

**Marathon County  
Public Library**

**2010  
Personnel Policy**



MARATHON COUNTY  
PUBLIC LIBRARY

Employee's Name \_\_\_\_\_

## Marathon County Public Library Personnel Policy

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Marathon County Public Library Core Values and Behaviors  
Adopted by the Library Board 5/19/2003

Business we are in

- Creating possibilities

Mission

- To attract customers to discovery and fun through exploration and entertainment.

Vision

- A passion for learning and ideas is vital to every person's life in Marathon County.

Strategies

- Experts/Guides/Teaches: (Staff connect with each customer, ask the right questions, find the right materials, and teach the right content).
- Community Destination and Services: (The library is consistently attractive to the community and visitors as a great resource and a "must visit")
- Community Relevance: (The MCPL is woven in to the community's daily life for learning and entertainment)
- Technology: (We have, integrate, and share empowering technologies)

Service:

- Serves the customer first
- Serves with empathy, genuineness, eagerness, energy, and enthusiasm
- Listens for, seeks, and creates opportunities to serve with excellence and willingness to "go the extra mile"
- Manages oneself to maintain a consistently positive and helpful "service mindset"
- Finds new and creative ways to serve better
- Provides a "personalized touch"
- Willing to be playful and have fun

Respect:

- Accepts, values, and honors diversity and everyone's worthiness
- Values and honors the work and contribution of the library and public service
- Shows acceptance and understanding by being open, courteous, and considerate
- Speaks about concerns with the appropriate person; does not engage in conversation that diminishes others
- Generous with recognition and acknowledgment
- Manner, grooming, and appearance reflect and communicate respect for and commitment to our work
- Relates as a willing and generous colleague and member of the community

Learning:

- Embraces lifelong learning, development, and continuous improvement
- Relates to everyone as a possible source for learning something
- Continually seeks and participates in self-assessment
- Actively seeks self improvement and development through feedback and coaching opportunities
- Eagerly shares one's own learning and helps to develop the talents, knowledge, and skills of others

Ownership:

- Keeps promises, commitments, timelines, and deadlines
- Behaves in a trustworthy manner
- Displays initiative and is willing to be held accountable for behavior, quality, efficiency, and results
- Chooses to be a part of and constructive voice for the improvement of the team, division, organization, and community
- Participates actively and constructively in change efforts
- Supports leadership and management
- Adheres to existing policies, guidelines, procedures, and practices; and participates in efforts to improve them
- Communicates freely, openly, honestly, and accurately; seeks and gives information
- Listens for, seeks, gives, receives, and responds to feedback and opportunities to make things better
- Contributes helpful energy and creative ideas
- Uses resources in a thrifty, cost-effective, and creative manner to maximize their value.

Marathon County Public Library Board of Trustees do hereby adopt the following Personnel Policy effective 1/10.

**Section 1A Compensation and Classification Plan**

The Compensation for library employees in an allocated position not covered by union contract shall be as follows. Benefits received by part time employees are prorated.

**(1.) Standard Salary Schedule:**

The attached Standard Salary Schedule (Section 1D) is hereby adopted, said schedule establishing pay grades and salaries.

**(2.) Classification Plan Index:**

The attached Classification Plan Index (Section 1E) assigning a pay grade to each class title noted thereon.

**(3.) Salary Steps:**

A new employee shall be hired at the minimum rate of the pay grade (level) for classification whenever possible. If recruitment difficulties exist or if a potential employee possesses unusual qualifications directly related to the requirements of a position, the Library Director may authorize a salary step at any level up to the full rate of the job classification.

An employee may advance to the next pay step after satisfactorily completing 1 year of employment which meets performance expectations. Every year thereafter, an employee may advance to the next pay step after satisfactorily completing another year of employment which meets performance expectations until they reach the range maximum (Step 9). Salary advancement may be delayed at the discretion of the library director when the employee is not performing fully satisfactory service.

**(4.) Step Increases:**

Employees can only advance to the next pay step after the Library Administration Office receives a properly executed performance appraisal from the employee's supervisor which indicates that the employee meets performance expectations.

Step increases shall be effective on the first day of the pay period during which the employee qualified for the change by completing one year of employment which meets performance expectations.

**(5.) Position Reclassification:**

The Library Director shall have the responsibility to recommend the reclassification of positions. All position reclassification are subject to the prior approval by the Library Board.

**(6.) Classification and Pay Grades:**

All classification and pay grade revisions are subject to prior approval by the Library Board.

**(7.) Salary Determination Upon Promotion, Classification, or Pay Grade Change:**

a) Promotion: An employee who is promoted from a classification in one pay grade to a classification in a higher pay grade shall receive at least the minimum rate of the new salary grade range or shall be placed at a step which provides a salary increase of 5%, whichever is greater. A newly promoted employee may be compensated at a rate up to and including Step 5 of the pay grade for his/her classification with the approval of the Library Director and a rate beyond Step 5 would require additional approval of the Library Personnel Committee. Reasons for step advancements beyond a 5% salary increase may include market conditions, internal equity, or the employee's qualifications exceed stated requirements. An employee who is not at the pay range maximum may advance to the next pay step one year from their reclassification date if required performance expectations are met.

b) Transfer: An employee who transfers or is transferred from one classification to another classification in the same pay grade shall receive no salary adjustment as a result of the transfer. An employee who is not at the pay range maximum may advance to the next pay step based on their next step increase date prior to the transfer if required performance expectations are met.

- c) Demotion: An employee who is demoted to a classification in a lower salary grade for performance reasons or voluntarily transfers to a position in a lower pay grade shall be placed in the new pay grade on the step closest to, but not higher than, the rate the employee was receiving when the demotion occurred. If the employee's salary at the time of the demotion exceeds the new pay range maximum, the employee's salary shall be adjusted to the new pay range maximum. An employee who is not at the pay range maximum may advance to the next pay step one year from their demotion date if required performance expectations are met.
- d) Position Reclassification to a Higher Salary Grade: An employee in a position which has been reclassified from one salary grade to a higher salary grade shall be placed in the new salary grade at the range minimum rate or shall be placed at a step which provides a salary increase of 5%, whichever is greater. An employee who is not at the pay range maximum may advance to the next pay step one year from their reclassification date if required performance expectations are met.
- e) Position Reclassification to a Lower Salary Grade: An employee in a position which has been reclassified from one salary grade to a lower grade shall be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving prior to the reclassification. If the employee's salary at the time of the reclassification exceeds the new range maximum, the employee shall retain his/her present salary, and such employee shall be eligible for half the annual adjustment until his/her salary is again within the new salary range. An employee who is not at the pay range maximum may advance to the next pay step one year from their reclassification date if required performance expectations are met.

**(8.) Responsibility for Administration:**

The administration of the pay provisions as set forth in this ordinance will be the responsibility of the Library Director.

**(9.) Annual Confirmation of Pay Grades:**

The pay grades and rates established in Appendix A (Standard Salary Schedule) shall be subject to confirmation by the Library Board annually.

**(10.) Direct Deposit of Paychecks:**

Employees covered under this policy shall receive their paychecks thru direct deposit. The Finance Director shall be responsible for providing employees with the necessary authorizations to effectuate direct deposit of paychecks.

**(11.) Temporary Appointments:**

An employee temporarily assigned to a position of a higher classification shall receive the step in the new pay grade which would constitute a minimum of 5% over the salary received prior to the assignment, but in no case may the new salary exceed the range maximum of the new pay grade. See Personnel Policies and Procedures Manual for information on the process for requesting a temporary assignment to a higher classification.

