



**Arrowhead**  
**Library System**  
Personnel Policy Manual

# Arrowhead Library System Personnel Policy

## Table of Contents

Section 1	Introduction	1
Section 2	Definitions	1-3
Section 3	Organization & Delegation of Authority	4
	Purpose, Responsibility & Authority, Administrator	4
	Supervisory Personnel	4
Section 4	Position Classification	5
	Purpose, Development & Administration, Coverage	5
Section 5	Salary Administration	5
	Pay Plan, Development & Administration, Linkage, Coverage	5-6
	Entrance Pay Rate, Step in Grade Increases, Overtime	6
Section 6	Recruitment & Selection	6
	Policy	6
	Compliance with Immigration Reform & Control Act,	7
	Recruitment, Selection, Probationary Period, Limited Term	7
	Employees, Independent Agents	7
Section 7	Performance Evaluation	8
	Policy, Administration, Evaluator	8
Section 8	Employee Grievance	8
	Policy, Definition of a Grievance, Discussion of Problems	8
	With Supervisor	8
	Grievance Procedure, Time Limits, Violation of	9
	Grievance Procedure	9
Section 9	Employee Development	9
	Employee Orientation	9
	Staff Development	10
Section 10	Transactions & Record Management	
	Purpose, Responsibility & Authority	10
	Destruction of Records, Reports	10
Section 11	Fringe Benefits	11
	Eligibility, Credit Union, Funeral Leave, Holidays	11
	Health Insurance, Leave of Absence	12
	Life Insurance	13
Section 11	Fringe Benefits (cont.)	
	Retirement, Sick Leave	13 – 14
	Use of Sick Leave	14
	Wellness Time, Unemployment Compensation, Vacation	15

ALS Personnel Policy  
Table of Contents – Continued

Section 12	Conditions of Employment Hours of Work Telecommuting Policy Lunch Periods & Coffee Breaks, Travel, Weather Conditions Lay Offs, Resignations, Corrective Discipline, Administrator, Grounds for Disciplinary Actions Dress Code, Outside Employment, Smoking, Safety & Accident Prevention, Seat Belt Use	16 – 18
Section 13	Exit Interviews Purpose, Return of System Equipment, Exit Interview	19
Section 14	Conflict of Interest Purpose, Conflict of Interest, Political Activity, Nepotism, Gifts & Gratuities	19
Section 15	Drug-Free Workplace Policy	20
Section 16	Sexual Harassment Policy	20 – 21
Section 17	Telecommuting Policy	22
Appendixes	A. Position Classification Plan B. Pay Plan C. Personnel Policy Employee Acknowledgement C-1 Employee Acknowledgement – Insurance Benefits D. Fringe Benefits E. Employee’s Exit Interview Questionnaire	

# Arrowhead Library System Personnel Policy Manual

## Section 1

### INTRODUCTION

This manual contains information regarding the personnel policies of the Arrowhead Library System as authorized by the Arrowhead Library System Board of Trustees, and as such may be renumbered, amended, or added to from time to time. However such a collection of policies is not intended to anticipate every question or situation that may arise in an employee's service with the System. Therefore, any questions that may not be answered within the information contained in these policies should be directed to the Administrator.

The personnel policies serve the following purposes:

1. To establish guidelines enabling uniform treatment of all personnel matters;
2. To provide each supervisor with a clear outline of the System personnel policies and the employment benefits provided by the System;
3. To provide an outline of the responsibilities of employees and supervisors in dealing with personnel policy matters.

Neither the System personnel policies nor the provisions contained herein shall constitute a contract of employment or a promise of employment between the System and any employee, either express or implied. The personnel policies in this section shall not establish any right or expectation of continued employment by any System employee nor are they intended to alter the employment-at-will relationship in any way. The preceding statement may not be modified by any statements contained in this manual or any other employee handbooks, employment applications, recruiting materials, memoranda, or other materials. The Arrowhead Library System Board of Trustees reserves the right to change, modify, alter, or rescind these policies.

## Section 2

### DEFINITIONS

#### ALS BOARD

The Arrowhead Library System (ALS) Board of Trustees. The Library System is governed by a Board of Trustees consisting of seven members who are appointed by the Chairperson of the Rock County Board of Supervisors. Each trustee serves three years, may be reappointed for a second term, and serves without remuneration, except representatives from the County Board, who receive a per diem. Mileage for attending regular board meetings and committee meetings is reimbursable according to County Board policy. Regular meetings of the Board are held monthly.

#### ANNIVERSARY DATE

The date an employee begins library employment (as may be modified by personnel actions, such as a leave of absence).

#### CLASS SPECIFICATIONS

A written description of a class containing the class title, a general statement of duties performed, and minimum qualifications required.

#### DEMOTION

The assignment of an employee from one class to another class with a lower pay range.

**DISCIPLINARY ACTION**

The action taken to discipline an employee for cause, including any action from a verbal reprimand, written reprimand, suspension without pay, demotion, up to and including discharge.

**EMPLOYEE**

An individual who is legally employed by the library System and is paid in part or in whole through the County payroll.

**EMPLOYER**

The Arrowhead Library System Board of Trustees is the employer for the persons working for the Arrowhead Library System. The Administrator of the Library System ordinarily acts for the Board in applying provisions for the Personnel Policy. Ultimate responsibility for actions taken under provisions of this policy rest with the Board.

The Board uses the services of the County of Rock for payroll and other record keeping functions.

**ENTRANCE PAY RATE**

The rate at which an individual not currently on the payroll is normally to be employed.

**FLEXTIME**

A program which allows flexibility in the time and length of the work day, within guidelines established by the ALS Personnel Policy and within the provisions of the Fair Labor Standards Act.

**FULL TIME EMPLOYEE**

Employees who are normally scheduled to work 40 hours per calendar week.

**GRIEVANCE**

A formal employee complaint regarding alleged poor working conditions, unjust application of discipline or unfair application of violation of the personnel rules and regulations.

**IMMEDIATE FAMILY**

Immediate family includes the employee's:

Spouse	Relative in the same Household
Children	Stepchildren
Brother	Step Sister
Sister	Step Brother
Parents	Grandparents
Grandchildren	Step Grandchildren
Son-in-law	Step Grandparents
Daughter-in-law	Stepparents/legal guardian
Mother-in-law	Grandparents-in-law
Father-in-law	Brother-in-law
Sister-in-law	

**LAYOFF**

The involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

**LIBRARY SYSTEM**

The Arrowhead Library System, a federated single county library system, established according to Wisconsin Statutes, Chapter 43.

**LIMITED TERM EMPLOYEE**

A person who has been hired by the Library System to perform a certain job for a limited period of time.

**PART TIME EMPLOYEE**

Employees shall be considered part-time when they are normally scheduled to work less than 40 hours per calendar week.

**PAY PLAN**

A schedule of pay ranges for all classes of positions in the System.

**REGULAR EMPLOYEE**

A person who has been properly appointed to a regular System position other than a limited term position and has successfully completed the probationary period.

**POSITION CLASSIFICATION PLAN**

The sum total of all job class specifications in the Library System and a plan showing salary and classification relationships.

**POSTION TITLE**

The official designation of the position. The title shall be used on all personnel records and other official personnel actions.

**PROBATIONARY PERIOD**

A trial period of employment during which time an employee is required to demonstrate capability for permanent employment. Normally a period of six months, except when by the nature of the work an employee cannot be evaluated effectively in six months and then the probationary period may be extended for a period up to one year.

**PROFESSIONAL STAFF**

Employed in positions requiring a Master's in Library Science. (The Administrator and ranges VII and VIII).

**PROMOTION**

The assignment of an employee from one class to another class with a higher pay range.

**STEP IN GRADE**

Refers to the salary steps in the ALS Pay Plan.

**SUPERVISOR**

The person responsible for the assignment, directions and evaluation of the work of another employee.

**SUPPORT STAFF**

Employed in positions not requiring a Master's in Library Science. (Ranges I-VI)

**TERMINATION**

The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement, or death.

