

Memorandum

To: MPL Board of Trustees Personnel Committee
From: Kristin Stoeger, Library Director
Re: Human Resources software - Kronos
Date: September 4, 2018

The City of Manitowoc Human Resources will be implementing a new human resources software, Kronos, for all employees including the Library this fall. Kronos is a workforce management software which handles timecard and payroll submission, along with other human resources aspects. At this time, I am recommending moving forward with adoption of Kronos for the Library along with the City. In addition, I will be moving forward with the advanced scheduling aspect of Kronos. Here is more information related to the software and my recommendation to move forward with it:

- Kronos is a timekeeping software which requires employees to punch in and out of their work day, including meal breaks. This requirement for non-exempt employees better aligns the Library with FLSA (Fair Labor Standards Act) compliance requirements and gives us proof in the event we are audited. It also ensures we are paying our employees for the hours they work. For this reason, I have budgeted additional overtime for service desk employees should they go over 40 hours in a pay period without the ability to adjust their hours throughout the week in the 2019 budget. This generally would happen if an employee is working the weekend and needs to stay late to assist a patron or finish up a program.
- Kronos offers a mobile app with GPS to allow employees to easily time stamp their hours. They could also time stamp from any computer.
- At the September all staff meeting, I plan to introduce Kronos to employees and answer preliminary questions.
- Kronos gives more ownership to the employees related to managing their timecard and PTO. Kronos reflects time worked and PTO planned and/or taken in real time. Employees are able to review their timecard at any time to ensure its accuracy.
- The advanced scheduling overlay would replace Time Simplicity. It would enable managers to schedule employees for the services desks in hourly increments in addition to the work week. This overlay would be a small cost savings over Time Simplicity as well.
- There would be training scheduled for both exempt and nonexempt employees this fall. We would also allow staff flexibility and adjustments to their time stamping as they learn this new software. Eventually, we would expect minimal adjustments to time stamps.
- Exempt Employees will use Kronos to record only paid leave taken (i.e. vacation and sick leave). Exempt employees are not eligible for overtime pay. As a result, I do not feel it is necessary for exempt employees to time stamp their hours. The Library holds exempt staff responsible for responsibilities and projects completed; not for hours worked. They regularly work over 40 hours in a given week. For this reason, each exempt employee will have a standard work week submitted in Kronos.

Thank you for your consideration.