## Section 1B Employee Benefits:

### (1.) Overtime:

#### a) Professional Employees/Supervisory Staff

- 1) Supervisory, professional and managerial employees may be permitted compensatory time off on an hour for hour basis for additional hours worked in excess of the employees regular hours of work.
- 2) If these employees work overtime or take compensatory time during any given pay period they will indicate comp time/over time and current balance on the biweekly time sheet. Managers will sign and date all time sheets for their team as approved and take full responsibility for their staff.
- 3) Overtime can be accumulated up to sixteen (16) hours for professional and Administration Office Staff employees, twenty-four (24) hours for Managers.
  - a) For regular schedule demands.  
Example: security of building  
attendance at a meeting  
empty book drop
  - b) For work schedule demands.  
Example: to meet deadlines  
to keep their team running  
to substitute for other staff

#### b) Other Employees

- 1) These employees shall be paid at time and one-half the regular rate of pay for all time worked in excess of forty (40) hours per week. For purposes of this policy, a week shall begin at midnight Sunday and run through 11:59 PM the following Saturday. No employee may work over forty (40) hours in any work week without prior approval of the Library Director.
- 2) Overtime for employees in established part-time positions shall be on an hour for hour basis and may be paid or handled as compensatory time off at the discretion of the Library Director. If such an employee should exceed forty (40) hours in a week, the overtime provision in paragraph B1 shall apply. If these employees work overtime or take compensatory time during any given pay period they will indicate comp time/overtime and current balance on the time sheet. Managers will sign and date all time sheets for their division as approved and take full responsibility for their staff.
- 3) Overtime for employees in established part-time positions can be accumulated up to sixteen (16) hours for use as compensatory time.

## RULES

1. Compensatory time cannot be accumulated to take a planned vacation.
2. Any hours accumulated over the above amounts must be approved by the Library Director.
3. Any exceptions or special requests must be approved by the Library Director.
4. Overtime must be worked on Library property. Exceptions are library related meetings outside the building and library talks to outside groups. Work done at home needs prior authorization by the Library Director for any hours to be worked and for each time such work is contemplated.

#### c) Authorization

Prior approval must be obtained for all overtime hours worked and overtime without prior approval shall be subject to review and reasonable approval or disapproval upon proper request in writing.

Compensatory time off shall be scheduled by the employee's immediate supervisor or Library Director. Compensatory time shall be reviewed on a regular basis by the Library Director who may require the scheduling of compensatory time off to reduce the amount of time earned. Persons terminating employment shall be paid for all previously authorized overtime and unused compensatory time.

d) Schedule Changes

Schedule changes within a one (1) week period may be authorized for all employees with their Manager, or if a Manager, the Library Director, in the following instances:

- 1) Making up time for personal reasons within the same week. This must be prearranged with the Manager or if after the fact, approved by the Manager.

Examples: doctors appointment (or take sick leave)  
non-library meeting (teacher conference, church organization)  
personal (weather, home emergency, appointment, car trouble)

- 2) Unexpected or unusual work schedule where overtime is required follows the above authorization procedure (i.e. take the time off within the same week). Work schedule changes must be prearranged with the Manager or if after the fact, approved by the Manager.

Examples: meeting scheduled when you are not scheduled to work  
unwarned deadline requires completion of a report, etc. that cannot be completed during normal hours (this should rarely happen)  
needed to fill in as a substitute in a public area due to other employees vacation, sickness, etc..  
empty the book drop when library is closed  
security of the building

**(2.) Longevity Pay**

- a) All employees in an allocated position who have completed the specified amount of continuous uninterrupted service shall receive longevity pay as follows:

After five (5) continuous years	\$11.00 monthly
After ten (10) continuous years	\$21.00 monthly
After fifteen (15) continuous years	\$31.00 monthly
After twenty (20) continuous years	\$41.00 monthly

- b) Longevity payments shall commence on the employee's benefit eligible date.
- c) Payment shall be once per year on the Friday before the first regular payday in December.

**(3.) Travel Reimbursement:**

Reimbursement rates for official Library business travel shall be as follows:

a) Airplane or Other Commercial Transportation:  
Actual fare at coach or economy class for the most direct route, receipts required.

b) Lodging: Actual amount, receipts required.

c) Meals:

1) Meals will be reimbursed, excluding alcohol beverages according to the following table of per diem rates, receipt required:

<b>Meal</b>	<b>Travel Time</b>	<b>In-State</b>	<b>Out-of-State</b>
Morning Meal Allowance	Provided employee leaves before 6:00 a.m.	\$8.00	\$10.00
Mid-Day Meal Allowance	Provided employee leaves before 10:30 a.m. and returns after 2:30 p.m.	\$10.00	\$12.00
Evening Meal Allowance	Provided employee returns after 7:00 p.m.	\$15.00	\$20.00

**NOTE:** In order to accurately determine meal allowance when an employee pays for other individuals, the employee must request and submit two separate receipts – one for the employee’s meal and another for individuals paid for. If this is not possible, the employee must provide a detail listing of charges and highlight charges related to their meal.

2) Individual meals shall be reimbursed at actual cost up to the maximum allowable for that meal based upon the receipt. Where a full day’s per diem is claimed, receipts may be combined in any fashion up to the maximum daily allowance, regardless of individual meal costs. Where individual meals are provided as part of the tuition, registration fee or other covered or prepaid cost, the individual meal allowance for that meal may not be claimed under the per diem rate. Tips are not reimbursable as a separate item.

3) Non-overnight meals will be taxable income and overnight meals will be considered non-taxable in accordance with the IRS rules.

d) Mileage: Mileage when traveling by personal automobile on official County business shall be reimbursed at the rate of twenty and a half cents (20.50) per mile. Employees shall maintain a policy of personal auto insurance that meets the State of Wisconsin’s minimum financial responsibility liability limits of: Bodily Injury: \$25,000 per person and \$50,000 per accident; Property Damage: \$10,000 per accident and uninsured motorist of \$25,000 per person and \$50,000 per accident. Those individuals who maintain a personal auto insurance policy of not less than: Bodily Injury and Property Damage: \$300,000 combined single liability limits, Medical Payments: \$5,000 per accident; and Uninsured Motorists: \$100,000 combined single limits or who maintain coverage with split limits of Bodily Injury: \$100,000 per person/\$300,000 per accident, Property Damage: \$100,000 per accident, Medical Payments: \$5,000 per accident; and Uninsured Motorists: \$100,000 per person/\$300,000 per accident shall qualify for a higher level of reimbursement equal to the IRS business mileage rate commencing on the effective date established by the IRS. During the course of any given year, if the IRS adjusts the business mileage rate, either up or down, County reimbursement will be adjusted the same amount as of the effective date of any change. Request for reimbursement shall be made on forms which indicate that responsible department head has been provided with the necessary documentation certifying that the driver’s personal insurance coverage meets or exceeds the established standards. Employees must also provide their department head with a photocopy of their auto declarations page or a certificate of insurance to qualify for mileage reimbursement and shall sign and Employee Acknowledgement of Personal Automobile Liability Insurance Form which remains on file in the department files.

e) Official Travel

1. Requests for reimbursement shall be reported on forms as determined appropriate by the Library.
2. Employee expense reimbursement forms need to be approved and signed by someone in a higher management position than the employee submitting the reimbursement request.
3. Actual receipts are required before reimbursement will be made to any employee.
4. Employees shall make a reasonable effort to save Library funds by sharing transportation and lodging arrangements wherever practical.

f) Conferences

1. Conferences should relate to the attendees, work as well as the mission statements of the Library. This requirement is in effect regardless of which funding source will cover the cost of the conference.
2. Employees wishing to attend a conference with a registration fee costing more than \$1,500 requires prior approval from the Library Board.
3. Employees planning to attend more than two (2) out-of-state conferences during a calendar year requires approval from the Library Director regardless of cost.
4. Employees planning to attend any conference out of the country requires approval from the Library Board prior to travel.
5. Employees planning to travel out of town for multiple days should calculate the cost difference between driving to the event each day and returning home each night versus hotel and meal(s) costs at the event location and balance the economical considerations against the practical considerations.
6. In the even that an employee cannot travel to scheduled conference:
  - An attempt to recoup any payments already made (hotel, conference registration, etc.) should be started immediately. This includes obtaining credit for unused airline tickets.
  - When the above is not possible, consideration should be given to sending a substitute attendee to obtain notes or other conference materials.