Section 3  
**ORGANIZATION AND DELEGATION OF AUTHORITY**

**PURPOSE**

Proper organization and delegation of authority are essential to effective and efficient Library System administration and management. The responsibilities and authorities delineated in the policy are intended to establish a clear understanding of responsibilities in the establishment and maintenance of a personnel program for the Library System.

**RESPONSIBILITY AND AUTHORITY**

(a) **Library System Board.** The Library System Board shall:

1. Appoint, evaluate, determine the salary of and remove the Administrator.
2. Review and approve personnel policies and amendments.
3. Review and approve the Position Classification Plan (see Appendix A) and Pay Plan (see Appendix B).
4. Conduct grievance procedures as outlined.

(b.) **Administrator.** The Administrator shall:

1. Administer and enforce the personnel policy, rules and regulations as approved by the Library System Board.
2. Adopt such additional rules or regulations as needed to carry out the intent of this policy or as required by law, subject to Board approval.
3. Develop and maintain the Position Classification Plan. Authority to reallocate positions, or assign new positions, to classes on the basis of kind and level of duties and responsibilities rest with the Administrator.
4. Develop and maintain the Pay Plan.
5. Develop and maintain current job descriptions which define the duties and desirable qualifications for each position in the organization..
6. Develop and administer the employee evaluation program.
7. Appoint, promote, and remove Library System employees.
8. Inform Library Board of employee changes.
9. Maintain complete employment and performance records of all Library System employees.
10. Monitor temporary and limited term appointments and overtime assignments.
11. Establish standards and procedures to insure uniformity in the application of discipline and the processing of Library System employee grievances.
12. Administer discipline and delegate such authority to supervisory personnel as appropriate.
13. Disseminate information to employees, and receive acknowledgement from employees, regarding the personnel policy, fringe benefits and conditions of employment. (Appendix C).
14. Develop and maintain employee orientation and in-service training programs.
15. Conduct second step grievance procedures.

(b) **Supervisory Personnel.** Supervisory personnel shall:

1. Interview and recommend applicants for appointments to and removal from positions for which they are supervising.
2. Implement the personnel policy in their area.
3. Conduct first step grievance procedure.
4. Monitor limited term appointments and overtime assignments in their area.

## Section 4 POSITION CLASSIFICATION

### **PURPOSE**

The purpose of the Classification Plan is to provide a system of standardized titles and standardized job descriptions for the effective administration of personnel activities. The plan groups together into classes of positions those jobs which are sufficiently similar in kind, difficulty, and responsibility of work as to warrant application of the same rate or range of pay.

### **DEVELOPMENT AND ADMINISTRATION**

The Administrator shall be responsible for the overall development and administration of the Classification Plan. Authority to reallocate positions, or assign new positions, to classes on the basis of kind and level of duties and responsibilities rests with the Administrator. The Plan shall be reviewed at least every three years, or as often as may be appropriate, and approved by the ALS Board to ensure that supervisory staff shall prepare and maintain current job descriptions which define the duties and the desirable qualifications for each position in the System.

### **COVERAGE**

The plan shall include all classes of positions (full-time and part-time). The Administrator position shall be an unclassified position.

## Section 5 SALARY ADMINISTRATION

### **PAY PLAN (Appendix B)**

#### **PURPOSE:**

The Pay Plan is intended to help the library attract and retain qualified people, provided performance incentives and ensure equitable compensation.

The Pay Plan shall include the pay ranges consisting of minimum and maximum rates of pay and the intermediate pay steps for all classes of positions. The objectives of the Pay Plan shall be:

- a. To provide an appropriate salary structure, to recruit and retain an adequate number of competent employees, and
- b. To provide for consideration of inflation and performance evaluation ratings of meets job requirements or higher.

The pay plan is composed of 8 pay ranges. The assignment of a position to one of these pay ranges is based upon a job analysis and comparison to all other positions in the library system. Factors considered include: job complexity, judgment and problem solving; supervision received; confidential data; personal contacts; working conditions; demands, deadlines, and pressures; education; experience; equipment operated; impact of errors; impact of decisions; character of supervision; scope of supervision; market conditions.

Each of the 8 pay ranges is assigned a minimum and a maximum wage. The minimum and maximums are determined in part by survey.

The pay plan will be reviewed annually by the Director and Board. When the economic adjustment is authorized, the minimum and maximum of each pay range are adjusted by the amount of increase. Staff receive the economic adjustment as of January 1 of each year.

### **DEVELOPMENT AND ADMINISTRATION**

The Administrator shall be responsible for the development and administration of the Pay Plan, through periodic reviews and comparative studies of pertinent factors affecting levels of pay. The Administrator shall annually review the Pay Plan and recommend necessary amendments to the System Board.

**LINKAGE**

The Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle of equal pay for equal work. Pay ranges within the Pay Plan shall be determined with regard to such factors as: uniformity of pay for each class, relative difficulty, complexity, and responsibility of work, recruiting experience, prevailing rates of pay for similar jobs, and changes in cost of living indexes.

**COVERAGE**

The Pay Plan shall include all positions except the Administrator. The library Administrator position is not included in the pay plan. The Administrator serves at the pleasure of the Library System Board. The Administrator's compensation shall be separately established by the System Board, reviewed annually, and be effective with the first pay period in which the Administrator's anniversary date falls. To

**Coverage Continued**

determine compensation, consideration should be given to the performance evaluation (Section 6), the Pay Plan and inflation.

**ENTRANCE PAY RATE**

The entrance pay rate shall normally be the minimum rate of the pay range prescribed for the class. A supervisor may recommend that a particular appointment be made above the entrance pay rate, however, appointment may not be made above the mid point of the range. Final decision rests with the Administrator.

**STEP-IN-GRADE INCREASES**(policy for employees hired before August 27, 1997)

Step-in-grade increases shall be based on the annual employee performance evaluation. Such increments shall not be granted automatically. The employee shall have an overall performance evaluation of "meets job requirements" or higher in order for the step-in-grade increase to be granted. Increases are effective on the employee's anniversary date. The performance of the employee will be evaluated in accordance with procedures outlined in Section 7 of this policy.

**STEP-IN-GRADE INCREASES**(policy for employees hired after August 27, 1997)

Step-in-grade increases may be awarded according to the schedule of the ALS Pay Plan (Appendix B). Such increments shall not be granted automatically. The employee shall have an overall performance evaluation of "meets job requirements" or higher in order for the step-in-grade increase to be granted. Increases are effective on the employee's anniversary date. The performance of the employee will be evaluated in accordance with procedures outlined in Section 7 of this policy.

**OVERTIME**

- a. Employees in the Professional staff classifications shall be eligible for overtime compensation on a straight time basis over 40 hours per week in compensatory time. Employees in the Support staff classifications shall be eligible for compensatory time on a time and one-half basis over 40 hours per week.
- b. The accumulation of compensatory off time shall not exceed eight hours and should be used within the year earned.
- c. Overtime shall be approved in advance by the immediate supervisor or Administrator and reviewed periodically. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.

Section 6  
**RECRUITMENT AND SELECTION**

**POLICY**

The System is an Equal Opportunity Employer; therefore, all applicants for positions with the System will be given equal consideration without regard to race, creed, color, sex, national origin, religion, age, handicap, or any other cause for discrimination as defined by law (except where such matters constitute a bona fide occupational qualification necessary for proper and efficient functioning in the job.)

The System does not discriminate against a qualified person with a disability who is able to perform essential job functions with or without reasonable accommodation that may be made regarding job

application procedures and hiring, advancement, termination, compensation, job training, and other terms, conditions and privileges of employment.

Any applicant or employee who feels adversely affected in the opportunity for employment or advancement because of such discrimination shall have the right to appeal in writing to the Administrator within 30 days of the alleged act. The Administrator shall conduct an investigation and render a decision regarding such appeal. The Board will be advised of all written appeals and of the Administrator's decision.

