular, ongoing basis. Employment beyond any stated period does not in any way imply a change in employment status, unless otherwise notified in writing by the Library Director. Assignments in this category require individuals to engage in either full-time or part-time hours with the understanding that their employment may be terminated at the end of a project, funding source, or previously established date. LTEs may be dismissed at the discretion of the Library.

While LTEs receive all legally mandated benefits (e.g. worker compensation insurance, Social Security, etc.), they are ineligible for all of the Brown County Library's other benefit programs, unless specifically notified in writing by the Library Director.

Types of limited term employees include, but are not limited to the following:

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- Temporary Employees
- Summer/Seasonal
- Co-op Students/Interns
- Project Employees
- On-Call
- Grant Funded
- Employees who work, on average, under ten hours per week

Initial Employment Period

An initial employment period allows a new employee time to demonstrate knowledge and skills with their new role with the Library and allows that employee's supervisor time to provide training and evaluate the employee's performance. It is understood that during the initial employment period with the Library, the employment relationship may be terminated at any time, with or without cause, by the employee or the Library.

All regular full and part-time positions will have an initial employment period of six (6) months.

No employee shall be employed in more than one Library position, or in a Library position and a Brown County position, at any time without the prior written approval of the Library Director.

Position Control

Each position shall have a written position description which provides a non-exhaustive list of job duties and is compliant with legal obligations and Library requirements. All position descriptions shall be approved by the Library Board and reviewed every two to three (2-3) years. The Library Board shall delegate to the Library Director responsibility for approving routine updates and minor changes to job descriptions.

- Assignment to a compensation plan or wage schedule shall be determined by an objective evaluation, internal comparisons, and salary survey results compiled by the Library Deputy Director, with input from the supervisor.

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- Before substantial duties outside a position’s description are assigned to the position, prior approval must be received from the Library Deputy Director. Library administration will determine if an adjustment to the position is needed.
- Any changes to the position that result in a reclassification shall be submitted to the Library Board.

The Library Board shall allocate to the Library Director the maximum personnel budget. Library administration will evaluate requests for new positions and make recommendations to the Library Board based on library service needs and available personnel budget funds.

Any change to the table of organization, change in salary or wages, or permanent increase in budgeted hours that results in an annual increased cost of \$5,000 requires the approval of the Library Board. Changes that reduce costs, are cost-neutral or under an increase of \$5,000 are delegated to the Library Director.

Salary Administration and Status Changes

The Brown County Library Board is committed to excellence in library service to the Brown County community. An important element to providing excellent service is to maintain a compensation program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Our culture must challenge employees to strive for excellence in knowledge, skills and attitudes that contribute to the library’s capacity to carry out its mission. Our compensation program shall be transparent, fair, non-discriminatory, easy to administer and easily understood. Within the boundaries of financial feasibility, employee compensation shall be internally equitable and externally competitive based on identified market and performance factors.

The key to a successful compensation plan is a performance evaluation process based on explicit performance expectations, and a supervisory staff that know how to implement and manage the performance evaluation process. This involves not only training of supervisors, but also oversight on the evaluation process. Proper documentation for below satisfactory or above satisfactory performance is critical.

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Compensation Plan

The compensation plan for employees shall include the schedule of pay grades consisting of minimum and maximum rates of pay for all classes of regular full-time and part-time positions as reflected in the table of organization. The objective of the plan shall be to administer a quantitative job evaluation system which evaluates all positions based on the same factors to provide internal and external equity and establish and maintain fair salary ranges.

Assignment to a compensation plan or wage schedule shall be determined by an objective evaluation, internal comparisons, and salary survey results compiled by Library administration.

The Library Board, as part of the annual budget process, shall be responsible for approving the compensation plan, including any amount of money available for adjustments to the plan. Consideration will be given to trends in prevailing rates, market conditions and adjustments granted through collective bargaining to other employees.