**(4.) Meeting/Miscellaneous Expenses Reimbursement:**

Employees may be reimbursed for meeting/miscellaneous expenses related to their employment. Requests for such reimbursement shall be reported on forms as determined appropriate by the County. Actual receipts are required before reimbursement will be made to any employee and shall be provided on separate receipts (no personal items should be included on receipts).

**(5.) Retirement:**

The County agrees to pay the employee's share of his/her retirement eligible earnings to the Wisconsin Retirement Fund in addition to the County's share. Part time hourly employees not in allocated positions expecting to work in excess of 600 annual hours will receive the retirement benefits.

**(6.) Insurance:**

Employees in an allocated position may choose to be included in the group insurance programs. All such insurance programs shall be selected by and may be changed by the employer.

- a) Life Insurance: Employees may apply for life insurance for self, spouse or children under the State Group Life Insurance Program. Premiums shall be paid by the employee.

Options Available

- Basic Plan: Insurance equal to 100% of their last calendar year's earnings rounded to the next highest thousand. New employees insurance equal to projected annual salary rounded to the next highest thousand.
- Additional and Supplement Coverage: Employees may choose to have up to 4 times their last year's earnings rounded to the next highest thousand. Employees may choose to have Additional Units 1, 2, and/or 3 and Supplemental coverage. In order for employees to have this additional coverage, they must have the Basic plan.
- Spouse/Dependent Coverage: \$10,000 or \$20,000 coverage available spouse. \$5,000 or \$10,000 coverage available for dependents. Employee must have the Basic plan. In order for employees to have this coverage, they must have the Basic plan.

b) Medical Program Benefits:

- 1) The County will pay ninety-five percent (95%) of the monthly premium of the health insurance benefit plan and the employee will pay five percent (5%) of the premium.
- 2) Up-front deductibles for the health benefit plan are:

Individual	Family
\$300	\$900

- 3) The medical plan includes a "managed care program" designed to eliminate unnecessary hospitalizations and guide employees toward services such as outpatient surgery and home health care without compromising the quality of treatment. The managed care program includes case management and pre-certification. Pre-certification is required when:
  - a) Your physician recommends hospitalization, however, if admission is on an emergency basis, notification is required within 24 hours after admission or the first business day following admission;
  - b) Inpatient or outpatient surgery is being considered for yourself or an eligible family member;
  - c) You or an eligible family member becomes pregnant;
  - d) Home health care is required.

The required procedure for pre-certification is to contact the County's third party administrator by telephone at least seven (7) days prior to admission or the time of outpatient non-emergency.

If an admission or surgery is not pre-certified, benefits for services are paid after a five hundred dollar (\$500) penalty deduction per occurrence, subject to the plan lifetime maximum. The penalty deduction is not applied to the co-payment, regular up-front deductibles, or out-of-pocket maximums.

- c) Dental Insurance Benefits: The County agrees to pay fifty percent (50%) of the cost of the dental insurance program. Probationary employees must indicate whether or not they desire to be covered by the County's dental insurance program within the first thirty (30) days of employment, with coverage to be effective upon the first of the month following the sixty-first (61st) day of employment. No employee shall make any claim against the County for additional compensation in lieu of or in addition to the County's contribution because the employee does not qualify for the family plan. The County may change insurance carriers and/or self-fund its insurance program so long as benefits equal to those currently in effect are maintained.

Employees will be offered the Delta Dental PPO Dental Benefit program or the alternative Dental Plan. However, the County's contribution towards dental insurance shall be limited to Fifty Percent (50%) of the premium rate for the Delta Dental PPO Dental Benefit program. Employees selecting coverage other than the Delta Dental PPO Dental Benefit program shall be required to pay all costs in excess of the Fifty Percent (50%) contribution figure for the Delta Dental PPO Dental Benefit plan.

- d) Condition for Coverage:

- 1) To obtain coverage under the medical and/or dental benefit programs, employees must apply within thirty (30) days of date of hire.

Chapter 5 of the MCPL Personnel Policies and Procedures Manual, the Marathon County Health Care Benefit Plan Booklet and the appropriate dental booklet provide information on special enrollments and continuation of benefits.

- e) Income Continuation Insurance

- A. The Income Continuation Insurance helps employees and their families guard against the threat of loss of income due to sickness or injury. To receive benefits, an employee must be:

1. Unable to perform the material and substantial duties of his/her occupation (own occ) during the Initial Duration period and after that period, must be unable to perform the material and substantial duties of any occupation (any occ) for which s/he is reasonably qualified.
2. Not working for wage or profit.
3. Under the care of a physician.

- B. Duration of Coverage

1. own occupation - 12 months; and
2. any occupation - until normal retirement age according to the Social Security Act

- C. Monthly Benefit Percentage

1. 70% of monthly earnings-for first \$0 to \$1,500/month
2. 65% of monthly earnings-for amounts above \$1,500/month

- D. Minimum Monthly Benefit: \$50 (will automatically be paid once eligibility has been determined even if you elect to continue using your accumulated sick leave benefit)

- E. Maximum Monthly Benefit: \$3,000

- F. Taxability: The disability benefits are taxable to the employee. For specific advice on taxability and income withholding, employees are directed to their own tax advisor. Arrangements can be made with the insurance carrier for tax withholdings.
- G. Elimination Period: The base plan has a 180 days elimination period. Benefits are payable after the end of the elimination period. Employees have a one time opportunity to purchase a reduced elimination period (30 days, 60 days, 90 days, 120 days, 150 days). The employee can increase the elimination period after the initial election. However, once the election is made the elimination period cannot be decreased.

This is merely a summary and overview of the income continuation insurance. For specific questions, consult the benefit booklet and the Risk Management Division.

f) Retirees Health Insurance:

- 1) An employee currently enrolled in the County's health plan who retires with a minimum of 5 years consecutive employment with Marathon County and immediately applies for and becomes a Retirement Annuitant as defined by the WRS may continue under the County's Health Benefit Plan until Medicare eligible as long as the required premium is paid to the County. Retirees must provide proof of WRS annuity (or application of) to be eligible for retiree health insurance benefits. Applicable COBRA premiums will be charged until such documentation is provided to the Risk Management Division. Retroactive premium for the difference of the COBRA administrative fee and Retire premium will not be permitted.
- 2) When a retired is Medicare eligible, his/her spouse who is covered by the County's health insurance program may continue under such program until he/she is Medicare eligible, as long as the required premium is paid to the County. The spouse is only eligible for single coverage unless there are other qualified dependents currently covered by the plan.
- 3) When a retired employee is Medicare eligible, any qualified dependent of the employee who is covered by the County's health insurance program may continue under such program, provided the required premium is paid to the County until the individual no longer qualifies as a dependent or is Medicare eligible, whichever comes first.
- 4) Full premiums shall be paid in advance to the County, payable to the County Treasurer's Office based on the payment arrangements made between the individual and the Risk Management Division.

**(7.) Post Employment Health Plan:**

The Library shall contribute \$12 per pay period toward the Post Employment Health Plan on behalf of each employee. These contributions shall accumulate in a trust account for the payment of qualified medical expenses incurred after leaving employment. Additionally, the County shall pay the annual administrative fee associated with this program.

**(8.) Zero Tolerance Workplace Violence Policy and Procedures**

- a) Introduction: Marathon County Public Library maintains a zero-tolerance policy towards violence in the workplace. All violent behavior is inappropriate in the workplace, on both the part of employees and customers, and will not be tolerated. Furthermore, the possession, use, or threat of use of a weapon is prohibited in the workplace by employees. All employees shall notify their supervisor of any workplace violence which they have witnessed, experienced, become aware of or in any way have knowledge of. Violations of this policy shall lead to disciplinary action up to and including termination and may also result in criminal prosecution.
- b) Definitions:
  - 1. Employee – All regular full-time, regular part-time, limited benefit employees, temporary employees and volunteers.