If a job applicant says (s)he needs accommodation at any time during the recruitment process, such matter shall be discussed with the person to determine the accommodation the person wants or suggests. Technical sources may be contacted about the potential for accommodation. Such discussion with a job applicant and the information obtained shall be documented and maintained separately with the medical files. The applicant will be asked to sign the document acknowledging the discussion and the requested accommodation..

**COMPLIANCE WITH IMMIGRATION REFORM & CONTROL ACT**

Applicants must, before assuming employment with the System, provide the System with documentation regarding identity and authorization to work, consistent with the requirements of the Immigration Reform & Control Act.

**RECRUITMENT**

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates.

**SELECTION**

The selection process shall maximize reliability, objectivity and validity through a practical and job-related assessment of applicant attributes necessary for successful job performance and career potential.

**PROBATIONARY PERIOD**

Original appointments to regular positions shall be made with a probationary period of six calendar months, except when by the nature of the work an employee cannot be evaluated effectively in six months, the probationary period may be extended for a period up to one year. If an employee fails to meet required performance standards, he/she may be terminated at anytime during the probationary period without prior notice.

- a. Regular status begins on the first work day following completion of the probationary period.
- b. An employee shall automatically be appointed at the end of the prescribed probationary period unless the employee has been notified of the unsuccessful completion of the probationary period at which time the employee shall be dismissed.

**LIMITED TERM EMPLOYEES**

A person who has been hired by the System to perform a certain job for a limited period of time. The Limited Term Employee contract outlines the length of the appointment and the applicable fringe benefits. The Administrator, is authorized to sign Limited Term Employee contract.

**INDEPENDENT AGENTS**

Occasionally the System contracts with individuals to perform services for the System. Independent Agents are not considered employees of the System and are therefore not covered by this policy. The Independent Agent contract outlines the services to be provided by the independent agent and the remuneration to be paid by the System. The Administrator, is authorized to sign Independent Agent contracts.

Section 7  
**PERFORMANCE EVALUATION**

**POLICY**

The purpose of a performance evaluation program is to assess an employee's work effectiveness and to suggest constructive actions on how he/she may improve.

**ADMINISTRATION**

Each Library System employee shall be evaluated at the following periods:

**Probationary Period.** Each employee shall be evaluated mid-way during and one month prior to the completion of his/her six probationary period. Other evaluations may be prior to the completion of probation.

**Annual.** Each employee shall receive an annual performance evaluation within the 30 days prior to his or her anniversary date.

**EVALUATOR**

The evaluator shall normally be the employee's immediate supervisor. The Supervisor is responsible for completing a performance evaluation report at the time prescribed for each employee under his/her supervision.

Revised by ALS Board February 22, 2006

Section 8  
**EMPLOYEE GRIEVANCE**

**POLICY**

It is the policy of the Library System to treat all employees equitably and fairly in matters affecting their employment. Each employee shall be provided ample opportunity to understand and resolve matters affecting employment which the employee believes to be unjust. The presentation of a formal grievance shall be considered to be the right of each regular employee without fear of reprisal.

**DEFINITION OF A GRIEVANCE**

A grievance is a formal complaint of an employee regarding poor working conditions, unjust application of discipline, or the unfair application or violation of their personnel rules and regulations. The grievance procedure may also be used for formal complaint by employees or applicants alleging discrimination on the basis of race, creed, national origin, handicapping condition, sex or age.

**DISCUSSION OF PROBLEMS WITH SUPERVISOR**

Any employee having a problem regarding his/her employment shall first discuss the problem with his/her immediate supervisor. If the problem is not settled to the employee's satisfaction and is a grievance according to the definition, the employee may present his/her grievance according to the procedure.

**GRIEVANCE PROCEDURE**

A formal grievance of Library System employee shall be handled in accordance with the following procedure:

Step 1: The employee shall, within ten working days of grievance or within ten working days of the date he/she could reasonably be expected to have knowledge of the grievance, present his/her formal grievance in writing to his/her immediate supervisor. The grievance shall set forth the nature of the grievance, the facts on which it is based and the action requested. The supervisor shall within five working days meet and discuss the grievance with the employee and then reply in writing within five working days.

Step 2: In the event the supervisor's decision is not satisfactory to the employee the employee may, within five working days, present his/her grievance as originally written to the system Administrator. The appeal shall be signed by the employee. The administrator shall within five working days meet and discuss the grievance with the employee. If the grievance is resolved as a result of this meeting, the settlement shall be written down and signed by the library Administrator and the employee. If no settlement is reached, the Administrator shall reply in writing to the employee within ten working days following their meeting.

Step 3: In the event that the Administrator's decision is not satisfactory to the employee, the employee may, within five working days, present his/her original grievance in writing to the Chair of the Personnel Committee. The Chair shall schedule a meeting of the Personnel Committee, Administrator, immediate supervisor and the employee within ten working days. Within ten working days after the meeting, the Chair of the Personnel Committee shall notify the employee in writing of the decision of the Personnel Committee.

Step 4: In the event that the decision of the Personnel Committee is not satisfactory, the employee shall within ten working days present in writing his originally written grievance to the Library Board president. The Library Board at its next regularly scheduled meeting will discuss the grievance with the employee and then take whatever steps they deem necessary to resolve the grievance. They shall notify the Administrator and the employee of their decision within 30 working days. The decision of the Library Board is final.

Time Limits: If a grievance is not presented or appealed within the time limits set forth above, it shall be considered "waived". The time limit in each step may be extended by written agreement of the supervisor or Administrator and employee included in each step. The term working day as used refers to the days Monday through Friday, exclusive of holidays.

Violation of Grievance Procedure: Any employee who does not first attempt to resolve a grievance in accordance with this section, may be subject to disciplinary action. However nothing in this chapter shall abrogate any legal means of address to the courts available to all employees.

Section 9

**EMPLOYEE DEVELOPMENT**

**EMPLOYEE ORIENTATION**

On the first day of employment or sometime during the first payroll period, a new Library System employee will meet with his/her supervisor and be advised of all general conditions of employment such as: personnel policies, fringe benefits, hours of work, pay and privileges and responsibilities. Each employee shall also receive a copy of his/her job description and other relevant literature, including but not limited to the personnel policy and insurance policy. The supervisor shall also orient each new Library System employee to the conditions related his/her job and work site. Such orientation shall include introductions to fellow workers, work standards, safety regulations, break periods, supplies, etc.

**EMPLOYEE**

The employee will complete necessary forms for employment, including but not limited to application forms, insurance, retirement and withholding forms.

### **STAFF DEVELOPMENT**

Within the limits of budget and work duties, employees are encouraged, both for their own development and for the benefit of the Library System, to participate in continuing education activities. This encompasses a variety of formats including professional meetings, workshops, training seminars, formal class work, and independent study. Employees wanting such activities recorded in their personnel file and counted toward their continuing education units (CEUs) should insure that appropriate documentation is forwarded to their supervisor.

The System will pay for continuing education activities which are determined by the Administrator to be substantially job related. Payment could include tuition for each CE activity and/or CE incentive payments. Staff members who wish to attend CE activities at their own expense may be given time off to do so at the discretion of their supervisor and/or the Administrator. Degree-track courses may be counted toward CEUs provided the course is sufficiently work related.

Staff members are encouraged to participate and assume a leadership role in local, state, and national library and professional associations. Such activity provides experience in planning and working on programs. Work time is allowed for such activities provided they do not unduly interfere with regular duties and responsibilities. The Administrator should authorize such involvement.

## Section 10

### **TRANSACTIONS AND RECORD MANAGEMENT**

#### **PURPOSE**

To establish and maintain uniform, easily accessible and complete employment records of all System employees and employee transactions.

#### **RESPONSIBILITY AND AUTHORITY**

Administrator will insure:

The maintenance of a central personnel file on each Library System employee showing name, title, salary, changes in status, annual performance ratings and such pertinent information as may be necessary for effective personnel administration and for compliance with federal and state laws.

Notification to the county payroll section of all relevant changes.

#### Payroll Unit

The County Payroll Unit issues checks to ALS employees according to the salary and benefit information provided to them by ALS. Checks are issued biweekly.