Extra Pay

- Stand-By Pay. Employees who are assigned stand-by duty may receive compensation for each week assigned to stand-by duty, upon approval of the Library Director. This will be the sole compensation for this stand-by duty, even when such duty would otherwise be out of the employee's usual schedule or classification.
- Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Library Director and notification to the Library Board. The Library Director will recommend the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Library Director.
- Increased Pay for Work of another Classification. In certain cases an employee is eligible to receive increased compensation while performing the work of another classification

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- Employees as Program Presenters. Employees of Brown County Library are exempt from hire to perform Library initiated programs. Library employees who either volunteer or are asked to lead a program sponsored by Brown County Library, may do so with supervisor approval as part of their employment. All preparation, as well as the program itself, must be accommodated into the employee's assigned hours. Additional pay is not authorized for programs performed by Library employees.

Salary Structure

- Regular Full-time and Part-time Employees. Rates of pay for regular employees are established by the Library Board. Normal rules on initial employment apply.
- Limited Term Employees. Rates of pay for LTE positions are established by the Library Administration and approved by the Library Board..
- Reclassifications. A reclassification is the reassignment of a position to a different classification because of changes in the duties and responsibilities of the position. Wage adjustments because of reclassifications are handled under the same rules as Promotions, Demotions or Transfers. An employee, who has been granted a reclassification of the position held to a higher pay grade than his/her current rate, shall be paid at the higher rate of pay from the date the reclassification is approved by Library Board.

Status Changes

- LTE to Regular Employee. An employee working in a limited term position, who then becomes a regular Library employee, in the same classification, shall be paid at the same rate as a regular employee in the position.
- Part-time to Full-time Employee. An employee who transfers from part-time or full-time in the same classification will be placed at the same pay level. In certain circumstances the hours of existing part-time employees may be increased temporarily or permanently in lieu of other employment options.

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- Regular to LTE Employee. A regular employee, who transfers to a limited term position in the same classification, will be placed at the same pay level.
- Demotion. When an employee is demoted for any reason, the Library Director shall consult with the supervisor(s) involved to decide the pay for the re-assignment. In no case will it exceed the maximum of the pay grade of the job to which the employee is demoted.
- Retirement. The normal retirement age for Library employees shall be determined by appropriate Wisconsin Statute. For employees who terminate employment, the last day of employment is the last day the employee is physically on the job.

Reinstatement/Rehire

When an employee is re-instated to his/her former job, he/she shall normally be paid at the same level of the pay grade he/she had before leaving. When he/she is re-instated to a job with a lower pay grade, he/she shall be paid according to his/her experience and qualifications within the pay grade in which he/she will be employed.

Expense Reimbursement

Uniform Allowance

Facilities Department employees who are required to wear a uniform are allowed reimbursement toward the purchases of shirts, pants and jackets which are part of the uniform selected by the Brown County Library. The specific reimbursement amount is set as part of the annual budget process.

Personal Protective Equipment

Facilities Department employees may also use their uniform allowance to be reimbursed for the purchase of personal protective equipment such as safety footwear, in addition to other uniform garments.

Mileage Reimbursement

Employees who are required to travel from one Brown County Library location to another during a scheduled shift and who do so using a personal vehicle are allowed reimbursement for mileage.

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Mileage is calculated based on established distances among library locations, and is paid at the current rate approved by the Brown County Board of Supervisors at the time the travel occurs.

Payroll

Employees shall be paid on a bi-weekly schedule. If a payday is an observed holiday employees will be paid on the preceding workday. All employees shall participate in direct deposit for all of their pay.

Each employee must maintain an accurate time card record with the approval of their immediate supervisor or manager. Accurate time card reporting is required by the FLSA and by the Wisconsin Department of Workforce Development.

Overtime

Each position is designated as either Non-exempt or Exempt from the Federal Fair Labor Standards Act and state wage and hour laws. Employees in non-exempt positions shall be compensated at a rate of one and one-half times normal pay for hours worked in excess of forty (40) hours in any work week. All time worked is subject to rounding rules.

All overtime must be authorized by the Library Director or Deputy Director and is subject to budgetary limitations. Any paid or unpaid leave will not count as hours worked for overtime calculations. All overtime will be reviewed periodically by the Library Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience or benefit for the employee.

No employee may start work before the appointed time, work through breaks, or work past the appointed time without prior authorization. Employees are not allowed to accumulate work hours more than 15 minutes before their appointed starting time, during breaks, or 15 minutes past the appointed quitting time.