2. Weapon – Including but not limited to any type of firearm whether or not a permit is obtained, or any item subjecting the person to prosecution for violation of Wis. Stats. Ch. 941, Subchapter III or successor statutes. Mace or pepper spray, as allowed by state law, is not to be considered a prohibited weapon provided the spray is only for personal defense.
  3. Workplace – All County-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by Library Employees in an official capacity for the County.
  4. Workplace Violence – Any act of written, verbal, or physical aggression that occurs in the workplace intended to physically harm an individual or could cause a reasonable person to be in fear of imminent physical harm. It also involves the intentional non-authorized destruction or abuse of property. Examples of workplace violence may include but are not limited to: harassment, obscene phone calls, threats (direct or implied), stalking, unauthorized possession or inappropriate use of weapons, assault, battery, robbery, kidnapping, murder, bomb threats, arson. Workplace violence does not include the use of reasonable force in the defense of oneself or others.
- c) General Background: Marathon County Public Library recognizes that workplace violence is a growing concern nationally that needs to be addressed by all employers. Employees of Marathon County Public Library should be provided with a work environment which is reasonably safe from harm. However, due to the need to allow public access to Library facilities and services and the nature of certain employees work, the Library cannot guarantee the protection of employees or customers against acts of violence. The Library may, however, regulate and direct the conduct of its employees and customers when possible in an effort to minimize the frequency and severity of violent incidents.
- d) Exceptions to Weapons Prohibition: Employees required to utilize knives or similar tools on the job within the normal scope of their employment are not considered to be in violation of this policy.
- e) Reporting Procedures:
1. Non-Emergency: If the individual is not violent and no immediate threat is present, but the individual is acting in a suspicious or hostile aggressive manner, then employees should:
    - Notify their supervisor.
    - Keep distance between themselves and the individual.
    - Become aware of escape routes.
    - Be ready to summon the Wausau Police or local police department if the situation escalates to an emergency situation.
    - Call the Wausau Police Department at 848-7798 or local police department to report non-emergency events which are not life threatening involving suspicious activity.
  2. Emergency: If it is reasonable to believe that an individual is acting in a manner that is of immediate threat to you or others, employees should:
    - Seek safety by leaving area if possible.
    - Notify their supervisor.
    - Summon the police by phone (911) or by activating panic alarms when available.

- When reporting an emergency event to the Police, provide the dispatcher with your name and location, report the specifics of the event in a clear and concise manner and be prepared to stay on the line and answer questions the dispatcher may have.
  - When practical and as appropriate to the circumstance, once a duress alarm has been activated, personnel should contact the Sheriff's Department Communication Center by dialing Ext. 1200 or 261-1200 and inform the Dispatcher of the circumstances as to the nature of the event.
  - Do not attempt to control a violent individual.
- f) **Restraining Orders:** Employees who are seeking or have obtained restraining orders or injunctions against abusive persons shall notify their supervisor so that appropriate measures can be taken to facilitate prudent safety measures within the workplace. When a protective or restraining order lists County workplaces as being protected areas, employees must provide their supervisor with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.
- g) **Alternatives to Reporting Workplace Violence to Your Supervisor:** If an employee is not comfortable reporting incidents of workplace violence to their supervisor the employee may instead report it to the Library Director or Library Personnel Specialist.
- h) **Report to Employee Resources:** Supervisors receiving employee reports of workplace violence or that have knowledge of information of an internal or non-emergency nature which may affect the security of Marathon County Public Library and its assets shall report such incidents to their manager. The manager shall complete a confidential memorandum and submit it to the Library Director or the Library Personnel Specialist. Such memorandum should include:
1. Description in detail of what happened, where it happened, and when it happened.
  2. Identity of persons committing the threat or violent behavior.
  3. Identity of persons against whom the threat was made or violent behavior directed.
  4. Identity of persons reporting or witnessing the threat or violent behavior.
  5. Observations that would make you believe that the individual intends to follow through on a threat.
  6. How the matter was resolved or suggestions for minimizing the risk of a violent act based on the information available.

Should it appear that the incident will require immediate attention, a verbal report shall be made to the Library Director followed up with a confidential memorandum. Although every effort will be made to keep reports and records that are made and kept pursuant to this policy confidential, the reports and records may be subject to public disclosure under Wisconsin's Public Records Law.

For those cases where it appears that criminal activity may be involved, the Library Director/managers/supervisors should not take any action that would jeopardize the outcome of any investigation. Do not change anything at the scene of a violent incident until properly documented by those in authority.

- i) **False Reports:** Allegations and/or reports of workplace threats will be taken seriously. Employees intentionally making false reports will be subject to discipline up to and including terminations.
- j) **Investigations and Resolutions:** The Library Director will receive, evaluate, intervene, and respond to reports of workplace violence with the assistance of a Threat Management Team as appropriate. Threat Management Team members besides the Library Director may include personnel from the Sheriff's Department, Corporation Counsel's Office, and County Employee Resources Department as well as any outside agencies that may provide assistance to the Library on the matter.

Privacy rights will be observed in the even of the need to investigate workplace violence incidents.

Only those individuals with a clear need to know of the potential risk will be notified in cases where a person is perceived to be a threat to others. Anonymity of employees reporting violence or threats of violence will be maintained during the investigation to the greatest extent possible by those investigating and resolving the complaint. However, there is no right to or guarantee of anonymity since it is often necessary to make the employee or customer against whom the allegation has been made aware of the complaint in order to ascertain the facts.

Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

Crisis counseling to employees and their families victimized by workplace violence may be provided.

- k) Consequence of Policy Violation: Employees who violate this policy are subject to discipline up to and including termination and may also result in criminal prosecution. A mandatory referral to the Employee Assistance Program may also be a condition of an employee's action plan.
- l) Employee Assistance Program: The County maintains an Employee Assistance Program (EAP) which provides help to employees who experience personal or family problems. At such times, your EAP is there to provide professional, confidential help within the limit of the law for you and members of your immediate family, free of charge. The EAP is just a phone call away anytime 24 hours a day (848-4357) or a toll-free telephone number (1-800-236-4457). Information brochures are available through Employee Resources Department.

**(9.) Phone Policy**

- a) Telephone: People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, you are the County to the person calling. It is important to be friendly, courteous, and helpful. Keep the Library core values in mind. Personal calls should be kept to a minimum in both number and duration. Preferably, personal calls should be made during breaks/lunch periods. Employees are to reimburse the Library for any additional phone charges.
- b) Cellular Phones: The telephone policy above applies to the use of cellular phones. **Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for county work purposes (unless responding to a work-related life threatening/emergency situation).** Employees should find a safe location to park their vehicle before using handheld cellular phones. If an employee is unable to pull over and stop before receiving a call, they may use the hands-free adapter for increased safety. It is recommended that employees should keep the conversation brief, and immediately locate a legal and safe area to park their vehicle to complete the call.

**(10.) Social Security:**

Employees covered by the Wisconsin Retirement fund shall be covered under the Public Employees Social Security. The County Finance Director shall act as agent for the Wisconsin Retirement Fund and Public Employees Social Security Fund in the administration of these funds.

**(11.) Holidays:**

- a) Employees covered under this section shall receive the following paid holidays:
  - New Years Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - December 24th Day
  - Christmas Day
- b) If any of these holidays fall on a Saturday or Sunday, the preceding Friday or following Monday or any other day as determined by the Library Board shall be considered a holiday for pay purposes.