#### Supervisors

Upon completion of interviews and selection of a candidate for a vacant position all applications and subsidiary materials will be returned to the Office Manager for filing. It is the responsibility of the employee's supervisor to supply the Office Manager with all pertinent information regarding the new employee.

#### Employees

All library System employees shall be responsible for notifying the Office Manager of any changes which affect their personal status. Employees shall receive a copy of all personnel transactions which affect employment or personal status. It is the responsibility of each employee to insure that his/her time sheets are submitted to the Office Manager on time for biweekly submission to the County Payroll Unit.

#### Destruction of Records

Employee service records shall be kept for seven years. Applications may be destroyed after two years.

#### Reports

The Administrator shall provide the Arrowhead Library System Board with reports and information relating to personnel actions upon request or as may be appropriate.

## Section 11 FRINGE BENEFITS

### **ELIGIBILITY**

Regular full-time employees are eligible for itemized fringe benefits. Regular part-time employees, working 20 hours a week or more, are eligible to receive itemized fringe benefits on a prorated basis.

Regular part-time employees, who also take on extra hours employed by the System as limited-term employees in positions of at least six months duration, and whose total weekly hours are 20 or more, are eligible to accumulate holiday, sick leave and vacation hours based on the total number of hours worked per week.

Benefits for regular part-time employees working less than 20 hours per week and for all limited term employees are outlined on the Fringe Benefit Chart in Appendix D.

### **CREDIT UNION**

Library System employees, their spouses and children are eligible for membership in the Rock County Employees' Credit Union (RCECU), as stated in the regulations of the RCECU.

### **FUNERAL LEAVE**

In the event of a death in a regular employee's immediate family, he/she may be excused from work for up to three working days as necessary without loss of pay to attend the funeral. In the event that an employee is required to act in an official capacity at the funeral of someone outside his/her immediate family, he/she shall be granted one day of leave with pay to do so.

Up to one day of paid funeral leave may be granted when there is a death of a relative other than "immediate family". This would include an employee's aunt, uncle, niece, nephew, or cousin. Part-time employees in regular positions may be granted funeral leave on a pro-rated basis.

If additional leave is required, it must be taken from accrued vacation, floating holidays, or as an unpaid personal leave of absence.

### **HOLIDAYS**

The following holidays are observed and shall be granted with pay to regular full and part time employees and with pay to limited term employees in positions lasting six months or longer.

1. New Year's Day
2. Memorial Day
3. July 4<sup>th</sup>
4. Labor Day
5. Thanksgiving Day
6. Friday following Thanksgiving
7. Day before Christmas
8. Christmas
9. Two floating holidays of the employee's choice, (to be available to new employees only after completion of their probationary period).
10. Any additional holiday granted by the Library Board
11. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.
12. Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in lieu thereof
13. Regular part-time employees, and limited term employees in positions lasting six months or longer, shall be paid for holidays prorated according to the percentage of their regular work week as compared to a full-time employee.
14. When a holiday falls within a period of leave with pay, the employees shall receive pay for the holiday.
15. When a holiday falls within a period of leave without pay, the employee shall receive no pay for the holiday.

**HEALTH INSURANCE**

The Library System shall pay that portion of the regular employee's health insurance as is approved by the Library Board. Full-time regular employees are eligible for single or family insurance coverage. Part-time regular employees working 20 hours a week or more are eligible for single insurance coverage only. **Employees eligible only for System paid single coverage may subscribe to family coverage at their own expense.** Upon authorization of the Library System, the employee shall before the last week of the month, submit a check to the Rock County Treasurer to pay for the employee's share for family coverage. Employees on official leave of absence without pay may elect to continue insurance coverage during the period they are on leave. In these cases, the employee will be responsible for reimbursing the County for the full amount of the premium. Employees retiring from the County prior to reaching mandatory retirement age may retain their insurance coverage under the County's group policy if they pay the premium.

**LEAVE OF ABSENCE  
POLICY**

The Administrator may grant a regular employee leave without pay for a period of from one month to one year, subject to the following conditions:

Leave without pay shall be granted only when it is in the best interests of the Library System to do so. The interests of the employee shall be considered when the employee has shown by his/her record to be of more than average value to the Library System and when it is desirable to return the employee to service with the Library System even at some sacrifice. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave an acceptable physician's certificate shall be required.

Credit toward vacation and sick leave shall not be earned while an employee is on leave without pay, but insurance benefits may be retained if they are paid in full by the employee.

Leave without pay shall not constitute a break in service; however, **if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date. When a leave of more than one calendar month is taken, the employee's anniversary date shall be moved ahead by the same number of days that the leave exceeds thirty days.**

A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Administrator.

**Full time employees on leave of absence from the Library System may not be employed elsewhere.**

If an employee is unable to return to work on the date stipulated he/she may submit a written request to extend the leave of absence subject to the approval of the Administrator. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have resigned from System employment.

**SHORT-TERM LEAVE**

Leaves of absence without pay for regular full time and limited term employees for **periods of less than one calendar** month may be approved by the Administrator.

**MILITARY LEAVE**

Regular employees who are absent due to training duty or emergency service in the Armed Forces Reserves will have the option of using any eligible vacation time or requesting in writing leave without pay to fulfill such duty.

**CIVIL LEAVE**

A regular employee shall be given time off without loss of pay when performing **jury duty**, when **subpoenaed to appear before a court, public body or commission in connection with Library System business**. In the case of jury duty, the employee shall remit his/her jury fee to the Library System. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. A leave of absence without pay shall be granted an employee upon his/her request to appear under subpoena or in his/her own behalf in litigation involving personal or private matters.

**TRAINING/EDUCATIONAL LEAVE**

Regular Library System employees, in positions of 20 hours a week or more, may be granted leaves of absence without pay to further their education for a period not to exceed one year, as provided under Policy listed above.

**CIVIC SERVICE LEAVE**

Regular Library System employees, in positions of 20 hours a week or more, may be allowed time off with pay to serve on public or non-profit boards, committees, or commissions if such service received the prior approval of the Administrator or is understood as a written condition of employment. If compensation is received other than expenses, compensation will be returned to the system.

**MATERNITY/PATERNITY LEAVE**

Employees requiring a leave of absence for pregnancy shall report such pregnancy to the Administrator as soon as so diagnosed by the doctor. Regular employees, in positions of 20 hours or more per week, are entitled to maternity/paternity leave without pay, but not to exceed six months. Maternity/paternity leaves of absence will be granted in accordance with applicable Federal and State Laws.

**FAMILY AND MEDICAL LEAVE (FML)**

Employees are eligible for Family and Medical Leave (FML) as provided for in Wisconsin Statutes 103.10, as may be renumbered, amended or added to from time to time, except where System policy is more generous than the rights provided under this statute. Statutory Family and Medical Leave is unpaid; however, an employee may substitute for portions of Family and Medical Leave paid and unpaid leave of any other type provided by the System.

**LIFE INSURANCE**

Regular full-time employees are eligible for group life insurance in an amount equal to the next highest thousand dollars of their annual salary. Unless they specifically waive such coverage, a portion of the premium shall be deducted monthly from their regular salary as approved by the Library Board. Regular part-time employees, and limited term employees in positions expected to last at least 24 months, are also eligible if they work more than 600 hours in a year.

**RETIREMENT**

Retirement benefits are administered by the State of Wisconsin Retirement Fund. The benefits are governed by applicable State statutes and regulations. All employees who will work at least 600 hours in a year are eligible.

**ACCUMULATION OF SICK LEAVE**

- (a) Regular full-time and regular part-time employees whose regular work week is working 20 hours a week or more and limited term employees working 20 hours a week or more in positions lasting twelve months or longer, shall earn one sick leave day on a prorate basis directly in relation to the normal full-time employment period.
- (b) Sick leave shall accrue to a maximum of 130 days.
- (c) Sick leave begins to accrue at the end of the first full month of employment.
- (d) Sick leave does not accrue while an employee is on an “unpaid” leave of absence.

