

**Marathon County  
Public Library**

**2011  
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 1/11.

### **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) Library Director

- 1) The Library Director is required to submit a time sheet and shall not accrue compensatory time.

#### b) 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

#### c) 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.

d) 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.

e) 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) Meal claims will be paid based on a daily per diem rate. The meal claims must be reasonable, necessary and closely represent the amount actually spent. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner employee must return after 7:00 p.m. or depart his/her headquarters for overnight travel before 6:00 p.m.

Subject to the Library Director or their designee's approval, meal reimbursement is allowed when the employee is on Library business related activities outside of Marathon County. Reimbursement for meals consumed in Marathon County may be approved in conjunction only with a business meeting at the discretion of the Library Director or his/her designee.

The two definitions for a business related activity are as follows: 1) the Library policy, which determines which meals will be reimbursed by the Library and 2) the IRS guidelines, which determine which meals are taxable to the individual.

Under the Library's policy, a business related activity for meals reimbursed outside the county includes the following; 1) a business meeting including a third-party or non county employee in which business is conducted or 2) a business related situation that would occur in the normal performance of your job duties. A third-party or non-county employee would generally include, but is not limited to the following: outside experts (consultants, lawyers,

auditors, etc), visiting dignitaries (state and local officials or members of commissions, committees or boards) and interviewees. Reimbursement for other business related situations outside of Marathon County, could include, but are not limited to the following:

- meals at conferences/conventions/ etc. that are not included in the registration fee or
- meals incurred that are not considered business meetings but are considered necessary and reasonable while performing your normal job duties

Under the IRS guidelines, meal reimbursements for business meetings that include a third-party or non-county employee as defined above, are not taxable to the individual if submitted for reimbursement within 60 days of the date incurred. However, meal reimbursements made for other business related activities (as defined previously), which are not overnight, are considered a fringe benefit and are taxable to the employee (see criteria listed previously) or are not reimbursable by Library policy.

Claims for meals shall be paid on a standard daily per diem basis. The maximum daily amount permitted, including tax and tip (tip not to exceed 20% of meal cost), for all meal reimbursements within the State of Wisconsin, is \$33 per day. The meal reimbursement for meals outside the State of Wisconsin will be \$42 per day. Employees must submit the Statement of Expenses Incurred for Marathon County form in order to receive reimbursement.

The Library in-state rate is \$33. Therefore, maximum amounts for each meal are as follows:

Breakfast	=	\$8
Lunch	=	\$10
Dinner	=	\$15
Total	=	\$33

The Library out-of-state rate is \$42. Therefore, maximum amounts for each meal are as follows:

Breakfast	=	\$10
Lunch	=	\$12
Dinner	=	\$20
Total	=	\$42

When an employee claims reimbursement for two or more meals in a day and exceeds the maximum on one or more meals, the employee may claim per diem for each allowable meal on that day not to exceed actual costs of meals.

An employee must request reimbursement for three meals to be eligible for the full daily per diem rate. Receipts are not normally required. Each day is considered separately for application of this policy. If meal maximums are

not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging.

Where a consistent pattern of meals claimed at the maximum is noted, the supervisor may require the employee to submit receipts in the future to document the amount claimed.

Expenditures for alcoholic beverages, or any spouse or guest, are not reimbursable. Meals included in the cost of airfare or registration fees are not reimbursable.

- 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 personal auto insurance policy that meets the State of Wisconsin's minimum financial responsibility liability limits of: Bodily Injury: \$50,000 for each person and \$100,000 for each occurrence; Property Damage: \$15,000 for each occurrence (or a Combined Single Liability Limit of \$100,000); and Uninsured motorist and Underinsured Motorists coverage of \$100,000 per person/\$300,000 per occurrence (or a Combined Single Limit of \$300,000).

Those individuals who maintain a personal auto insurance policy of not less than: Bodily Injury: \$100,000 for each person and \$300,000 for each occurrence; Property Damage: \$100,000 per accident, (or a Combined Single Liability Limit of \$300,000); Medical Payments: \$10,000, and Uninsured Motorists and Underinsured Motorists coverage of \$100,000 per person/\$300,000 per occurrence (or a Combined Single Limit of \$300,000) 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 the Personnel Specialist 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 the Personnel Specialist 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.

- 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 event 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. For specific benefit and coverage levels refer to appropriate plan document or summary plan description.

- 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 Library will pay ninety percent (90%) of the monthly premium of the health insurance benefit plan and the employee will pay ten percent (10%) of the premium.

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.

- 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 and 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.An n. 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. 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 team 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:  
Years of Continued Uninterrupted Service + Age = 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 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.