- c) Irregular Hours:
- 1) Closed Easter Sunday (not a paid holiday).
  - 2) Closed Saturday and Sunday previous to Memorial Day (not a paid holiday). Beginning Memorial Day weekend the Library will be closed on Sundays until the weekend after Labor Day. From Memorial Day to Labor Day the regular work day shall consist of 7 ½ hours which shall be compensated as if it were 8 hours with personal time negotiated and intended for this purpose.
  - 3) Close 5:00 PM New Years Eve (not a paid holiday).
- d) In addition to the above holidays, each full-time employee shall receive a total of 28 hours personal time per calendar year. Personal time not used during the calendar year earned will be forfeited. Employees are not eligible to receive cash payment for any remaining personal time upon termination.
- e) New employees shall receive 8 hours personal time during the calendar year in which they commence employment if they commence employment prior to July 1.
- f) Choice of personal time must be approved by the Manager and shall be used at a minimum of one hour. The personal time is not allowed to be used until after the employee completes their initial six months of employment.
- g) Employees required to work on a holiday shall be entitled to compensatory time off at the mutual convenience of the employee and the Manager. If a holiday falls during an employee's vacation, the employee shall receive an additional day off in its place.

**(12.) Vacation**

Vacation provisions shall be as follows:

- a) Table of Benefits: Employees in an allocated position shall receive vacation benefits as indicated in the following table:

<u>Cont.Service</u>	<u>Bi-Weekly Accrual</u>	<u>Equiv.Ann. Accrual</u>	<u>Ann.Adj.</u>	<u>Max. Vac. Allowed</u>
<b><u>Professionals:</u></b> (Master's in Library Science and Managers)				
Date of hire to 13th Anniversary	6 hrs.	20 days	4 hrs.	200 hrs.
13th to 18th Anniversary	7.50 hrs.	25 days	5 hrs.	240 hrs.
After 18th Anniversary	9 hrs.	30 days	6 hrs.	280 hrs.
After 25 <sup>th</sup> Anniversary	9.5 hrs.	31 days	1 hr.	288 hrs.
<b><u>Non-professionals:</u></b>				
Date of hire to 7th Anniversary	3 hrs.	10 days	2 hrs.	120 hrs.
7th to 13th Anniversary	4.50 hrs.	15 days	3 hrs.	160 hrs.
13th to 18th Anniversary	6 hrs.	20 days	4 hrs.	200 hrs.
After 18th Anniversary	7.50 hrs.	25 days	5 hrs.	240 hrs.
After 25 <sup>th</sup> Anniversary	8 hrs.	26 days	0 hrs.	248 hrs.

- b) Annual adjustment is added to the employee's vacation account on the second Saturday of the first full pay period in January (starting and ending dates of the pay period occurs in new year).
- c) The accrual rate and maximum vacation accumulation for the Library Director shall be determined by the Table of Benefits for professional employees based upon years of service with the library. The Library Director shall be allowed to accumulate up to a maximum of three-hundred-sixty (360) hours of vacation. Prior approval of the Library Board is required for vacation usage in more than one-hundred-sixty (160) hours increments by the Library Director.
- d) Use During Initial Employment: New employees accrue but may not use vacation benefits during their initial six months of employment.
- e) Initial Employment Period:  
  
Unless otherwise specified by the Personnel Committee, new and promoted employees shall serve a one (1) year initial employment period.
- f) Accumulation: If the employee is paid 50% or more of his/her standard hours per pay period, the employee shall receive their bi-weekly leave accrual. No employee shall earn the bi-weekly accrual if the employee is paid less than 50% of his/her standard hours per pay period or is suspended without pay for three (3) consecutive days.
- g) Minimum Usage: Vacation shall be used at a minimum of one-half (1/2) hour.
- h) Scheduling: The Library Director or his/her designee shall determine the number and classification of employees on vacation at any one time. Employees shall make their vacation request to their immediate supervisor at least two weeks prior to the dates requested. This requirement may be waived by the Library Director or his/her designee when circumstances warrant. Choice of vacation time within a Division shall be on the basis of library schedule demands and fairness.

**(13.) Notification of Absence:**

When employees, because of illness, weather conditions or other emergencies, find it necessary to be absent during their normal work schedule, they should contact their immediate supervisor personally, if the absence occurs during their workday, prior to their absence. If the immediate supervisor cannot be reached, the employee is to give any message or instructions regarding their assignments to the Library Administration Office and they will relay the message to the appropriate personnel. For weather conditions the employee should report for work as soon as safely possible.

**(14.) General Leaves of Absence:**

Employee with at least six (6) months service, giving two (2) weeks prior notice, may, at the discretion of the Library Director, be granted an unpaid leave of absence not to exceed thirty (30) calendar days upon presenting a written request to the Library Director.

Leaves of absence for longer periods of time and extensions of leaves of absence may be granted upon the approval of the Library Personnel Committee. In no case shall a leave of absence be granted for the purpose of accepting employment with another employer. If the employee is paid less than 50% of his/her standard hours per pay period, the employee's full insurance premiums (employee + County's portion) will be prorated based on hours paid and the employee shall not earn the bi-weekly leave accrual.

An employee's next step increase will be delayed if the employee takes more than 5 consecutive days of unpaid leave during his/her initial employment period. Vacation and longevity schedules will be unaffected for calculating number of years worked and employee's hire date will not be adjusted. To be entitled to holiday pay, an employee must receive pay the work day before and after a holiday.

- a) Educational Leave of Absence: Educational leave of absence not to exceed one (1) year may be granted with pay and benefits at the discretion of the Library Board. The employee must agree in writing to remain employed for a period of time equivalent to three (3) times the length of the leave of absence. If that amount of service is not rendered, the employee shall be required to make repayment of that expenditure within sixty (60) days of termination.
- b) Jury Duty: Employees covered by this policy who serve on a jury or are subpoenaed to appear as a witness before a court or administrative tribunal shall be paid the difference between the jury or witness duty fees and their regular earnings. Employees when released from jury or witness duties shall immediately return to their job and complete the scheduled work day. Employees shall not be entitled to overtime or shift differential under this provision.
- c) Military Leave:
  - 1) Reserve Training: Employees who are members of a reserve component of the military forces of the United States or State of Wisconsin shall promptly notify the Library Director and be granted a leave of absence if required to participate in annual training duties. Such employees shall receive the difference, if any, between their regular pay and their military pay for the training period involved, but not to exceed 15 working days (maximum of 150 hours) in the calendar year.
  - 2) Active Duty: In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty. Any employee on a military leave of absence may continue health, dental and life insurance program coverage; provided that the employee shall pay the full costs.
- d) Medical Leave of Absence: In the event of an extended absence due to sickness or temporary disability the employee may request an unpaid medical leave of absence so as to retain a sick leave balance for use after return to work. Such medical leave of absence may be requested as specified. Paragraph 14, General Leaves of Absence.
- e) Federal Family and Medical Leave Act  
The Library shall comply with the Wisconsin and Federal Family and Medical Leave Acts. The Library adopts the County policy on the administration of child rearing, family illness and employee medical leaves. This policy shall be posted in an area accessible to Library employees.

**(15.) Sick Leave:**

- a) Accumulation: Employees shall receive 3.6923 hours of sick leave for each biweekly pay period during the first sixty (60) months of employment and 5.5385 for each biweekly pay period thereafter to a maximum of one thousand two hundred (1,200) hours.
- b) Use of Sick Leave: An employee may draw upon sick leave allowance when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. At the Library Director's discretion, a doctor's statement may be required. Sick leave benefits shall begin on the first (1st) day of absence and may continue until the employee returns to work or has used all accumulated sick leave.

An employee, upon taking sick leave, shall notify their manager, if at all possible, at least (30) minutes prior to the beginning of their normal workday and if the absence occurs during their work day, prior to their absence. If the immediate supervisor cannot be reached, the employee is to give any messages or instructions regarding their assignments to the Library Administration Office and they will relay the message to the appropriate personnel. Sick leave may be used in fifteen (15) minute increments.