**USE OF SICK LEAVE**

- (a) **Sick leave can be used by regular employees granted after six months continuous service** and by limited term employees beginning with the 13<sup>th</sup> month of continuous service when an employee is required to be absent from work because of:
  - (b) Illness of the employee.
  - (c) Illness of a member of the employee’s immediate family or household requiring his/her care and attention.
  - (d) Contact with or exposure to a contagious disease rendering the employee’s presence hazardous to fellow workers.
  - (e) Reasonable medical or dental attention that cannot be scheduled during non-working hours.
  - (f) Employees who are absent from duty for reasons which entitle them to sick leave shall notify their supervisor as close to their regular starting time as possible.
  - (g) The Administrator may require the employee to submit a medical statement, stating the specific illness, period of treatment, and date that the employee may return to work for sick leave when it occurs before or after a holiday or their scheduled day off, for sick leave in excess of three days or when an employee has a record of repetitious usage of short amounts of sick leave over an extended period of time. The Administrator may require an employee to take a medical examination on returning from sick leave on such occasions that is in the best interest of the Library System. The Administrator may require a second opinion, in which case the cost will be borne by the System.
  - (h) The Administrator may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action against the employee, including dismissal.
  - (i) An employee on vacation who presents an acceptable medical certificate giving the dates of illness may have that portion of his/her vacation leave converted to sick leave.
  - (j) Sick leave shall be debited in no less than one quarter hour units.
  - (k) No credit for sick leave shall be granted for time worked by an employee in excess of his/her normal week.
- (l) **Employees who terminate or retire with ten or more years of continuous service shall be paid for one-half of their accumulated sick leave days not to exceed a total of thirty days.** In the event of the death of an employee, the same sick leave payment shall be made to the employee’s estate. In the event of a discharge, the employee will not receive this benefit.
- (m) All on the job accidents must be reported to the Office Manager or his/her designee immediately and proper forms to be completed in full. Any employee who is receiving worker’s compensation, may at the employee’s option, take sufficient sick leave or vacation to make up the difference between the worker’s compensation payment and his/her regular wage. When the employee’s sick leave account is exhausted, he/she shall receive worker’s compensation payments only. If an employee is on worker’s compensation for a period of twelve (12) months, that employee shall have his/her earned vacation paid out, unless the employee asks for deferral of vacation in writing. Worker compensation benefits will be provided in accordance with applicable statutory provisions and administrative codes.

**WELLNESS TIME**

At the end of each year, System employees earn one (1) wellness hour for each 10 hours of sick leave earned but not used during that year. (This is also available to system employees who do not accumulate sick hours because they already have accumulated the maximum allowed.) This wellness time is added to vacation time. Converted sick leave time is not subtracted from accumulated sick leave.

**UNEMPLOYMENT COMPENSATION**

System employment is covered by Wisconsin Unemployment Compensation laws. Under provisions of that law, employees who lose their jobs through no fault of their own may receive limited financial allowance during the period they are out of work and seek reemployment.

**VACATION**

**Accumulation of Vacation Leave**

**Professional Staff:** (Defined as Administrator and Range VII and VIII in the ALS Classification Plan.) The Administrator and other full-time professional staff shall earn 20 days per year paid vacation to be accrued on a monthly basis, and available once the employee's probationary period is past. After five years continuous employment, one additional day of vacation per year of employment shall be earned up to a maximum of 25 days.

Public Relations Coordinator (Defined as Range VI) in the ALS Classification Plan.) The Public Relations Coordinator shall earn 20 days per year paid vacation to be accrued on a monthly basis, and available once the employee's probationary period is past. After five years continuous employment, one additional day of vacation per year of employment shall be earned up to a maximum of 25 days.

**Support Staff:** (Defined as Range I to V in the ALS Classification Plan.) A regular full-time employee shall earn ten days per year paid vacation to be accrued on a monthly basis, and available once the employee's probationary period is past. Thereafter, he/she shall earn one additional day per year for each year of continuous employment up to a maximum of 20 days.

**Regular part-time:** Employees working 20 hours a week or more shall earn vacation time on a prorate basis directly proportionate to the amount of time worked in relation to the normal full-time employment period.

**Limited-term :** Employees working at least 20 hours a week, who work twelve continuous months or more, shall earn vacation on a prorate basis from their first anniversary date.

- a. Vacation credits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, should such period without pay exceed ten working days in any calendar year.
- b. No credit for vacation leave shall be granted for time worked by an employee in excess of his/her normal work week.

**Use of Vacation Leave**

- (a) No more than the total number of vacation days earned in the previous year may be carried over from one calendar year to the next. Unused vacation leave in excess of this limit shall be considered lost at the beginning of the fiscal year unless the Administrator specifically defers an employee's vacation, in writing, because of work requirements. Deferral of vacation for the Administrator shall be at the discretion of the Library System Board. Vacation may be granted in advance only upon the approval of the Administrator. Vacation will be scheduled with the first consideration given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preference.
- (b) In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of his/her absence, earned vacation time may be used for this purpose if the employee so elects and receives the approval of the Administrator.

## **ALS Personnel Manual Page 16**

- (c) Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided he/she has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.
- (d) There shall be charged against accrued vacation only those days which an employee normally would have worked. In the event, a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.
- (e) Use of vacation time must be approved in advance by the Administrator. The Administrator will notify the System Board President of his/her plans to use vacation time.
- (f) Vacation time will be debited in no less than one half hour units.
- (g) Limited term employees working 20 hours a week or more are eligible to use vacation hours beginning with the 13<sup>th</sup> month of continuous employment.

## **Section 12 CONDITIONS OF EMPLOYMENT**

### **HOURS OF WORK**

The normal work week for full-time Library System employees shall be 40 hours. It can be of mutual benefit to the employee and the System to allow some flexibility in the time and length of the work day, provided the employee's schedule reflects the needs and objectives of his/her position and promotes a greater overall efficiency for the System operation as a whole. The System will attempt to offer "flex-time" scheduling for all employees provided it meets with the objectives of their positions, the overall goals of the System, and that adequate coverage is provided during Library System office hours. "Flex-time" means that at the discretion of their immediate supervisor, employees may on occasion vary their regularly established daily work schedule by two (2) hours provided that:

1. The employee works his/her regularly scheduled hours during the affected week and;
2. That requests for flex-time are made in advance.

### **LUNCH PERIODS & COFFEE BREAKS**

**Lunch Periods:** Unpaid lunch periods are normally scheduled midway in an eight hour shift and are usually required of full-time personnel. Exceptions are at the discretion of the Administrator. Part-time personnel are not required to take lunch periods. Lunch periods shall not be longer than one hour nor shorter than 30 minutes.

**Breaks:** Full-time employees may leave their work station and return fifteen minutes later for two breaks in an eight hour shift, one midway during the first four hours of their shift. Part-time employees earn one fifteen minute break for each consecutive four hours worked. Coffee breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the day.

Lunch periods and break times are to be arranged between the employee and his/her supervisor. Adequate staff coverage is to be provided during the Library System office hours.

### **TRAVEL**

The System Board shall reimburse employees for actual necessary and reasonable itemized travel costs incurred while on official authorized System business. Commuting expense between and employee's residence and his/her normal place of employment are not reimbursable. All travel must be authorized by the Administrator. Employees shall receive mileage reimbursement at the current county rate established by the System Board for all authorized travel in their personal automobile.

There will be no reimbursement for meals within the county except as authorized by the Administrator or the System Board President. Reimbursement for meals outside the county shall be limited to maximum amounts as set by Rock County.

Employees shall be required to complete an expense voucher before reimbursement will be made. Receipts are required for air, train, bus, or taxi travel, hotels or motels, conference registration, meals and all other items in excess of \$5.00. Receipts for all meals required.

**WEATHER CONDITIONS**(Revised 11/25/91) (Revised 1/27/92)

If it shall be necessary to suspend operation temporarily due to extreme weather conditions by order of the Administrator with the approval of the Library System Board President, or another Board officer if the President is unavailable, employees will be paid. If weather conditions make it not possible for an employee to come to work as scheduled, this absence is to be charged to unused vacation/floating holiday, compensatory time, or absence without pay. Sick leave may not be used.

