

ADDENDUM "B" LIBRARY

LIBRARY BOARD

The Manitowoc Public Library Board (MPL) of Trustees has the final and sole responsibility for the establishment of all personnel policies governing the staff of Manitowoc Public Library. The Library Director has responsibility for administering all personnel policies governing the staff of Manitowoc Public Library including the responsibility to hire as put forth in the Wisconsin Statutes 43.58 which states that "the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation." This document is subject to revision or amendment upon action of the Library Board of Trustees.

HIRE OR PROMOTION OF CLOSE RELATIVE

No close relative of any Manitowoc Public Library employee shall be hired or promoted by Manitowoc Public Library unless such hiring or promotion shall be approved by the Board of Trustees. The term "close" relative shall mean any spouse, parent, child, grandchild, grandparent, brother, sister, niece, nephew, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. Relative shall also include a step relation.

PAID TIME OFF

Section 1. Vacation Time Off. Eligible employees will be provided annually with personal time off while meeting the operational needs of the Library according to the appropriate schedule below. To assist in recruiting the best candidate for vacant positions, Department Heads may work with the Executive Director to offer an increased and/or accelerated Vacation schedule to potential candidates, if warranted. Personal time off will accrue and become available on a pro-rata basis each payroll cycle. All time off requests must have prior approval from the employee's direct supervisor. Paid time off benefits are pro-rated for part-time employees working less than 80 hours per pay period. Part-time employees working less than 40 hours per pay period are not eligible for paid time off benefits.

Vacation time must be scheduled in advance and approved by a supervisor/manager.

A) Non-Exempt (Hourly) Employees

1 st thru 5 th year	80 hours
6 th thru 10 th year	120 hours
11 th thru 20 th year	160 hours
After 20 years	200 hours

B) Exempt (salaried) and professional librarian employees

1st through 3rd year	80 hours
4th through 10th year	120 hours
11th through 20th year	160 hours

After 20 years

200 hours

Employees who terminate employment will receive payment at the employee's regular rate of pay for all accrued, unused and available vacation and floating holidays, provided the employee gives their direct supervisor proper written notice two weeks in advance in the event of their voluntary termination, or 30 days advance notice in the event of retirement.

At no point in time will an employee be allowed to exceed 115% of allotted vacation time off. All time off exceeding 115% will be cancelled and no payment made.

As of the date of application of the above schedule to existing employees, no existing employee will have a reduction in their current personal time off accrual. An employee so affected will be frozen at their current level until such time as they are eligible to advance through years of service according to the applicable schedule above, and will then continue according to that schedule.

Section 2. Personal/Float Day for Birthday. Effective January 1, 2023, eligible employees will be provided with one paid day (8 hours, pro-rated for part-time) off for their birthday. The day off must be used during the calendar year and will not be paid out if unused. Days taken off must be approved by managers. These hours will be added to the employee's Floating Holiday bank.

Section 3. Holidays.

Holiday closing schedules are established by the Manitowoc Public Library Board (MPL) of Trustees.

- Eligible employees will receive the following paid holidays: New Year's Day, Spring Holiday (1/2 day), Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve at a pro-rated basis.
- If the holiday falls on what would normally be the employee's day off during the week, the employee shall receive another day off.

Floating Holidays

- All eligible employees receive 3 days (24 hours) of floating holidays per year on a prorated basis.
- Floating holiday hours are to be used as personal leave days and must be used in the calendar year in which they are granted.
- Floating holiday time may be used in ½ hour increments.

Section 4. Sick Leave

- Sick leave is time off with pay for periods of illness or incapacity resulting from non-occupational injury, as well as for medical, dental, or optical examination or treatment which cannot reasonably be obtained at times other than during the working day.
- Sick leave may be used only for the illness of the employee or if the employee's presence is required for an ill family member living in the same household except as required by law.
- Employees are expected to make every effort to obtain treatment and schedule appointments during non-work time.
- Employees absent from work due to illness in their immediate family requiring the employee's care should refer to the Family Medical Leave Act.
- All use of sick leave is subject to verification by supervisor/manager
- A return to work verification and/or fitness for duty as may be required by the Library will be required for any medical procedure or illness that may impede an employee's ability to perform required tasks.
- An employee must report their absence prior to the start of their work day to their supervisor/manager or if unavailable the Business Office Coordinator.

Sick Leave Accruals

- Sick leave shall be accumulated by staff at a rate of 6 hours per month and pro-rated for employees working less than 40 hours per week.
- Sick leave accruals cannot exceed 960 hours.
- Employees may convert unused sick time into float time at a rate of 8 to 1 (8 hours of sick in exchange for 1 hour of float). Time converted from sick to float cannot be paid out. It must be used for time off.
- Time converted from sick to float must be used 30 days prior to separation of employment.

Sick Leave Payout

All sick leave payout is based on the employee's current wage.

Employees are eligible for payout up to 480 hours of sick leave when leaving employment under the following conditions:

- Due to retirement (eligible for and granted a WRS annuity)
- Due to layoff, reorganization or other involuntary reasons

Employees are eligible for up to 50% of accrued sick leave pay, not to exceed 240 hours under the following conditions:

- Due to voluntary termination by the employee

Employees are ineligible for sick leave payout under the following conditions:

- Due to termination for cause by the Library

EMERGENCY CONDITIONS

In the event of the closing of Manitowoc Public Library, information will be made available, first and primarily, on our website. It may also be available through local media outlets such as Facebook, WCUB and WOMT/WQTC. Managers will make an effort to contact the staff involved. Staff are also encouraged to contact their supervisor if they have questions.

Employees are expected to work their regular schedule whenever the library remains open. In order to maintain safety for employees and the general public, the Library Director has the sole discretion to close Manitowoc Public Library in the event of emergency conditions or hazardous weather. If the Library Director makes such an order, department managers are responsible for communicating with their staff and designating what staff must report. If any employee is required to stay home under this order, they will receive pay for the time they would have worked that day.