- c) Appointments and Family Illness: Sick leave may be used for the employee's medical or dental appointments. Employees will be allowed to use a maximum of forty (40) hours per calendar year of sick leave in cases of injury or illness in the immediate family where the immediate family member requires the attention of the employee. Immediate family is defined as the employee's spouse, children, parents, or spouse's parents or a member of the employee's household.
- d) Worker's Compensation: Employees eligible for worker's compensation benefits shall be allowed to exercise one of the following options but may not, during a single worker's compensation related absence, change alternatives:
- 1) Receive the worker's compensation benefit with no deduction from accumulated sick leave.
  - 2) Receive the worker's compensation benefit and be paid the difference between their regular pay based upon a normal work week and the worker's compensation benefit with the County charging the employee's sick leave and/or vacation accounts with the number of hours that equal the cash differential between the worker's compensation and regular pay.
- e) Sick Leave Conversion to Medical/Hospital Costs:
- 1) When an employee retires, a maximum of fifty percent (50%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's hourly rate, exclusive of longevity and shift differential) and deposited into the employee's Post Employment Health Plan (PEHP) account. In order to determine the employee's sick leave conversion benefit the following formula would apply:  

$$\text{Years of Continued Uninterrupted Service} + \text{Age} = \text{Credits}$$
 (example: 20 years of Continued Service + 55 = 75 Credits)
  - 2) For credits above 65 but below 75, deduct 5 percent from the standard conversion for each year short of 75.
- Examples:
- 75 credits = standard 50 percent conversion or sick leave to dollar credits  
 74 credits = 45 percent conversion  
 73 credits = 40 percent conversion  
 72 credits = 35 percent conversion  
 71 credits = 30 percent conversion  
 70 credits = 25 percent conversion  
 69 credits = 20 percent conversion  
 68 credits = 15 percent conversion  
 67 credits = 10 percent conversion  
 66 credits = 05 percent conversion  
 65 credits = 0 percent conversion
- 3) In order to eligible for the above described benefit, the employee must meet all of the following conditions:
    - a) Be eligible and apply for Wisconsin Retirement Fund annuity at least thirty (30) days before last day work; and
    - b) Provide the required notice as outlined in Article 25 Separation benefit for Vacation and Compensatory Time.
  - 4) If an employee is forced to retire due to medical disability or dies, fifty percent (50%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's hourly rate, exclusive of longevity and shift differential) and deposited into the employee's Post Employment Health Plan (PEHP) account.
- f) Extended Sick Leave Account (ESLA) Employees will not accrue any ESLA but can use any accrual balance for the remainder of their uninterrupted job tenure with the Library under the following conditions:

1. An employee may use sick leave in the extended sick leave account after the employee has exhausted all regular accrued sick leave.
2. Sick leave from the extended sick leave account may be used by the employee in the same way as regular sick leave but may not be used to supplement salary in the event of a worker's compensation injury and may not be used to pay the cost of the health care benefit at any time.

**(16.) Funeral Leave:**

In the event of a death in the immediate family of an employee, the employee may request funeral leave from the Manager. If the employee is a Manager, they should request funeral leave from the Library Director. Upon such a request it may be granted up to, but not to exceed three (3) working days with pay. Immediate family for the purposes of this policy shall mean the employee's: Spouse, children, parents, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchildren, grandparents, brother-in-law, sister-in-law, or the spouse of a brother-in-law or sister-in-law or any person who has resided with the employee immediately preceding the person's death. The definition of immediate family includes step-relatives in the categories listed above.

In the event of a death of a member of the extended family or a regular employee, the employee may request, and upon request, shall be granted funeral leave of up to one (1) working day off. The employee may elect to use a maximum of two (2) days of other accrued leave (vacation, personal days, compensatory time or sick leave) to extend the funeral leave. Extended family for the purpose of this policy means the employee's or their spouse's: uncle, aunt, niece, nephew. Sick leave used under this provision, will not count against Family Illness leave.

In the event of a death of a fellow active employee, funeral leave will be granted, with prior authorization from the Library Director, for the actual funeral service. Time beyond the actual service may be used as compensatory time or vacation time if the employee has accumulated it.

**(17.) Transfer of Benefits:**

Persons transferring from a Marathon County Department to the Marathon County Public Library shall be given credit for length of employment in the County Department as it relates to all benefits, except as length of service applies to seniority. Persons transferring from one division to another should retain all accrued benefits. Persons leaving one position in the library and taking another library position shall retain all accrued benefits.

a) Full time to part time

If an employee goes from a full time position to a part time position the employee will have 6 months from date of the part time position to have their vacation maximum within the part time maximum limits.

From date of the part time position sick leave maximum will not be over the part time pro rated maximum. (i.e. if the employee goes to half time (50%) and their sick leave balance was at maximum of 1152 hours their new sick leave balance would be at the maximum of 576 hours).

## **Section 1C Employment Provisions**

The following personnel rules shall apply to all nonunion employees, in addition to those personnel policies and rules of personal conduct. The Library Board adopts by resolution, by-law or practices.

**(1.) Hours of Work:**

The normal workday shall fall between the hours of 7:00 AM and 9:15 PM from Monday through Sunday, depending upon the public hours of the Library. For all intents and purposes, the work week shall be considered to be forty (40) hours, Labor Day to Memorial Day and thirty-seven and one-half (37 1/2) hours Memorial day to Labor Day. Employees are permitted alternative working hours provided that:

- 1) The Library Director approves the alternative schedule.
- 2) Service to the public during the normal workday hours remains unaffected by the alternative schedule.

**(2.) Initial Employment Period:**

Unless otherwise specified by the Library Board, new and proposed employees shall serve a one (1) year initial employment period.

**(3.) Rest Breaks:**

Each staff member may be granted a relief period of fifteen (15) minutes each morning and afternoon to be scheduled by the Manager. Personnel who work less than four (4) consecutive hours per day may not take a relief period. The fifteen (15) minutes shall be total time away from the work station. When going on break make sure that some other staff member is on duty for public service stations. Relief periods are to be used only for the purpose indicated and may not be accumulated for other purposes, or to leave the premises during these breaks without permission. Supervisors will be responsible for adherence to this policy by staff members in their teams. Employees are not allowed to accumulate rest breaks and/or use them to extend their lunch period or shorten the work day. Rest breaks not taken are forfeited.

**(4.) Separation Benefit for Vacation and Compensatory Time**

- a) At time of voluntary separation (excluding retirement if the employee applies for Wisconsin Retirement Fund benefits at least thirty (30) days before last day of work), employees with at least six (6) months of service who subsequently leave the employment of the Library in good standing, upon giving ten (10) working days written notice for non-professionals and twenty (20) working days written notice for professionals and managers, shall receive payment for all remaining accrued vacation time, compensatory time, and longevity.

At time of retirement, employees who apply for Wisconsin Retirement Fund benefits at least (30) days before the last day of work or who are forced to retire due to medical disability upon giving twenty (20) working days written notice for professionals and managers and ten (10) working days for all other employees, shall receive payment for all remaining accrued compensatory time and longevity. The County will deposit the employee's vacation time leave credits into the employee's Post Employment Health Plan (PEHP) account.

The above notice requirement may be waived by mutual agreement of the County and the employee.

At the time of an employee's death, the County shall payout the remaining accrued vacation time, compensatory time and longevity.

Employees who do not provide the recommended written notice prior to termination of employment may forfeit the prorated earned vacation and longevity accrued during the year which the termination takes place.

Employees dismissed for unsatisfactory performance will not receive payment for vacation, and longevity accrued during the calendar year in which dismissal occurs.

- b) The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize vacation, compensatory time, and/or personal time and stay on the payroll after the last day of work. This policy may be waived only in personal emergency or crisis situations prior approval of the Library Director.
- c) The Library Director shall review the employee separation form and approve the same and forward it to the County Finance Department for processing.

**(5.) The Employer Rights and Responsibilities:**

The employer shall have the following rights among others:

- a) To direct all operations of the Library;
- b) To hire, promote, transfer, assign, retain and terminate employees;
- c) To establish and enforce work rules and to determine work schedules;
- d) To suspend, demote, discharge, and take other disciplinary action against employees;
- e) To relieve employees from their duties because of lack of work or for other reasons;
- f) To maintain the efficiency of library operations;
- g) To introduce new or improved methods or facilities;
- h) To change existing methods or facilities;
- i) To contract out for goods or services;
- j) To determine the methods, means and personnel by which such operations are to be conducted;
- k) To take whatever action must be necessary to carry out the functions of the library in situations of emergency and;
- l) To take whatever action is necessary to comply with state or federal law.