The Administrator may allow employees to leave work schedules early because of weather conditions. Such absences are to be charged to unused vacation/floating holiday, compensatory time, or absence without pay. Sick leave may not be used.

Figuring Time-if absence because of weather is charged to unused vacation, increments of unused vacation time will be in accordance with the Personnel Policy. Compensatory time or absence without pay will be in no less than hourly increments.

**LAYOFFS**

Employees may be laid-off whenever it is necessary to reduce the work force for any reason. No regular employees, however, shall be laid off while there are temporary or probationary employees serving in the same classification. Layoffs shall be based on job performance and seniority. Each person laid off shall be notified of all his/her rights including reinstatement eligibility. Employees shall receive at least ten days notice prior to lay-off.

**RESIGNATIONS**

Employees wishing to leave library employment shall submit a resignation in writing to the Administrator. Support staff shall submit a resignation in writing at least two weeks in advance of their planned departure. The Administrator and professional staff shall submit a resignation in writing at least four weeks in advance of his/her planned departure. Employees who do not give sufficient notice shall lose accrued benefits unless a waiver is granted by the Library Board. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members. Vacation, compensatory time, or other recognized leave shall not be considered part of the notice period.

**CORRECTIVE DISCIPLINE**

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. Rules and standards shall be consistently applied. Penalties shall be uniform and shall match the infraction. Persons administering corrective discipline shall systematically document the case. Records of verbal reprimands shall be maintained. Copies of written reprimands, suspensions, demotions, and terminations shall be maintained. The Administrator will inform the Library Board when such actions are taken.

**ADMINISTRATOR**

The Administrator shall hold his/her position at the pleasure of the System Board, except as prohibited by law. The Administrator may be removed by majority vote at any time if management of the System becomes unsatisfactory. The action of the System Board shall be final. Written notice shall be provided.

**GROUNDS FOR DISCIPLINARY ACTIONS**

The following shall be grounds for disciplinary action ranging from a warning to immediate discharge depending upon the seriousness of the offense in the judgment of management:

1. Dishonesty or falsification of records
2. Intemperate use of alcoholic beverages or drugs which affect job performance
3. Unauthorized use or abuse of system equipment or property
4. Theft or destruction of System equipment or property
5. Work stoppage such as strikes or slow-downs
6. Insubordination or refusal to comply with the proper order of an authorized supervisor
7. Unlawful conduct defined as a violation of or refusal to comply with pertinent laws and regulations when such conduct impairs the efficiency of the Library System
8. Habitual tardiness, unauthorized or excessive absences or abuse of sick leave
9. Use of official position or authority for personal or political profit or advantage
10. Disregard or repeated violations of safety rules and regulations
11. Unlawful manufacture, distribution, possession, or use of a controlled substance in the workplace. (4-27-92)
12. Incompetence or poor work performance
13. Practice of discrimination because of race, color, creed, national origin, marital status, sex or any other grounds prohibited by state or federal law

Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis

**DRESS CODE**

The Library System image is strengthened by a well groomed staff. A neat appearance with appropriate dress creates a favorable impression. Employees should take pride and care in personal appearance and actions.

**OUTSIDE EMPLOYMENT**

The Library System policy on outside duties or employment shall be as follows:

Library System employees may engage in outside employment unless such employment conflicts with or affects the performance of their duties. All fees, gratuities, honorarium or any other form of compensation for outside services performed during normal hours or while being paid by the Library System shall be turned over to the Library System and any such activities for which said compensation is paid shall be reported to the Administrator or Library Board. This sub-section shall not be construed to apply to activities performed after regular work hours, while an employee is on a bona fide vacation, taking a floating or other holidays, or to part-time employees except during those times when they are actually providing services to the Library System, and it shall not apply to the reimbursement or actual and necessary expenses incurred under such circumstances. Failure to comply with these conditions shall be considered grounds for immediate dismissal.

**SMOKING**

Smoking is not allowed in the ALS offices or vehicles.

**SAFETY AND ACCIDENT PREVENTION**

Employees have a personal responsibility to keep themselves, their co-workers and System equipment free from accidents. Employees should report any unsafe practices and conditions to their supervisor at once. Suggestions from all employees regarding safety are welcome and encouraged.

Employees injured on the job shall promptly secure necessary medical aid and must report the injury to their supervisor as soon as possible. An accident report must be filed with the Office Manager within 24 hours.

**SEAT BELT USE**

All System employees shall utilize seat belts in any motor vehicle in which they are riding, either as a driver or passenger, while on System business.

Section 13  
**EXIT INTERVIEWS**

**PURPOSE**

The exit interview is used to gain insight into the effectiveness of System personnel and managerial practices to determine where personnel policies and procedures are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement.

**RETURN OF SYSTEM EQUIPMENT**

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

**EXIT INTERVIEW**

An exit interview will be conducted when desirable with every employee who is separating from Library System employment regardless of his/her length of service, position or circumstances of separation. The exit interviews shall be conducted by the employee's supervisor. (Appendix E)

Section 14  
**CONFLICT OF INTEREST**

**PURPOSE**

The following policy is set forth because the proper operation of democratic government requires that employees be independent, impartial, and responsible to the people, and the public have confidence in the integrity of its government. Nothing in this section shall deny any individual rights granted by the United States Constitution, the Constitution of the State of Wisconsin, the laws of the United States and the State of Wisconsin.

**CONFLICT OF INTEREST**

No Library System employee shall use his office or position for personal financial gain or the financial gain of his family. No employee shall engage in his own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence or judgment or action in the performance of his/her official duties. No employee shall use or disclose "privileged information" gained in the course or by reason of his/her official position or activities. Library System employees and trustees may purchase books from personal use at library discount. The library discount may not exceed \$100 per person per year. Personal orders should be submitted to the Office Manager to monitor the amounts.

**POLITICAL ACTIVITY**

No Library System employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance and is not conducted during normal working hours and does not involve the use of Library System equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose. Under provisions of the Federal Hatch Act, employees who are principally employed in an activity which is financed in whole or in part by Federal loans or grants cannot become political candidates in partisan elections.

**NEPOTISM**

Members of immediate families shall not be hired or transferred into direct superior-subordinate relationships.

**GIFTS AND GRATUITIES**

No Library System employee shall solicit or accept for himself/herself or another person any gift, campaign contributions, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the Library System. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional materials, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.

**SECTION 15**  
**DRUG-FREE WORKPLACE POLICY**

Illegal drugs are a danger in the workplace. They impair safety and health, promote crime and lower productivity and quality. The Arrowhead Library System will not tolerate the illegal use of drugs. This means that:

- ❖ All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in all Arrowhead Library System workplace operations. Those who violate this policy shall be subject to disciplinary action, up to and including termination.
- ❖ Any employee who is convicted of a criminal drug statute violation in the workplace must notify his/her supervisor within five (5) working days of such conviction. The System shall take appropriate disciplinary action against the employee and/or require the employee to undergo substance abuse treatment within thirty (30) days from the employee conviction notice.

The System will provide a drug-free workplace awareness program through:

- ❖ Publishing and distributing this policy statement to all Arrowhead Library System employees;
- ❖ Incorporating the policy within the ALS Personnel Policy and;
- ❖ Providing information to employees on the dangers of illegal drugs

Employees have the right to know the dangers of drug abuse, to work in a drug-free environment, and to know the System's policy on a drug-free workplace. Employees who think they may have a substance abuse problem are urged to voluntarily seek assistance. Drug counseling and rehabilitation programs are available in the community, and, in addition, through Rock County's Employee Assistance Program. Assistance in locating those programs is available on request from the System.

Under the provisions of this policy the Arrowhead Library System declares it will make a good faith effort to maintain a drug-free workplace.