**(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 (1/2) 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 1/1/11.**

**Hourly Salaries-Effective January 1, 2011**

Management Personnel Ordinance — Effective 1/1/2011

<b>GR</b>	<b>STEP 01</b>	<b>STEP 02</b>	<b>STEP 03</b>	<b>STEP 04</b>	<b>STEP 05</b>	<b>STEP 06</b>	<b>STEP 07</b>	<b>STEP 08</b>	<b>STEP 09</b>
1	9.50	9.88	10.27	10.68	11.11	11.39	11.67	11.96	12.26
2	10.85	11.28	11.73	12.20	12.69	13.01	13.33	13.67	14.01
3	12.20	12.69	13.20	13.72	14.27	14.63	15.00	15.37	15.75
4	13.55	14.09	14.66	15.25	15.85	16.25	16.66	17.07	17.50
5	14.90	15.50	16.12	16.77	17.44	17.87	18.32	18.78	19.25
6	16.26	16.91	17.58	18.29	19.02	19.49	19.98	20.48	20.99
7	17.61	18.31	19.05	19.81	20.60	21.11	21.64	22.18	22.74
8	18.96	19.72	20.51	21.33	22.18	22.74	23.30	23.89	24.48
9	20.31	21.13	21.97	22.85	23.76	24.36	24.97	25.59	26.23
10	21.66	22.53	23.43	24.37	25.34	25.98	26.63	27.29	27.98
11	23.02	23.94	24.89	25.89	26.93	27.60	28.29	29.00	29.72
12	24.37	25.34	26.36	27.41	28.51	29.22	29.95	30.70	31.47
13	25.72	26.75	27.82	28.93	30.09	30.84	31.61	32.40	33.21
14	27.07	28.16	29.28	30.45	31.67	32.46	33.28	34.11	34.96
15	28.43	29.56	30.74	31.97	33.25	34.08	34.94	35.81	36.70
16	29.78	30.97	32.21	33.50	34.83	35.71	36.60	37.51	38.45
17	31.13	32.37	33.67	35.02	36.42	37.33	38.26	39.22	40.20
18	32.48	33.78	35.13	36.54	38.00	38.95	39.92	40.92	41.94
19	33.83	35.19	36.59	38.06	39.58	40.57	41.58	42.62	43.69

**Annual Salaries-Effective January 1, 2011**

Management Personnel Ordinance — Effective 1/1/2010

<b>GR</b>	<b>STEP 01</b>	<b>STEP 02</b>	<b>STEP 03</b>	<b>STEP 04</b>	<b>STEP 05</b>	<b>STEP 06</b>	<b>STEP 07</b>	<b>STEP 08</b>	<b>STEP 09</b>
1	19,750	20,540	21,362	22,217	23,104	23,682	24,277	24,883	25,503
2	22,559	23,465	24,404	25,382	26,396	27,057	27,733	28,424	29,137
3	25,375	26,388	27,447	28,543	29,686	30,426	31,191	31,969	32,768
4	28,190	29,316	30,490	31,711	32,977	33,802	34,646	35,513	36,401
5	31,000	32,240	33,529	34,873	36,266	37,171	38,100	39,055	40,034
6	33,814	35,165	36,573	38,036	39,557	40,547	41,559	42,600	43,662
7	36,626	38,090	39,615	41,199	42,847	43,918	45,017	46,141	47,293
8	39,437	41,016	42,657	44,363	46,137	47,290	48,474	49,682	50,926
9	42,250	43,941	45,699	47,525	49,428	50,663	51,930	53,229	54,558
10	45,061	46,865	48,743	50,690	52,716	54,037	55,384	56,770	58,190
11	47,875	49,789	51,781	53,853	56,005	57,408	58,841	60,313	61,821
12	50,689	52,715	54,827	57,015	59,300	60,781	62,301	63,855	65,451
13	53,498	55,642	57,864	60,179	62,590	64,153	65,756	67,398	69,084
14	56,312	58,565	60,905	63,344	65,878	67,524	69,212	70,940	72,717
15	59,125	61,491	63,949	66,507	69,165	70,895	72,667	74,487	76,345
16	61,936	64,415	66,991	69,670	72,456	74,268	76,124	78,025	79,975
17	64,747	67,337	70,030	72,833	75,747	77,639	79,583	81,570	83,611
18	67,559	70,262	73,073	75,998	79,037	81,014	83,037	85,114	87,242
19	70,374	73,188	76,115	79,160	82,325	84,384	86,495	88,657	90,873