**(6.) Employee Complaint Procedure:**

It is policy to deal promptly and fairly with employee complaints. The complaint procedure is established to alert management to the reasons for employee complaints and to provide an effective means for resolving them. The procedure is as follows:

- Step 1 An employee having a complaint should discuss and attempt to resolve the matter with the immediate supervisor. In the event of a complaint over a work assignment, the employee should perform the assigned task and then discuss the problem with the supervisor. In a complaint regarding dismissal, suspension, or a written reprimand, the complaint should be filed in writing with the Library Director.
- Step 2 If the complaint is not settled by discussions with the supervisor, the employee may submit a written complaint to the Library Director who shall discuss and attempt to settle the complaint with the employee and the supervisor. The Library Director shall issue a written decision to the employee.
- Step 3 If the complaint has not been resolved by discussion with the Library Director, the employee may appeal in writing to the Library Director to be placed on the next Library Board Personnel Committee meeting agenda.
- Step 4 The Library Board Personnel Committee shall meet in closed session with the employee, the Library Director and the immediate supervisor and attempt to settle the complaint. The Library Board shall issue a written decision which shall be final.

The procedure does not contain time limits. It is expected that parties will promptly take appropriate action to resolve complaints.

**(7.) Library Employment Practices:**

- a) That all applicants for Library employment be considered by the Library Director with Managers on the basis of merit without regard to race, color, religion, age, handicap, national origin, gender, marital status, or sexual orientation.
- b) That the Library Director is prohibited from hiring a person related to the Library Director or to the Manager if the position is in their Division for Library employment; for the purpose of this policy, "related person" shall mean: Husband, wife, mother, father, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandfather, grandmother, mother-in-law, father-in-law, grand- children, stepdaughter, stepson, stepmother or stepfather. An applicant related to a Manager may be employed in a different Division than their own.
- c) That all Library Board Trustees and employees are prohibited from seeking any unfair advantage for any applicant for Library employment or attempting to unduly influence the Library Director or Managers in the selection for Library employment.
- d) That alleged violations of this policy be investigated by the Library Board of Trustees and appropriate action taken.

**(8.) Sexual Harassment Policy:**

- a) Purpose:
  - 1) This policy is formulated to protect employees against unsolicited and unwelcomed sexual overtures or conduct, either physical or verbal. It prohibits employee misconduct that may upset employee morale and interfere with employees work and efficiency, regardless of whether there is any economic impact resulting from such misconduct.
  - 2) Sexual harassment is prohibited under Title VII of the Civil Rights Act of 1964 (42 USC 2000e), and some forms of such misconduct may subject violators to civil liability and/or criminal prosecution, as well as disciplinary action up to and including discharge.
- b) Policy Statement:

Employees shall be provided a work environment free of any forms of sexual and other harassment, and persons found to be in violation of this policy shall be dealt with through the disciplinary process.
- c) Types of Conduct Covered by this Policy:
  - 1) The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.
  - 2) The policy prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any impact on the person's employment, job assignment, wages, promotion, or on any other conditions of employment or future job opportunities.
  - 3) The policy prohibits other behaviors that are not welcomed by employees and are personally offensive including, but not limited to: Sexual flirtations or propositions, sexually-related comments, display or possession of sexually suggestive objects or pictures on Library property or in Library vehicles, any uninvited physical contact, or any conduct that would create a hostile environment for the employee.

d) Responding to Harassment:

If an employee experiences harassment or sees others being harassed, it is suggested employees discuss the inappropriate behavior with the harasser. If employees are uncomfortable, feel threatened, or unsuccessful in their discussion with the harasser, employees should begin the Complaint Procedure.

e) Complaint and Investigation Procedure:

- 1) An employee should initiate action on a complaint of sexual harassment by notifying the Library Personnel Specialist or the Library Director in the Administration Office, 300 N. First St., Wausau, WI.

We prefer that the employee submit a written summary of their complaint. However, we will investigate all complaints brought to our attention. Supervisory or management employees who receive an oral complaint are directed to record the date and time the complaint was received and to keep summary notes of the alleged misconduct and people involved.

- 2) All complaints will be thoroughly investigated. Employees are expected to cooperate with the investigation and provide truthful information. A formal report which summarizes findings and conclusions may be prepared. A copy of the investigation report may be provided to the complainant and a copy shall be kept on file in the Administration files.
- 3) Confidentiality shall be maintained during the investigation to the fullest extent possible.
- 4) Any employee found in violation of this policy will be subject to disciplinary action up to and including termination.
- 5) An employee who is found to have knowingly made a false accusation of sexual harassment will be subject to disciplinary action up to and including termination.

f) Retaliation and/or Reprisal:

An employee who engages in or assists in retaliation and/or reprisal against an employee who files a complaint or against anyone assisting in the investigation will be subject to disciplinary action up to and including termination.

g) Education and Questions:

All employees shall have the opportunity to attend an educational program on sexual harassment and this policy. Regular employees, supervisors, and managers are required to attend one of these sessions. These educational sessions shall be coordinated by the Employee Resources Director.

- i.
- i.

**(9.) Respect for Individual Differences:**

- a) Our employees have the right to work in an environment free from harassment. Any employee who harasses another employee on the basis of their race, gender, religion, disability, national origin, sexual orientation or other protected status will be subject to disciplinary action up to and including termination.
- b) Under Wisconsin Law the following categories have protective status: handicap, race, sex, creed/religion, color, national origin, ancestry, age, and sexual orientation.

- c) The Library Director, Managers and Supervisors are expected to take timely and appropriate action when they know or have reason to know that harassing behavior or discrimination is occurring. Management employees are expected to take action to stop inappropriate behavior whether or not an employee files an internal complaint if the conduct is known to management and is clearly unwelcome. Managers and Supervisors will meet with the Library Director on any harassing or discrimination issues.
- d) Employees should report any incidents in violation of this policy to the appropriate Manager, Library Director or Personnel Specialist.

**(10.) Seat Belt Policy:**

All library employees and Library Trustees shall utilize seat belts in any motor vehicle (County vehicles or personal vehicles) in which they are riding, either as a driver or passenger, while on County business.

**(11.) Red Circle Policy**

Employees in red circle status on January 1,/December, that is, being paid more than the range maximum of the pay grade for the classification of the position they occupy, shall receive one-half (½) of the January/December adjustment for that class and pay grade, or move to the January/December range maximum, whichever is greater.

Section 1: All policies in conflict are hereby repealed.

Section 2: The Marathon County Clerk is authorized to issue checks pursuant to this policy and the Marathon County Treasurer is authorized to honor said checks.

Section 3: This policy shall take effect with annual revisions.