4/27/92

**SECTION 16**  
**SEXUAL HARASSMENT POLICY**

The Arrowhead Library System is committed to providing an environment free of sexual harassment and all employees are responsible for assuring that the workplace is free from sexual harassment. Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964 and Section III of the Wisconsin Fair Employment Act.

Sexual harassment is defined by the Equal Employment Opportunity Commission as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or,
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

An employee who believes he/she has been the subject of sexual harassment should promptly take the following steps:

1. Request that the person cease such behavior immediately.
2. If the harassment continues, or if an employee believes some employment consequences may result from the request that the action stop, report the matter as soon as possible to the immediate supervisor. If a matter involves the supervisor, the complaint may be taken to the System Administrator. If a matter involves the System Administrator, the complaint may be taken to the President of the ALS Board. An investigation will then be conducted in accordance with the established grievance procedure. See Section 8 of the ALS Personnel Policy.

Sexual harassment by a System employee will not be tolerated. All supervisors are responsible for preventing and eliminating sexual harassment in their department. Any complaint of sexual harassment shall receive the immediate attention of the supervisor to whom it is made. The supervisor shall immediately forward all complaints to the System Administrator (or President of the ALS Board if the matter involves the System Administrator). Immediate and appropriate action will be taken to prevent recurrence.

4/27/92

Effective date: June 20, 1989

Revision/WI Retirement: November 27, 1989

Revision/Longevity Pay: October 28, 1991

Revision/Weather Conditions: November 25, 1991

Revision/Ground for Disciplinary Actions: April 27, 1992

Revision/Fringe Benefits: February 26, 1997 (Pro-rated holiday pay)

Revision/Fringe Benefits: March 19, 1997 (Change Good Friday to floating holiday)

## **TELECOMMUTING POLICY**

The Arrowhead Library System provides telecommuting as a viable, voluntary, alternative work arrangement for the Public Relations Coordinator:

Procedure:

1. An employee, the Arrowhead Library System Director, or the Arrowhead Library System Board can suggest telecommuting as a possible work arrangement.
2. The ALS director will assess the work to be completed by telecommunication and determine the nature of the work that is appropriate for successful telecommunication.
3. The ALS director will determine the number of hours to be worked by each employee performing work by telecommunication. The total hours worked by telecommunication will not exceed 25% of the employee's work week. Special projects requiring more than 25% total hours must be approved in advance by the ALS director.
4. The staff member working by telecommunication will have regularly-scheduled work hours. During these work hours, the staff member will be accessible by telephone and e-mail.
5. The employee will provide an appropriate work environment within the employee's home for work purposes. Equipment must be equivalent to that provided to the employee by Arrowhead Library System in the System office.
6. Arrowhead Library System will not be responsible for any costs associated with setup, remodeling, and maintenance of the home office.
7. Employee must provide all office furniture, computer equipment, software, phone and data lines, photocopiers, office supplies, and other items necessary to establish an appropriate work environment at the telecommuting site. Arrowhead Library System will not be responsible for any damage or repairs to the employee-owned equipment at the telecommuting site.
8. The Arrowhead Library System will not be responsible for telephone and data line service at the employee's home. ALS will reimburse the staff member on a case-by-case basis for job-related long distance telephone expenses incurred by the employee at home. Employee must present an itemized copy of the telephone bill to the ALS Director. Reimbursement will not exceed the cost of long distance telephone service, had the calls originated from the ALS office.
9. The employee performing work by telecommunication will provide the Director with a bi-weekly report of work performed and hours worked at home.
10. The ALS director will meet at least once each month with the employee to discuss the suitability of the jobs performed by telecommunication.
11. Arrowhead Library System reserves the right to discontinue the telecommunication arrangement with the employee at any time.

It is understood by the Arrowhead Library System and the employee performing work by telecommunication, that this is a privilege and the employee is selected to participate at the discretion of the Arrowhead Library System Director and Board. It is understood by the Arrowhead Library System and the employee that telecommuting involves a high degree of trust by both parties. Only those employees who have demonstrated their ability to work independently, with little supervision, will be allowed to work by telecommunication.

Approved October 27, 2004

**APPENDIX A – PERSONNEL POLICY  
ARROWHEAD LIBRARY SYSTEM  
POSITION CLASSIFICATION PLAN**

<u>Title</u>	<u>Classification Range</u>	<u>Minimum Requirements</u>
Administrator	Unclassified	Currently MLS from and ALA accredited library school with at least five years of professional library experience which includes a variety of administrative responsibilities. Experience in public libraries required. Experience in regional systems and/or other types of libraries desirable.
Library Services Coordinator	VIII	MLS from an ALA accredited library school, three years of professional library experience which include a wide range of responsibilities, experience and continuing education activities related to grantsmanship, or equivalent combination of training and experience.
Project Librarian	VII	MLS from an ALA accredited library school.
PR Coordinator	VI	Bachelor's degree with coursework preferred in journalism, graphic design, marketing, and/or public relations/knowledge of, or work experience in journalism and graphic arts as shown in a portfolio or equivalent combination of training and experience.
Office Manager	V	Two years office experience, two year associate degree in business or office related field, and coursework, continuing education activities, or experience in library and information studies, or equivalent combination of training and experience.
Secretary	IV	
Office Assistant	III	High school graduate, including or supplemented by coursework in typing and word processing or equivalent combination of training and experience.
Delivery Driver	III	High school graduate. Defensive driving course.
ILL Assistant	III	High school diploma or GED equivalent and one year of office or library work experience required. One year post-secondary education or equivalent work experience in a library preferred.
Clerk	II	
Student Assistant	I	Enrolled in high school, technical school, or college with at least one typing course completed.