**Provide employees with a 1% increase on 7/10/11**

**Hourly Salaries-Effective July 10, 2011**

Management Personnel Ordinance — Effective 7/10/2011

<b>GR</b>	<b>STEP 01</b>	<b>STEP 02</b>	<b>STEP 03</b>	<b>STEP 04</b>	<b>STEP 05</b>	<b>STEP 06</b>	<b>STEP 07</b>	<b>STEP 08</b>	<b>STEP 09</b>
1	9.59	9.97	10.37	10.79	11.22	11.50	11.79	12.08	12.38
2	10.95	11.39	11.85	12.33	12.82	13.14	13.47	13.80	14.15
3	12.32	12.81	13.33	13.86	14.41	14.77	15.15	15.52	15.91
4	13.69	14.24	14.81	15.40	16.01	16.41	16.82	17.24	17.68
5	15.05	15.65	16.28	16.93	17.61	18.05	18.50	18.96	19.44
6	16.42	17.08	17.76	18.47	19.21	19.69	20.18	20.69	21.20
7	17.78	18.50	19.24	20.01	20.81	21.33	21.86	22.40	22.96
8	19.15	19.92	20.71	21.54	22.40	22.96	23.54	24.12	24.73
9	20.52	21.34	22.19	23.08	24.00	24.60	25.22	25.85	26.49
10	21.88	22.76	23.67	24.61	25.60	26.24	26.89	27.57	28.26
11	23.25	24.18	25.14	26.15	27.19	27.88	28.57	29.29	30.02
12	24.61	25.60	26.62	27.69	28.79	29.51	30.25	31.01	31.78
13	25.98	27.02	28.10	29.22	30.39	31.15	31.93	32.73	33.55
14	27.34	28.44	29.57	30.76	31.99	32.79	33.61	34.45	35.31
15	28.71	29.86	31.05	32.29	33.59	34.43	35.29	36.17	37.07
16	30.07	31.28	32.53	33.83	35.18	36.06	36.96	37.89	38.83
17	31.44	32.70	34.00	35.37	36.78	37.70	38.64	39.61	40.60
18	32.81	34.12	35.48	36.90	38.38	39.34	40.32	41.33	42.36
19	34.17	35.54	36.96	38.44	39.98	40.98	42.00	43.05	44.13

**Annual Salaries-Effective July 10, 2011**

Management Personnel Ordinance — Effective 12/12/2010

<b>GR</b>	<b>STEP 01</b>	<b>STEP 02</b>	<b>STEP 03</b>	<b>STEP 04</b>	<b>STEP 05</b>	<b>STEP 06</b>	<b>STEP 07</b>	<b>STEP 08</b>	<b>STEP 09</b>
1	19,948	20,745	21,576	22,439	23,335	23,919	24,520	25,132	25,758
2	22,785	23,700	24,648	25,636	26,660	27,328	28,010	28,708	29,428
3	25,629	26,652	27,721	28,828	29,983	30,730	31,503	32,289	33,096
4	28,472	29,609	30,795	32,028	33,307	34,140	34,992	35,868	36,765
5	31,310	32,562	33,864	35,222	36,629	37,543	38,481	39,446	40,434
6	34,152	35,517	36,939	38,416	39,953	40,952	41,975	43,026	44,099
7	36,992	38,471	40,011	41,611	43,275	44,357	45,467	46,602	47,766
8	39,831	41,426	43,084	44,807	46,598	47,763	48,959	50,179	51,435
9	42,673	44,380	46,156	48,000	49,922	51,170	52,449	53,761	55,104
10	45,512	47,334	49,230	51,197	53,243	54,577	55,938	57,338	58,772
11	48,354	50,287	52,299	54,392	56,565	57,982	59,429	60,916	62,439
12	51,196	53,242	55,375	57,585	59,893	61,389	62,924	64,494	66,106
13	54,033	56,198	58,443	60,781	63,216	64,795	66,414	68,072	69,775
14	56,875	59,151	61,514	63,977	66,537	68,199	69,904	71,649	73,444
15	59,716	62,106	64,588	67,172	69,857	71,604	73,394	75,232	77,108
16	62,555	65,059	67,661	70,367	73,181	75,011	76,885	78,805	80,775
17	65,394	68,010	70,730	73,561	76,504	78,415	80,379	82,386	84,447
18	68,235	70,965	73,804	76,758	79,827	81,824	83,867	85,965	88,114
19	71,078	73,920	76,876	79,952	83,148	85,228	87,360	89,544	91,782

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			NONE
5	N	7010 M	Confidential Personnel Assistant–Library
	N	7008 M	Library Branch Supervisor
6			NONE
7			NONE
	E	7007 M	Library Business Specialist
8	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, 2011.