Exempt Employees

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Exempt employees are expected to work without regard to overtime. Exempt employees are not eligible for payment of overtime or compensatory time. Supervisors, managers, professionals and other exempt employees may be subject to structured work schedules as set by their superiors and are required to receive prior approval to be absent from or leave the work area during work hours.

Exempt employees are paid on a “salary basis.” Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period. The salary paid by the Library to salaried employees is specifically intended to compensate for their service to the Library. Subject to limited exceptions, an exempt employee receives their full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked. However, such salary includes requiring the employee to charge his/her absences to paid leave accruals.

Exempt employees who are absent from the workplace for less than one day normally shall deduct the length of the absence from the appropriate paid leave account (i.e., sick or vacation leave). It is recognized, however, that in certain circumstances, the fulfillment of an employee’s responsibilities requires longer or more irregular hours than in other situations. In such instances, the employee’s superior may allow an employee the flexibility to attend to personal business away from work during normal work hours without requiring the use of accrued leave. Exercising this flexibility shall not amount to compensating the employee on an hour off for an hour worked basis. Such time away from the workplace that is not being deducted from leave accruals shall not be reported on the employee’s time and attendance records.

Exempt employees who are absent from the work place for part of a week and do not have enough accrued leave to cover the absence, shall not have their salaries reduced for that portion of the absence that is not covered by paid leave. Exempt employees may be disciplined for abusive leave time (absences or tardiness).

Employee Development

The purpose of the employee development program is to promote the training and development of employees in order to improve the quality of service to the Library, equip employees for career

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development within the Library, and provide a reservoir of skills necessary to meet current and future employment needs.

The Library is proactive in addressing liability and safety concerns through awareness training, policy distribution, skill building and role clarification.

The Library Director shall hold the primary responsibility for the development, administration and coordination of the employee development program. The Deputy Director will assist supervisors in a cooperative effort to complete the following activities:

- Design and implementation of employee development programs to meet the current and future needs of departments and to increase efficiency.
- Conduct or coordinate employee development programs to meet common needs across departments.
- Maintain current information and materials on job requirements, training opportunities, employee development manuals, and other literature.
- Maintain records of training conducted and insure that authorized development programs are properly administered.
- Update employee personnel files for successful completion of development activities.
- Periodically analyze and evaluate the overall employee development needs of employees within County service.
- Assure that all employees receive equal consideration for appropriate training opportunities.
- Foster a program for the cross-training of employees when such training assignments are in the best interest of the Library.

Mandated Training

The Library will maintain records of mandated training. Certificates or other evidence of training completed may be forwarded to Library administration, which would then be included in the employee's personnel record.

Employee Orientation

New employee orientation is mandatory for all new regular and limited term employees.

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The Deputy Director or designee is responsible for providing an orientation to familiarize new employees with their obligations and rights, and to inform them about the general functions of the Brown County Library. This orientation shall include information and education pertaining to the sexual harassment policies enacted in this set of personnel rules. Prior to beginning employment with the Library, the new employee shall complete the necessary employment forms and return the forms to the Library.

The supervisor or designee shall also orient each new employee to his/her job and work site. Said orientation shall include introduction to co-workers, safety regulations, break periods, purchasing supplies, use of the telephone, and other items as deemed necessary.

Training

Specific reimbursements may also be provided including mileage, travel, conference attendance, and tuition.

Tuition Assistance

Tuition assistance may be provided to assist employees in job-related courses and is dependent on budget funds available. Approved course work must be directly related to an employee's current position. All course work must be completed outside the regularly scheduled work day unless the employee has prior department approval and utilizes accrued benefits/unpaid leave for any work missed.

Employee Performance Evaluations

Employees must receive a performance evaluation at least once each year. The evaluation will be based on the duties, responsibilities, and performance standards established for the employee's position, and on specific goals and objectives that have been established for that employee. The evaluation will be submitted on the form approved by Library administration.

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It is the responsibility of supervisors to ensure that the performance evaluations for their employees are completed timely and appropriately. Supervisors shall evaluate new employees during the midpoint of the initial employment period.

Formal written performance evaluations are not required for temporary employees. However, it is recommended that a brief written evaluation be performed on an annual basis or at the end of the season or term for which they were employed.

The evaluation completed by the supervisor must be discussed with the employee. After the evaluation is completed, the employee and the supervisor shall sign the evaluation indicating the evaluation was reviewed with the employee.