**Section 1D Salaries**

**Provide employees with a 2% increase on 1/1/10.**

**Hourly Salaries-Effective January 1, 2010**

Management Personnel Ordinance — Effective 1/1/2010

GR	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09
1	9.22	9.59	9.97	10.37	10.78	11.05	11.33	11.61	11.90
2	10.53	10.95	11.39	11.85	12.32	12.63	12.94	13.26	13.60
3	11.84	12.31	12.81	13.32	13.85	14.20	14.56	14.92	15.29
4	13.16	13.68	14.23	14.80	15.39	15.77	16.17	16.57	16.99
5	14.47	15.05	15.65	16.27	16.92	17.35	17.78	18.23	18.68
6	15.78	16.41	17.07	17.75	18.46	18.92	19.39	19.88	20.38
7	17.09	17.78	18.49	19.23	20.00	20.50	21.01	21.53	22.07
8	18.40	19.14	19.91	20.70	21.53	22.07	22.62	23.19	23.77
9	19.72	20.51	21.33	22.18	23.07	23.64	24.23	24.84	25.46
10	21.03	21.87	22.75	23.66	24.60	25.22	25.85	26.49	27.16
11	22.34	23.24	24.16	25.13	26.14	26.79	27.46	28.15	28.85
12	23.66	24.60	25.59	26.61	27.67	28.36	29.07	29.80	30.54
13	24.97	25.97	27.00	28.08	29.21	29.94	30.69	31.45	32.24
14	26.28	27.33	28.42	29.56	30.74	31.51	32.30	33.11	33.94
15	27.59	28.70	29.84	31.04	32.28	33.09	33.91	34.76	35.63
16	28.90	30.06	31.26	32.51	33.81	34.66	35.53	36.41	37.32
17	30.22	31.42	32.68	33.99	35.35	36.23	37.14	38.07	39.02
18	31.53	32.79	34.10	35.47	36.88	37.81	38.75	39.72	40.71
19	32.84	34.16	35.52	36.94	38.42	39.38	40.36	41.37	42.41

**Annual Salaries-Effective January 1, 2010**

Management Personnel Ordinance — Effective 1/1/2010

GR	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09
1	19,171	19,938	20,736	21,565	22,427	22,988	23,565	24,153	24,755
2	21,898	22,777	23,688	24,638	25,622	26,263	26,920	27,591	28,283
3	24,631	25,615	26,643	27,706	28,816	29,534	30,276	31,032	31,807
4	27,363	28,456	29,596	30,781	32,010	32,811	33,631	34,472	35,334
5	30,091	31,295	32,547	33,850	35,203	36,081	36,983	37,910	38,860
6	32,823	34,134	35,501	36,921	38,397	39,358	40,341	41,351	42,382
7	35,552	36,973	38,453	39,991	41,591	42,631	43,697	44,788	45,907
8	38,281	39,814	41,407	43,062	44,784	45,904	47,053	48,226	49,433
9	41,012	42,652	44,359	46,132	47,979	49,178	50,408	51,668	52,958
10	43,740	45,491	47,314	49,204	51,170	52,452	53,760	55,106	56,484
11	46,471	48,330	50,263	52,274	54,363	55,725	57,116	58,545	60,009
12	49,203	51,169	53,220	55,344	57,561	58,999	60,474	61,983	63,533
13	51,930	54,011	56,167	58,415	60,755	62,272	63,829	65,422	67,058
14	54,661	56,849	59,120	61,487	63,947	65,545	67,183	68,860	70,585
15	57,392	59,688	62,074	64,557	67,138	68,817	70,537	72,303	74,107
16	60,121	62,527	65,027	67,628	70,332	72,091	73,892	75,738	77,631
17	62,849	65,363	67,977	70,698	73,527	75,363	77,250	79,179	81,160
18	65,578	68,202	70,931	73,770	76,720	78,639	80,603	82,619	84,684
19	68,311	71,043	73,884	76,840	79,912	81,910	83,959	86,058	88,209

**Provide employees with a 1% increase on 12/12/10**

**Hourly Salaries-Effective December 12, 2010**

Management Personnel Ordinance — Effective 12/12/2010

GR	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09
1	9.31	9.68	10.07	10.47	10.89	11.16	11.44	11.73	12.02
2	10.63	11.06	11.50	11.96	12.44	12.75	13.07	13.40	13.73
3	11.96	12.44	12.94	13.45	13.99	14.34	14.70	15.07	15.44
4	13.29	13.82	14.37	14.95	15.54	15.93	16.33	16.74	17.16
5	14.61	15.20	15.80	16.44	17.09	17.52	17.96	18.41	18.87
6	15.94	16.57	17.24	17.93	18.64	19.11	19.59	20.08	20.58
7	17.26	17.95	18.67	19.42	20.20	20.70	21.22	21.75	22.29
8	18.59	19.33	20.11	20.91	21.75	22.29	22.85	23.42	24.00
9	19.91	20.71	21.54	22.40	23.30	23.88	24.48	25.09	25.72
10	21.24	22.09	22.97	23.89	24.85	25.47	26.10	26.76	27.43
11	22.57	23.47	24.41	25.38	26.40	27.06	27.73	28.43	29.14
12	23.89	24.85	25.84	26.87	27.95	28.65	29.36	30.10	30.85
13	25.22	26.23	27.27	28.36	29.50	30.24	30.99	31.77	32.56
14	26.54	27.60	28.71	29.86	31.05	31.83	32.62	33.44	34.27
15	27.87	28.98	30.14	31.35	32.60	33.42	34.25	35.11	35.98
16	29.19	30.36	31.58	32.84	34.15	35.01	35.88	36.78	37.70
17	30.52	31.74	33.01	34.33	35.70	36.59	37.51	38.45	39.41
18	31.84	33.12	34.44	35.82	37.25	38.19	39.14	40.12	41.12
19	33.17	34.50	35.88	37.31	38.80	39.77	40.77	41.79	42.83

**Annual Salaries-Effective December 12, 2010**

Management Personnel Ordinance — Effective 12/12/2010

GR	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	STEP 08	STEP 09
1	19,363	20,137	20,943	21,781	22,651	23,218	23,801	24,395	25,003
2	22,117	23,005	23,925	24,884	25,878	26,526	27,189	27,867	28,566
3	24,877	25,871	26,909	27,983	29,104	29,829	30,579	31,342	32,125
4	27,637	28,741	29,892	31,089	32,330	33,139	33,967	34,817	35,687
5	30,392	31,608	32,872	34,189	35,555	36,442	37,353	38,289	39,249
6	33,151	34,475	35,856	37,290	38,781	39,752	40,744	41,765	42,806
7	35,908	37,343	38,838	40,391	42,007	43,057	44,134	45,236	46,366
8	38,664	40,212	41,821	43,493	45,232	46,363	47,524	48,708	49,927
9	41,422	43,079	44,803	46,593	48,459	49,670	50,912	52,185	53,488
10	44,177	45,946	47,787	49,696	51,682	52,977	54,298	55,657	57,049
11	46,936	48,813	50,766	52,797	54,907	56,282	57,687	59,130	60,609
12	49,695	51,681	53,752	55,897	58,137	59,589	61,079	62,603	64,168
13	52,449	54,551	56,729	58,999	61,363	62,895	64,467	66,076	67,729
14	55,208	57,417	59,711	62,102	64,586	66,200	67,855	69,549	71,291
15	57,966	60,285	62,695	65,203	67,809	69,505	71,242	73,026	74,848
16	60,722	63,152	65,677	68,304	71,035	72,812	74,631	76,495	78,407
17	63,477	66,017	68,657	71,405	74,262	76,117	78,023	79,971	81,972
18	66,234	68,884	71,640	74,508	77,487	79,425	81,409	83,445	85,531
19	68,994	71,753	74,623	77,608	80,711	82,729	84,799	86,919	89,091

Section 1E Marathon County Public Library Classification Plan Index

**JOB CLASSIFICATION – GRADE ORDER**

<b>Grade</b>	<b>FLSA</b>	<b>Job Code</b>	<b>Job Title</b>
4	N	7011 M	Confidential Office Assistant I
5	N	7010 M	Confidential Personnel Assistant–Library
	N	7008 M	Library Branch Supervisor
	N	7204 M	Customer Services Librarian
6			NONE
7	E	7009 M	Purchasing/Volunteer Coordinator–Library
	E	7023 M	Customer Services Lead Librarian
8	E	7007 M	Library Business Specialist
	E	7016 M	Personnel Specialist II – Library
	E	7022 M	Technology Professional
9			NONE
10			NONE
11			NONE
12			NONE
13	E	7020M	Support Services Team Manager
	E	7021M	Customer Services Team Manager
14			NONE
15			NONE
16			NONE
17			NONE
18			NONE
19	E	7001 M	Library Director

Employees will progress to the new pay system based on their adjusted hire date.

This policy shall take effect January 1, 2010.