ARROWHEAD LIBRARY SYSTEM

2003 - 2006 PAY PLAN

		Start	6 Months	12 Months	5th year	10th year	15th year	Start	15th year	
		Annual Range	Annual							
Range 1	2003	\$ 5.94	\$ 6.16	\$ 6.41	\$ 6.64	\$ 6.9	\$ 7.19	\$ 12,355.20	\$ 14,955.20	
Student	2004	\$ 6.06	\$ 6.28	\$ 6.54	\$ 6.77	\$ 7.04	\$ 7.33	\$ 12,602.30	\$ 15,254.30	2%
<b>no one in this position</b>	2005	\$ 6.24	\$ 6.47	\$ 6.73	\$ 6.98	\$ 7.25	\$ 7.55	\$ 12,980.37	\$ 15,711.93	3%
	2006	\$ 6.43	\$ 6.67	\$ 6.94	\$ 7.19	\$ 7.47	\$ 7.78	\$ 13,369.78	\$ 16,183.29	3%
Range II	2003	\$ 9.83	\$ 10.21	\$ 10.51	\$ 11.04	\$ 11.48	\$ 11.94	\$ 20,446.40	\$ 24,835.20	
Clerk	2004	\$ 10.03	\$ 10.41	\$ 10.82	\$ 11.26	\$ 11.71	\$ 12.18	\$ 20,855.33	\$ 25,331.90	2%
<b>no one in this position</b>	2005	\$ 10.33	\$ 10.73	\$ 11.15	\$ 11.60	\$ 12.06	\$ 12.54	\$ 21,480.99	\$ 26,091.86	3%
	2006	\$ 10.64	\$ 11.05	\$ 11.48	\$ 11.95	\$ 12.42	\$ 12.92	\$ 22,125.42	\$ 26,874.62	3%
Range III	2003	\$ 10.13	\$ 10.54	\$ 10.95	\$ 11.41	\$ 11.85	\$ 12.35	\$ 21,070.40	\$ 25,688.00	
Office Assistant	2004	\$ 10.33	\$ 10.75	\$ 11.17	\$ 11.64	\$ 12.11	\$ 12.60	\$ 21,491.81	\$ 26,201.76	2%
Interlibrary Loan Asst.	2005	\$ 10.64	\$ 11.07	\$ 11.50	\$ 11.99	\$ 12.47	\$ 12.97	\$ 22,136.56	\$ 26,987.81	3%
Delivery Driver	2006	\$ 10.96	\$ 11.41	\$ 11.85	\$ 12.35	\$ 12.84	\$ 13.36	\$ 22,800.66	\$ 27,797.45	3%
<b>no office assistant</b>										
Range IV	2003	\$ 10.41	\$ 10.86	\$ 11.27	\$ 11.74	\$ 12.19	\$ 12.71	\$ 21,652.80	\$ 26,436.80	
Secretary	2004	\$ 10.62	\$ 11.08	\$ 11.50	\$ 11.97	\$ 12.43	\$ 12.96	\$ 22,085.86	\$ 26,965.54	2%
<b>no one in this position</b>	2005	\$ 10.94	\$ 11.41	\$ 11.84	\$ 12.33	\$ 12.81	\$ 13.35	\$ 22,748.43	\$ 27,774.50	3%
	2006	\$ 11.26	\$ 11.75	\$ 12.20	\$ 12.70	\$ 13.19	\$ 13.75	\$ 23,430.88	\$ 28,607.74	3%
Range V	2003	\$ 12.55	\$ 13.09	\$ 13.59	\$ 14.19	\$ 15.00	\$ 15.31	\$ 26,104.00	\$ 31,844.80	
Office Manager	2004	\$ 12.80	\$ 13.35	\$ 13.86	\$ 14.47	\$ 15.30	\$ 15.62	\$ 26,626.08	\$ 32,481.70	2%
	2005	\$ 13.19	\$ 13.75	\$ 14.28	\$ 14.91	\$ 15.76	\$ 16.08	\$ 27,424.86	\$ 33,456.15	3%
	2006	\$ 13.58	\$ 14.16	\$ 14.71	\$ 15.36	\$ 16.23	\$ 16.57	\$ 28,247.61	\$ 34,459.83	3%
Range VI	2003	\$ 14.35	\$ 14.91	\$ 15.53	\$ 16.15	\$ 16.76	\$ 17.48	\$ 29,848.00	\$ 36,358.40	
Public Relations Coord.	2004	\$ 14.64	\$ 15.21	\$ 15.84	\$ 16.47	\$ 17.10	\$ 17.83	\$ 30,444.96	\$ 37,085.57	2%
	2005	\$ 15.08	\$ 15.66	\$ 16.32	\$ 16.97	\$ 17.61	\$ 18.36	\$ 31,358.31	\$ 38,198.14	3%
	2006	\$ 15.53	\$ 16.13	\$ 16.81	\$ 17.48	\$ 18.14	\$ 18.92	\$ 32,299.06	\$ 39,344.08	3%
Range VII	2003	\$ 16.14	\$ 16.77	\$ 17.48	\$ 18.14	\$ 18.88	\$ 19.60	\$ 33,571.20	\$ 40,768.00	
Project Librarian	2004	\$ 16.46	\$ 17.11	\$ 17.83	\$ 18.50	\$ 19.26	\$ 19.99	\$ 34,242.62	\$ 41,583.36	2%
<b>no one in this position</b>	2005	\$ 16.96	\$ 17.62	\$ 18.36	\$ 19.06	\$ 19.84	\$ 20.59	\$ 35,269.90	\$ 42,830.86	3%
	2006	\$ 17.47	\$ 18.15	\$ 18.92	\$ 19.63	\$ 20.43	\$ 21.21	\$ 36,328.00	\$ 44,115.79	3%
Range VIII	2003	\$ 18.86	\$ 19.59	\$ 20.39	\$ 21.20	\$ 22.06	\$ 22.90	\$ 39,228.80	\$ 47,632.00	
Library Services Coord.	2004	\$ 19.24	\$ 19.98	\$ 20.80	\$ 21.62	\$ 22.50	\$ 23.36	\$ 40,013.38	\$ 48,584.64	2%
Resource Sharing Coord.	2005	\$ 19.81	\$ 20.58	\$ 21.42	\$ 22.27	\$ 23.18	\$ 24.06	\$ 41,213.78	\$ 50,042.18	3%
<b>No one in these positions</b>	2006	\$ 20.41	\$ 21.20	\$ 22.06	\$ 22.94	\$ 23.87	\$ 24.78	\$ 42,450.19	\$ 51,543.44	3%

APPENDIX C  
ARROWHEAD LIBRARY SYTEM  
EMPLOYEE ACKNOWLEDGEMENT – PERSONNEL POLICY

**PERSONNEL POLICY**

I have seen a copy of the Arrowhead Library System (ALS) Personnel Policy and agree to the conditions outlined therein.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Signature of administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX C-1  
**ARROWHEAD LIBRARY SYSTEM**  
**EMPLOYEE ACKNOWLEDGEMENT – INSURANCE BENEFITS**

I have been informed of the Health and Life Insurance Benefits that I am eligible for an employee of the Arrowhead Library System

**CHECK WHICH OPTION YOU CHOOSE.**

**HEALTH INSURANCE**

I choose to participate in the Health Plan offered \_\_\_\_\_.

I choose **not** to participate in the Health Plan offered \_\_\_\_\_.

**LIFE INSURANCE**

I choose to participate in the Life Insurance plan offered \_\_\_\_\_.

I choose **not** to participate in the Life Insurance plan offered \_\_\_\_\_.

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX D  
PERSONNEL POLICY/FRINGE BENEFITS

Benefit	Regular FT	Regular *PT 20+	Regular *PT<20 hrs.	LT 6 to 12 months	LT 6 months	LT 12 months +
Funeral Leave - PAID	X	X	X	No	No	No
Holidays – PAID	X	X	X	No	No	X
Health Insurance	X/Family	X/Single	No	No	No	No
Leaves 1 month-UNPAID	X	X	X	X	X	X
Military Leave-UNPAID	X	X	X	No	No	No
Civil Leave-PAID	X	X	No	No	No	No
Training/education Leave-UNPAID	X	X	No	No	No	No
Civic Service-PAID	X	X	No	No	No	No
M & P Leave-UNPAID	X	X	No	No	No	No
Life Insurance	X	X	X (600+hrs/yr)	No	No	No (see #1)
Wisconsin Retirement	X	X	X (600+hrs/yr)	No	No	No (see #1)
Sick Leave –PAID	X	X	No	No	No	No (see #2)
Vacation-PAID	X	X	No	No	No	X (see #2)
Social Security	X	X	X	X	X	X

**Explanations**

- Regular FT = Full time working 40 hours per week
- Regular PT 20+ = Part time working 20 hours or more per week
- Regular PT <20 = Part time working less than 20 hours per week
- LT 6 to 12 months = Limited term working in positions lasting 6 to 12 months
- LT 6 months = Limited term working in positions lasting less than 6 months
- LT 12 months = Limited term working in positions lasting more than 12 months

**\*BENEFITS FOR PART TIME EMPLOYEES ARE PRO-RATED**

- 1 – All employees who work at least 600 hours in a year
- 2 – Not a benefit for persons working less than 20 hours per week

APPENDIX E  
**ARROWHEAD LIBRARY SYSTEM**  
**EMPLOYEE'S EXIT INTERVIEW QUESTIONNAIRE (CONFIDENTIAL)**

Name of Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

(Please use the reverse side of this form if you do not have enough space available for specific answers).

1. How do you feel about the job you are leaving? What part of your job was most satisfying? What did you like least about it?
  
2. How do you feel about your rate of pay?
  
3. Was your workload usually: Too great ( ) About right ( ) Varied, but all right ( ) Too light ( )
  
4. Did you feel your chances for advancement were: Excellent ( ) Good ( ) Fair ( ) Poor ( )  
Unable to tell ( )
  
5. Did you feel that you received necessary and accurate information on such things as policies and procedures?
  
6. Were you given proper training and opportunity to learn your job?
  
7. What do you think about ALS as a place to work? What do you like most about it? What do you like least?
  
8. How do you feel about returning to work for ALS? In the same position?
  
9. What would you tell your friends about ALS as a place to work?
  
10. Please tell us something about your new job.
  
11. Why did you decide to make a change?
  
12. Other comments:

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

General comments or observations:

**Completed form to be retained by ALS**