Comments are to be professional and job specific, supported by examples of work behavior or accomplishments. The employee shall be given the opportunity to comment in writing on the evaluation and to have those comments attached to the evaluation before it is placed in the employee's file.

The Deputy Director is responsible for the overall administration of the Employee Performance Evaluation system. The Deputy Director will advise, assist, and train evaluators and supervisors to ensure the evaluation procedures are handled in a fair and consistent manner.

The Deputy Director will periodically monitor compliance. If a supervisor is not in compliance, the supervisor will be notified of the non-compliance. Continued non-compliance will be reported to the Library Director.

Corrective Action, Layoffs, Termination

Demotions

Demotions may be made in lieu of layoff or can be voluntary. Demotions must be approved in advance by the Library Director.

Layoffs

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The Library Director may lay off an employee or employees as a result of a shortage or stoppage of work or funds, functional reorganization, or the abolishing of positions. Before implementing a proposed layoff, the Library Director shall confer with the Library Board in order to assure compliance with the provisions of policies, personnel rules, applicable labor contracts, and labor laws.

The department shall first give consideration to the layoff or termination of employees with limited-term, trainee, and probationary status in the department, division, and classification affected. If further reductions are necessary, employees holding regular full-time and regular part-time positions shall be laid off.

Layoffs shall be based upon departmental needs after considering the efficiency and economy of the workplace. When determining the employee to layoff, the Library will consider an employee's length of service, the ability of remaining employees to satisfactorily perform the available work, and the historical job performance of the affected employees. Where job performance is relatively equal among the employees in a class subject to layoff, seniority shall prevail.

Within the sole discretion of the Library Board, in some cases employees scheduled for layoff may bump employees in the same classification and within the same department, provided that the employee to be bumped has less seniority and the bumping employee has equal or greater qualifications for the position into which the employee is bumping. A bumped employee may be placed in a position within the department in the same or lower classification within the sole discretion of the Library Board in consultation with the Library Director.

The Library shall notify each person laid off of all his/her rights including reinstatement eligibility. Regular employees shall receive at least fourteen (14) day notice prior to layoff. Layoff plans shall be approved by the Library Board before they are implemented. The rehiring of employees that have been laid off shall be determined by the Library Director and supervisor based on its need for the most qualified person to perform the available work.

Resignations

Employees wishing to leave Library employment are requested to submit a resignation in writing to their supervisor at least two (2) weeks in advance of their planned departure. Professional and supervisory

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employees should submit their resignation in writing at least four (4) weeks in advance of their planned departure. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members.

Employees leaving Library employment must return Library identification cards, keys, tools and equipment on or before their last day of work.

Transactions and Records Management

The Library Deputy Director shall maintain the official files of all Library employees which shall be the exclusive personnel file maintained by the Library. The files shall include all records required by law and other information as may be deemed appropriate by Library administration. All appointments, separations, and other personnel transactions shall be made on forms designated by Library administration. The primary purpose of these systems and procedures shall be to:

- Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records.
- Establish and maintain uniform, easily accessible and complete employment records of all Library employees and employee transactions.
- Establish and maintain a central personnel file for each Library employee showing name, title, salary, changes in status, annual performance evaluations and such pertinent information as may be necessary for effective personnel administration and for compliance with federal and state laws.

All employees shall be responsible for notifying their supervisor of any changes which affect their personal data.

Inspection Of Records

- Public. Information as to the name, employment address, class title and salary of employees and former employees is available for public inspection during regular office hours. All other information, including employee personnel files, shall be considered confidential to prevent the invasion of privacy and shall be only accessible to those employees who utilize official records in

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order to perform their assigned duties. Other people who are authorized access should obtain such records from those assigned responsibility for their maintenance.

- Employees or Their Designee. Employees or a representative, designated in writing, upon written request to the Library Director, shall have the opportunity to inspect any personnel documents in accordance with procedures prescribed by Library administration and in accordance with state law (Wis. Stats. § 103.13).
- The Library may impose a reasonable charge for copies of records which it provides not to exceed the cost of making the copies including labor and materials.

Personnel records shall be retained consistent with State and Federal Law.

The Deputy Director shall provide the Library Director, and the Library Board with reports and information relating to personnel actions upon request or as may be appropriate.